FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

Tests / Inspections Requests and Cancellations

User Guide

v1.2

March 2022

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IMPORTANT INFORMATION

This guide is made available by the Fire Department City of New York (FDNY) as a courtesy to the public. It does not represent all the filing requirements for any given FDNY application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for the legal or procedural requirements of the New York City Fire Code, Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

INTRODUCTION

About this Guide

The *Tests/Inspections Requests and Cancellations* User Guide is designed to assist users in submitting a Request for Test/Inspection online via FDNY Business.

Submitting a Request for Test/Inspection can be done from any computer with an Internet connection and using any browser. When you submit a Request for Test/Inspection, you will be required to upload supporting documents.

Effective 09/07/2021, all Requests for Tests/Inspections must be submitted online on FDNY Business. Scheduling requests will no longer be accepted via email.

You should submit a Request for Test/Inspection under the following circumstances:

- You have received the Project Authorization on a Plan record
- You have a Plan from outside of FDNY and you need an Inspection done by FDNY in order to receive your Permit
- Your current Permit is expiring soon and you need to schedule a Test/Inspection
- You were issued Violations during an Inspection and need to request a Re-Inspection

Once a Test/Inspection has been requested and has been scheduled by FDNY, if you need to postpone your Inspection you MUST request a Cancellation. Cancellations should be requested at least three (3) business days **before** your scheduled Test/Inspection or you may be charged the Test/Inspection Fee.

Once you have received confirmation that your request for Cancellation has been accepted, you will need to create a new Request for Test/Inspection to reschedule.

For more information about requirements for your specific Inspection type, please see the FDNY Inspections Page.

Numbers in the images will assist you in following the instructions. For example, 1 indicates your first action, 2 indicates your second action, etc.

For additional assistance, dial 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

1. Request a Test / Inspection

You can now complete and submit a **Request for Test / Inspection** online through FDNY Business. Once your request has been submitted, it will be reviewed by FDNY.

Upon review, FDNY will provide you with a date/time for your Test/Inspection, or you will be notified if the test cannot be scheduled time pending additional information and/or work that needs to be done before the Test/Inspection can be scheduled.

> **NOTE:** You MUST log in to FDNY Business with your **NYC ID** to submit a Request for Test / Inspection. If you do not have a **NYC ID**, you will need to create a **NYC ID** account BEFORE you can log in to FDNY Business.

Step 1. Create Your NYC ID Account and/or Log In to FDNY Business

If you do not have an **NYC ID**, go to Register for an Account to create your account. On the **Create Account** page, enter the required information. Then, click to “check” the checkbox to accept the **NYC ID Terms of Use** and click the **Create Account** button. See Figure 1.

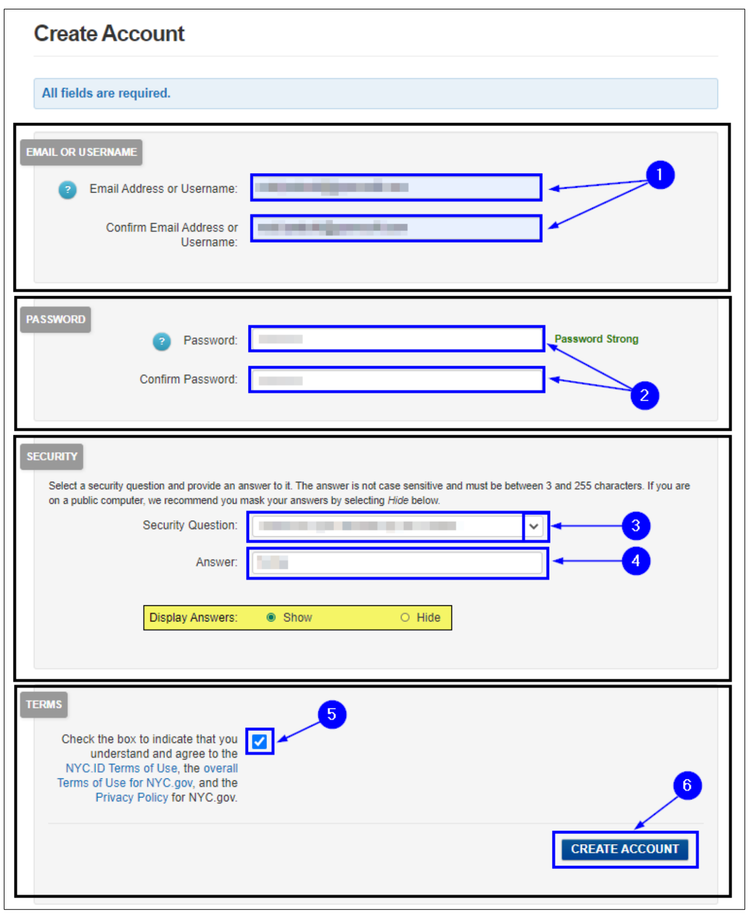


Fig. 1: NYC ID — Create Your Account

Once you have created your account — or if you already have an account — begin your Application by clicking the **Login** button on the FDNY Business Home Page. See Figure 2.

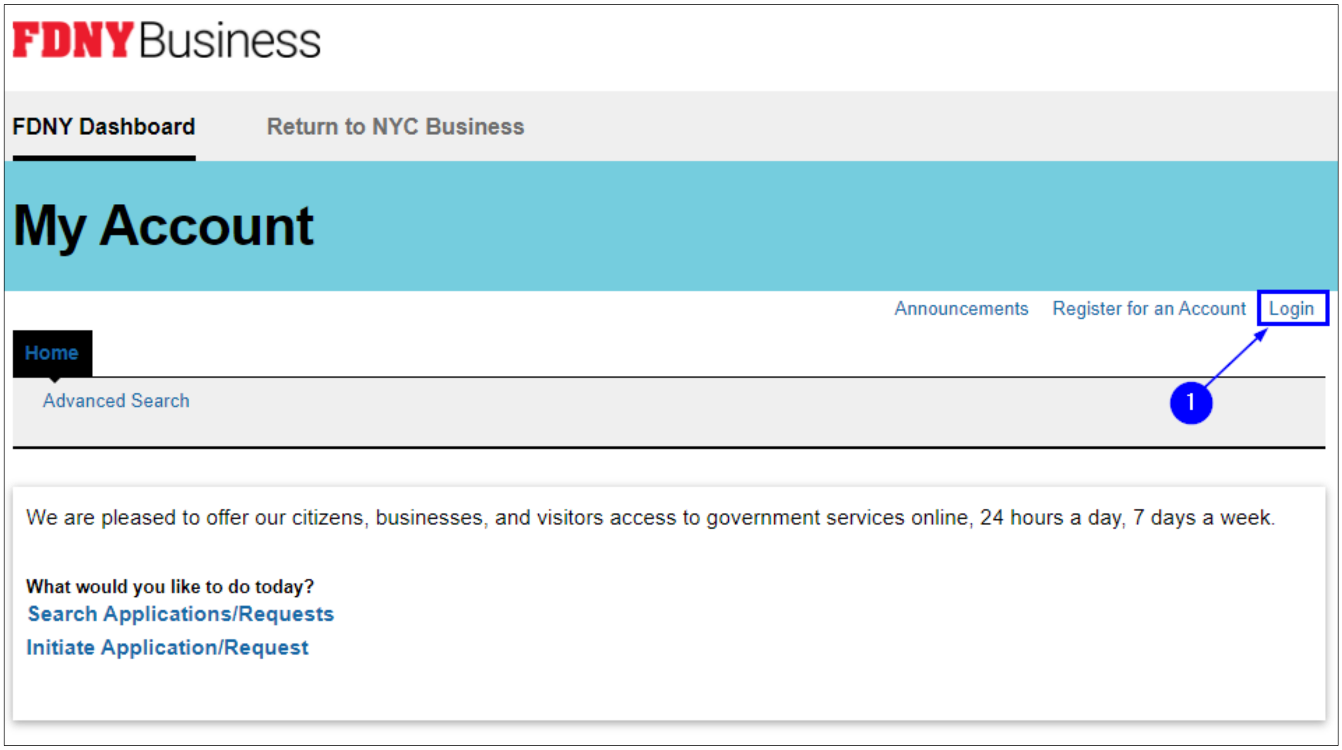


Fig. 2: Click 'Login'

Enter your **Email Address** (your **NYC ID**) and **Password**. Then, click the **Log In** button. See Figure 3.

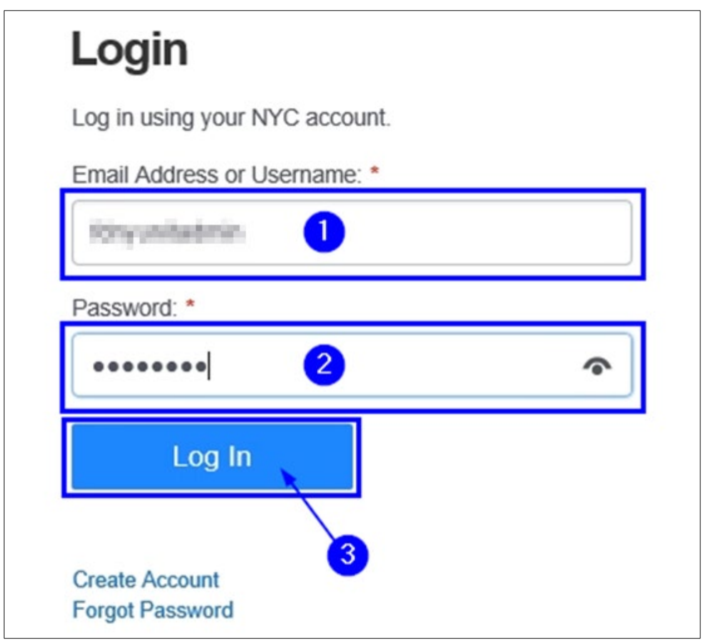


Fig. 3: Enter Your NYC ID / Password and Log In

Step 2. Start the Application

To begin, from your computer browse to the [FDNY Business Home Page] and click on the **Initiate Application/Request** option. See Figure 4.

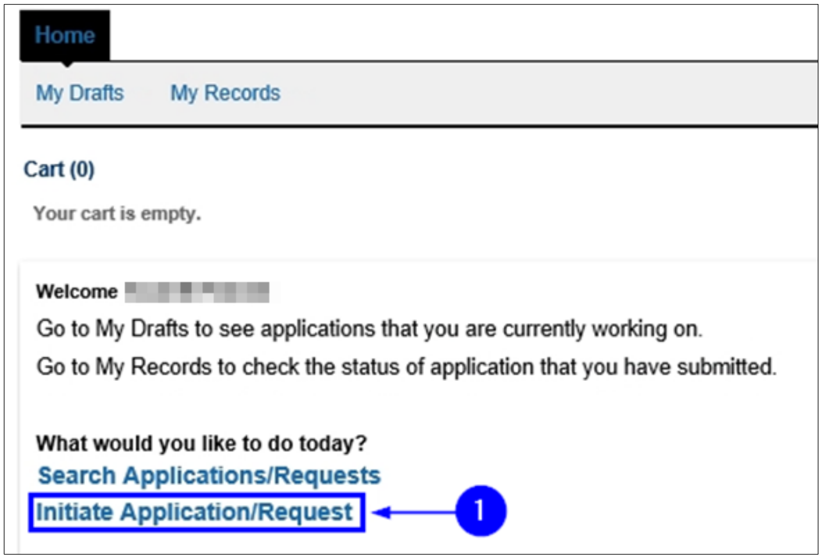


Fig. 4: 'Initiate Application/Request'

On the **Select Type of Application** page, click the **Public Request** drop-down list and select the "Public Request for Inspections" option. Then, click **Continue Application**. See Figure 5.

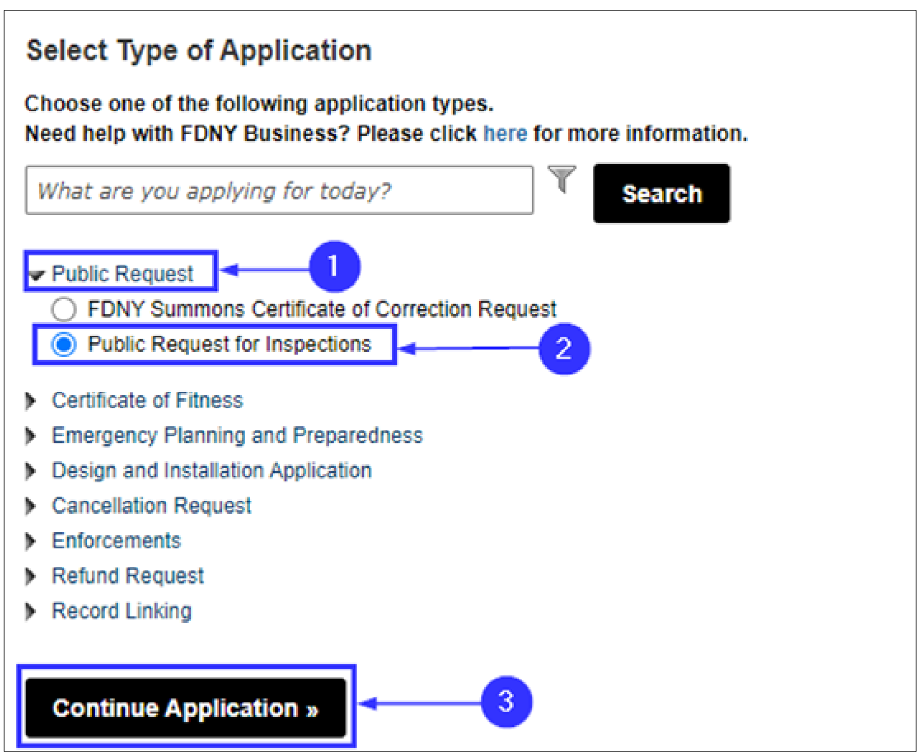


Fig. 5: Select and Click 'Continue Application'

Step 3. Complete the 'Building Information' Page

On the **Building Information** page, complete the "Premises Address" section. You will need to enter the address of the location for which you are requesting the Test/Inspection.

Most addresses already exist in the system. To search for the Address, select "No" for the **Is this a New Address?** field and enter the address information. All fields marked with an asterisk (*) must be completed. Then, click the **Search** button. See Figure 6.

NOTE: If the address is NOT found in the system, go back and select "Yes" for the **Is this a New Address?** field to enter a new address.

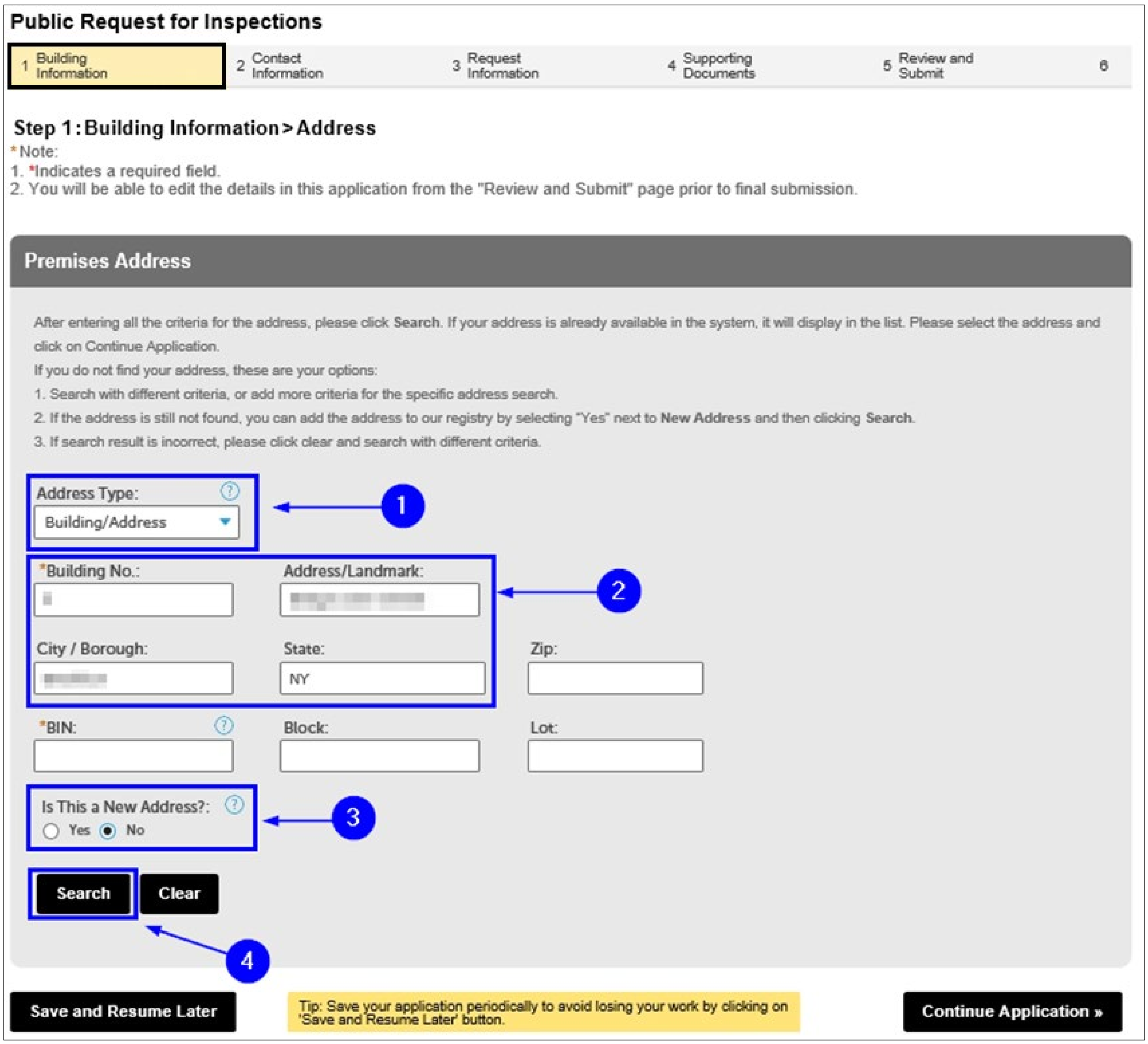


Fig. 6: Enter / Search the Address

The **Address Search Result List** window will open and display the top matches. Here, the system has returned two (2) addresses. One is the correct address. Click to select it and click **Continue**. See Figure 7.

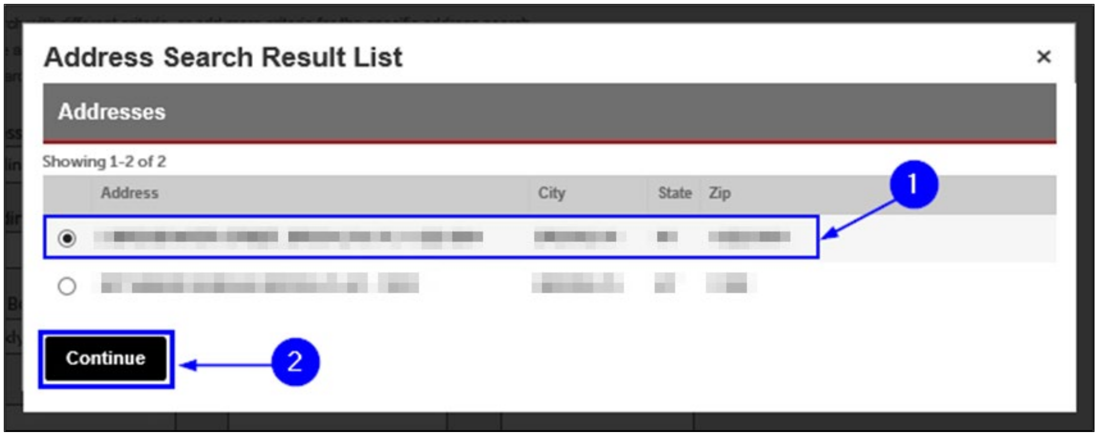


Fig. 7: Select the Address

The address you selected will be entered into the "Premises Address" section. Click the **Continue Application** button. See Figure 8.

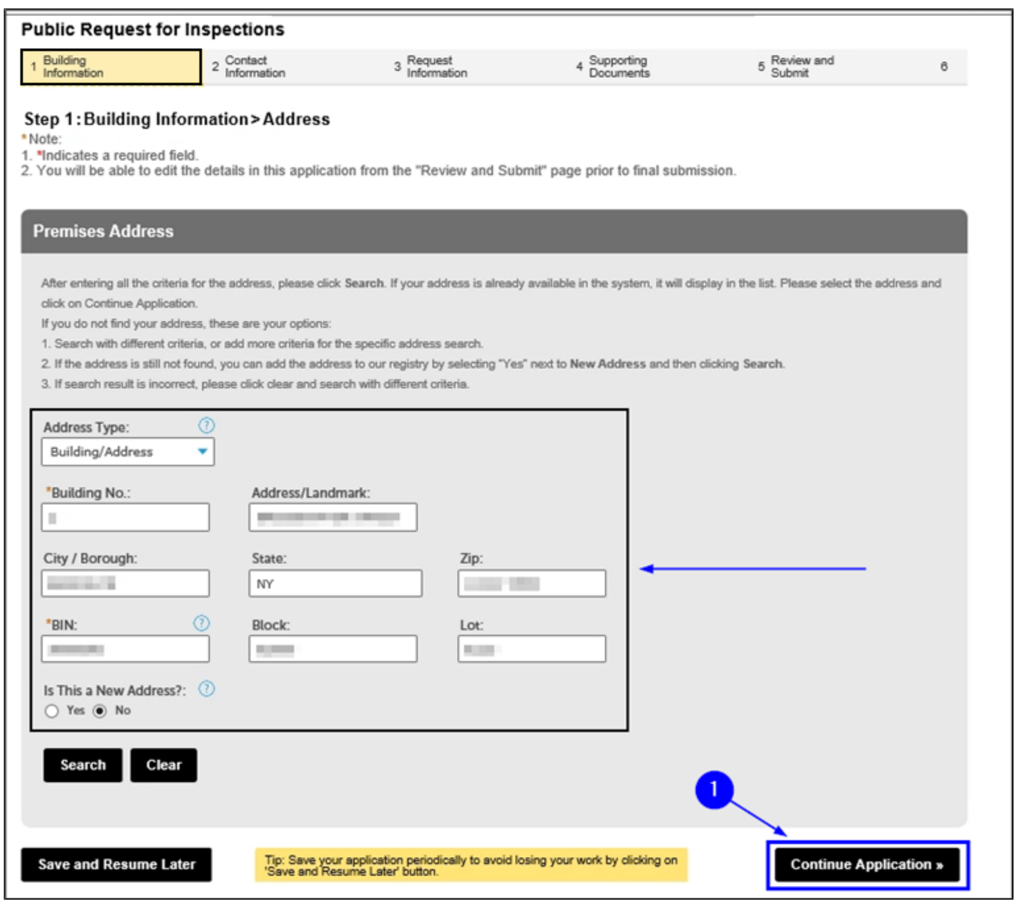


Fig. 8: Continue Application

Step 4. Complete the Applicable Sections on the ‘Contact Information’ Page

You are taken to the **Contact Information** page. It contains eight (8) sections, as follows. See Figures 9–10.

- Licensed Professional
- Permit/LOA Contact
- Billing Contact
- Business Owner
- Building Owner
- Building Representative
- Authorized Agent
- COF Holder

NOTE # 1: The “Permit/LOA Contact” section MUST BE completed for **ALL** Requests for Tests/Inspections. This Contact is the person **whose name will appear on the permit**, and to whom the Permit/LOA will be emailed. If you do not complete this section, you WILL NOT receive your Permit/LOA.

NOTE #2: If you have questions about the sections you may need to complete for your Request for Test/Inspection type, dial 311 and ask for the FDNY Customer Service Center or email FDNY.BusinessSupport@FDNY.nyc.gov.

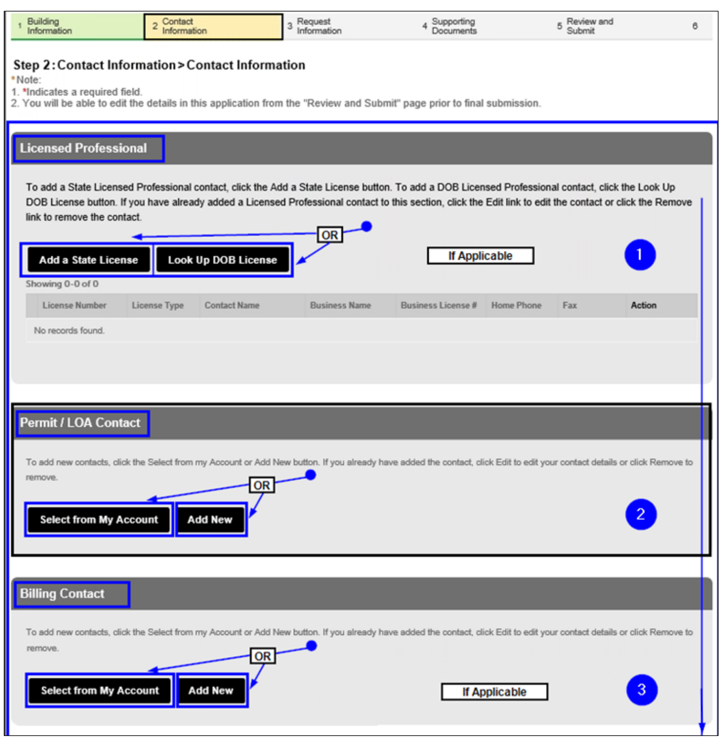


Fig. 9: ‘Contact Information’ Page

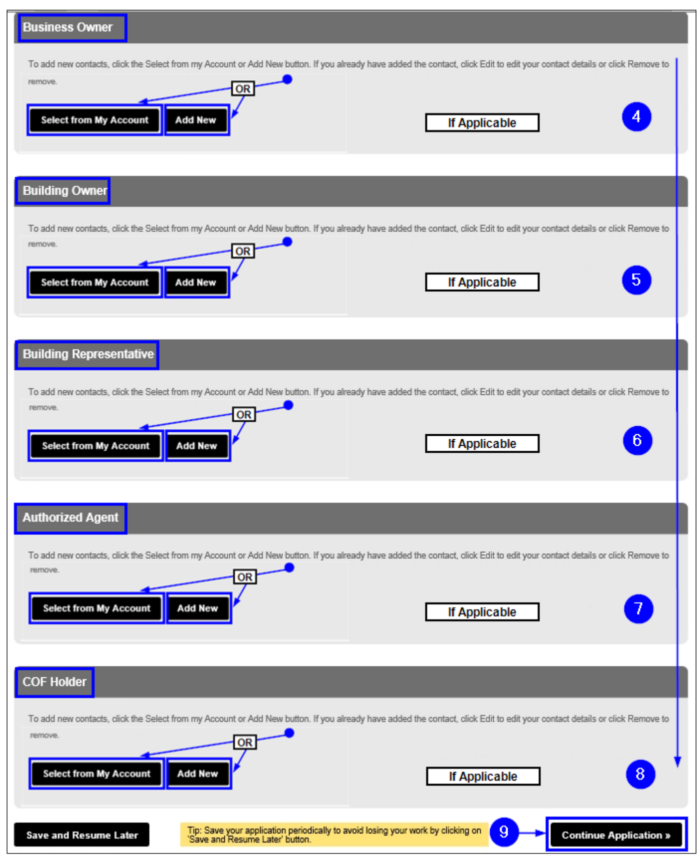


Fig. 10: Contact Information Page (Continued)

Scenario #1: Using an Existing Contact

If a Contact already exists in your **NYC ID** account, you can select it by clicking on the **Select from My Account** button, as highlighted below in "yellow." In this example, we will select a Contact for the "Permit/LOA Contact" section. See Figure 11.

NOTE: If a Contact does <u>NOT</u> exist in your **NYC ID** account, you will need to add a new Contact. See **Scenario #2** for instructions.

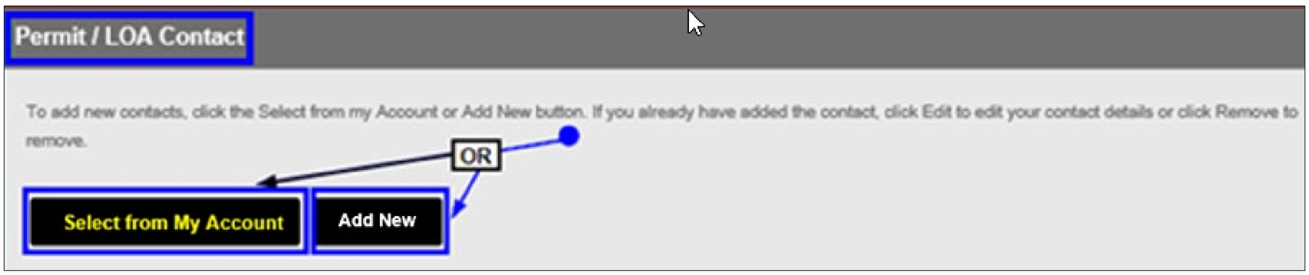


Fig. 11: Click 'Select from My Account'

The **Select Contact from My Account** window will open. If address(es) for the Permit/LOA Contact exist in the system, they will be displayed and the Contact's name will be shown near the top.

In the below example, the **Billing Address** and the **Mailing Address** exist. To simultaneously select both of them, "check" the checkbox located in the header — this will select all listed addresses. To confirm your selection(s), click the **Continue** button. See Figure 12.

NOTE: The **Mailing Address** is the <u>ONLY</u> required address for the Permit/LOA Contact. Typically, the Permit/LOA Contact's **Mailing Address** is the same as the location for which you are requesting the Test/Inspection.

Fig. 12: Select the Desired Address(es)

The **Contact Information** window will open and the Contact's details will be provided. As indicated in the lower half of the window, the address(es) you just selected will be present.

Review the information and when you are ready to attach this Contact's information to your Application, click the **Continue** button. See Figure 13.

NOTE: Make sure to enter the correct email address. The confirmation email for the scheduled date and time of the Test/Inspection will be sent to this email address.

Additionally, depending on whether the Test/Inspection passes, the LOA and/or Permit (as applicable) will be sent to this email address.

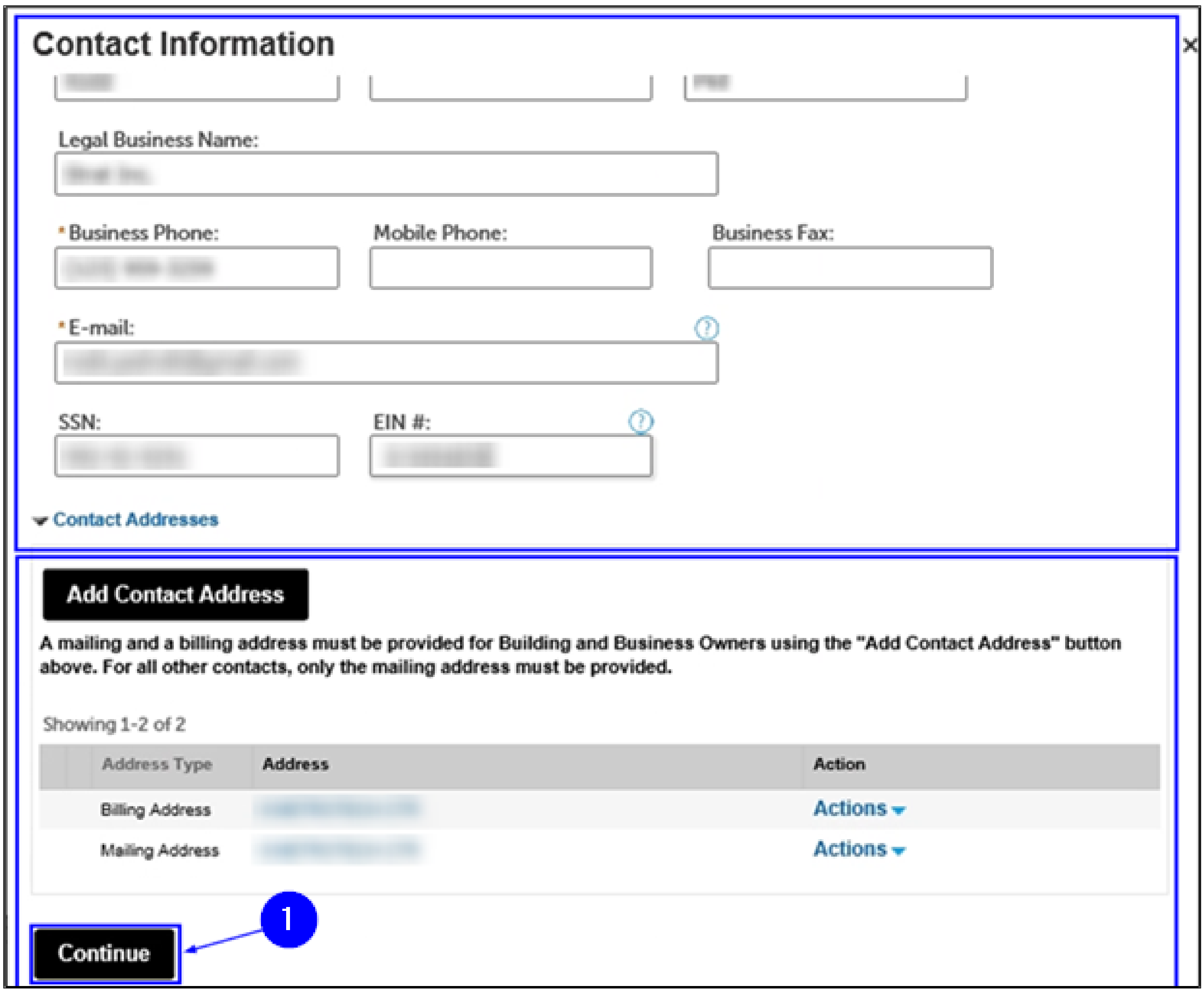


Fig. 13: Review and Click the 'Continue' Button

You will return to the **Contact Information** page. As indicated below, the Contact you just selected (in this example, the Permit/LOA Contact) and their address information is now added to your Application. See Figure 14.

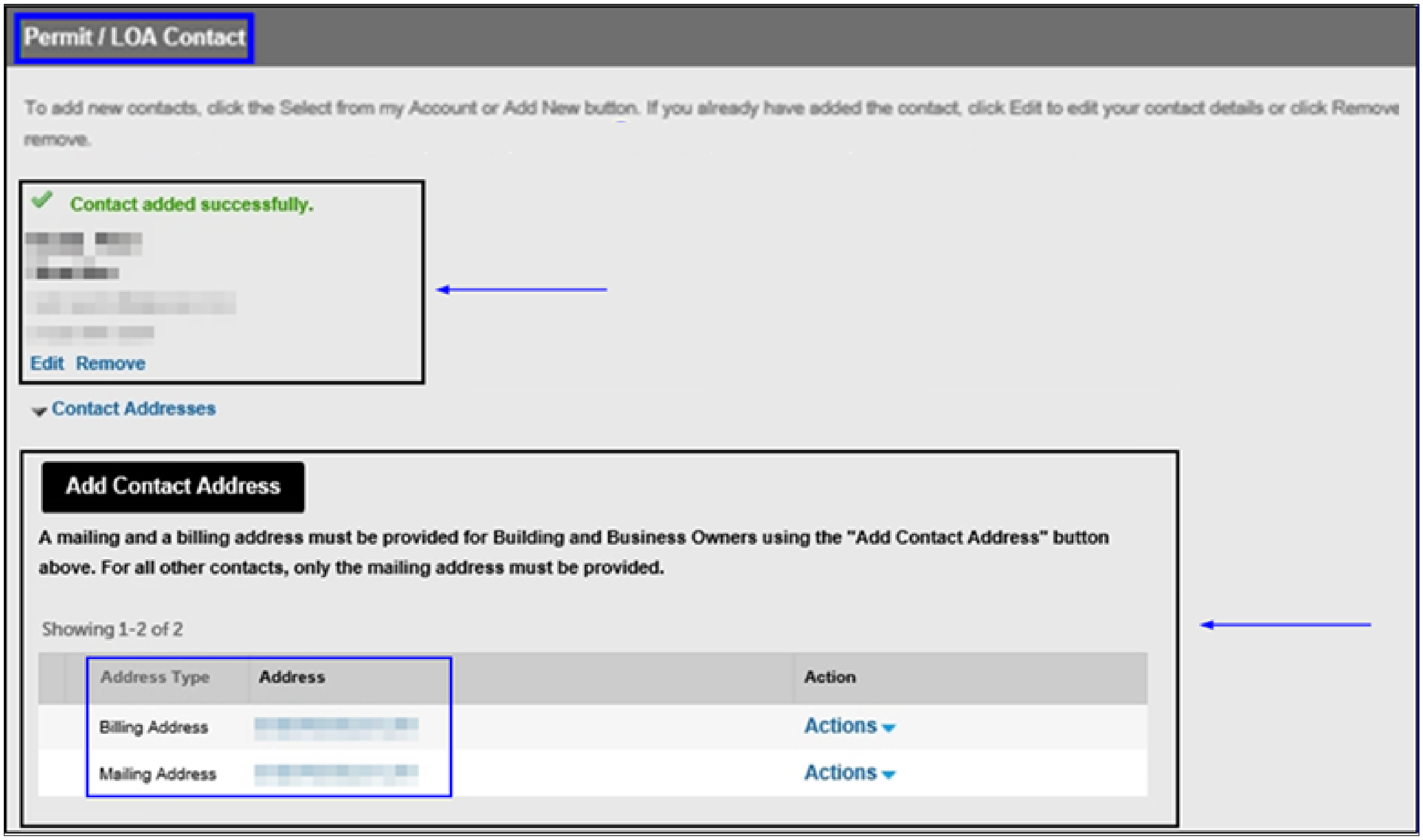


Fig. 14: 'Permit/LOA Contact' Information Selected and Added

Scenario #2: Adding a New Contact

If a Contact does NOT exist in your **NYC ID** account, you will need to manually add the Contact's information. In this example, we will add a Contact to the "Permit/LOA Contact" section.

To begin, click on **Add New**. See Figure 15.

Fig. 15: Click 'Add New'

The **Contact Information** window will open. To begin, click on the **Individual/Organization/ City Agency** drop-down list and select the Contact type you want to add. In this example, since we are adding a person, we will select "Individual." See Figure 16.

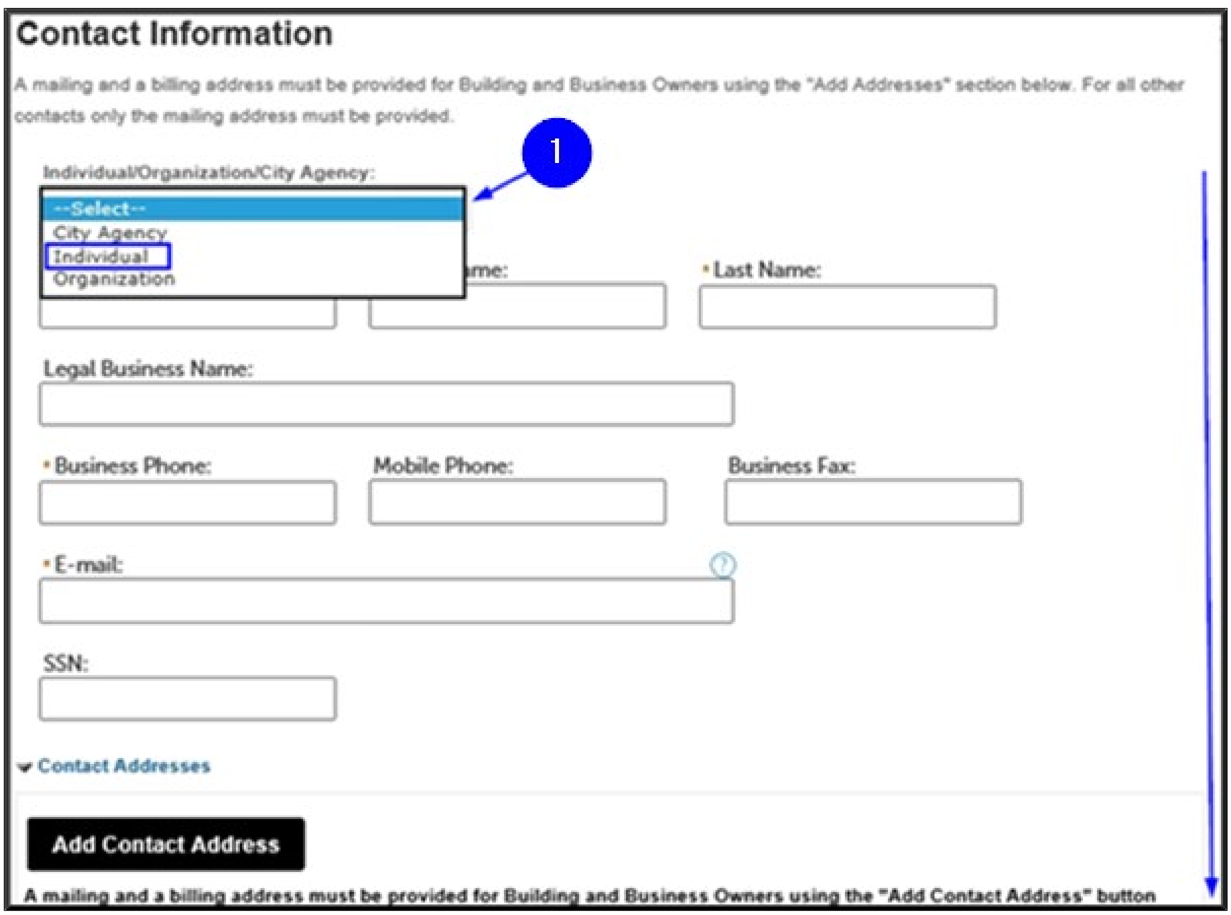


Fig. 16: Select the Contact Type

Next, enter the Contact's information. ALL sections marked with an asterisk (*) must be completed. When you are ready, click on the **Add Contact Address** button. See Figure 17.

NOTE: Make sure to enter the correct email address. The confirmation email for the scheduled date and time of Test/Inspection will be sent to this email address.

Additionally, depending on whether the Test/Inspection passes, the LOA and/or Permit (as applicable) will be sent to this email address.

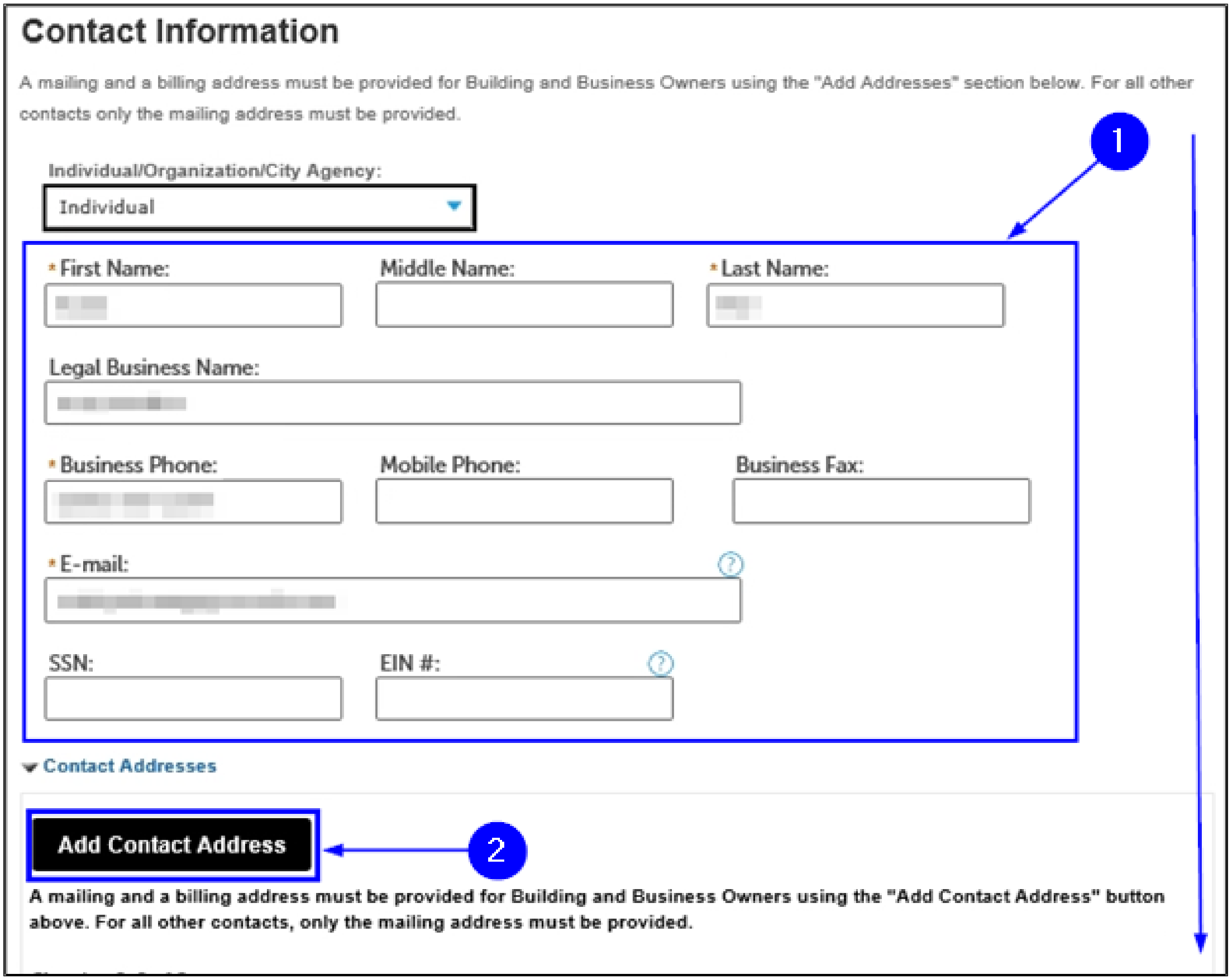


Fig. 17: Enter Information / Click 'Add Contact Address'

A new window will open. First, click the **Address Type** drop-down list and select the "Mailing Address" option. Complete all the required fields and then click the **Save and Close** button. See Figure 18.

NOTE: The **Mailing Address** is the ONLY required address for the Permit/LOA Contact. Typically, the Permit/LOA Contact's **Mailing Address** is the same as the location for which you are completing this Request for Test/Inspection.

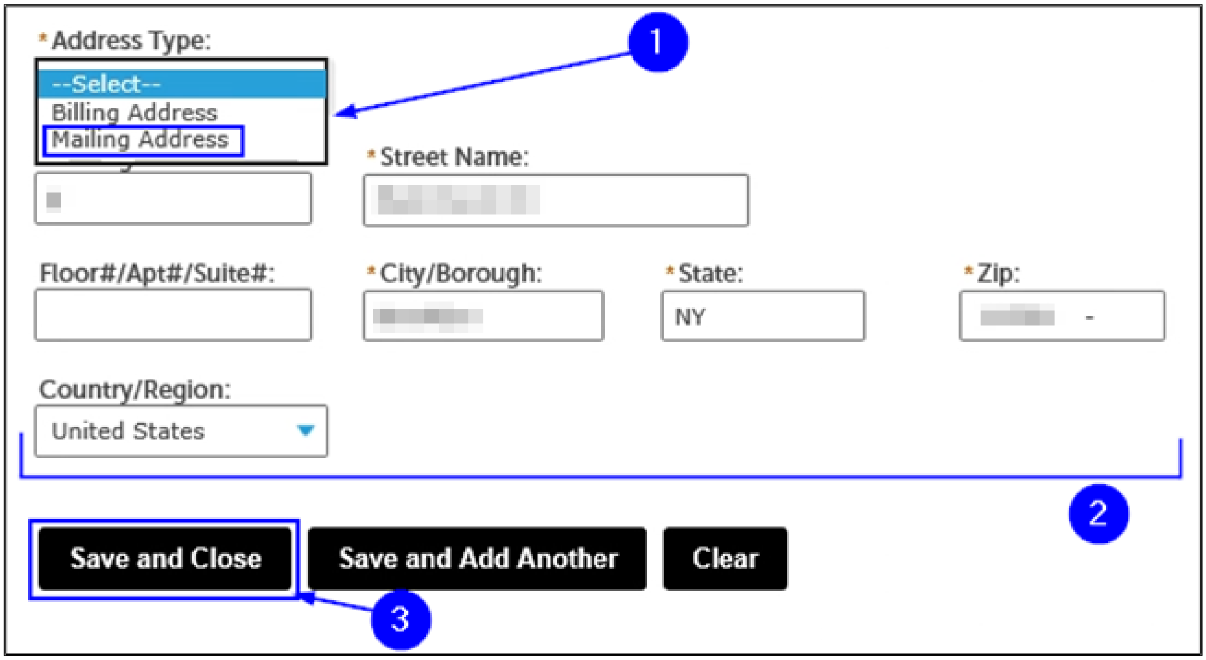


Fig. 18: Enter the Mailing Address Information

A window will open displaying the matching result(s). In the example shown below, one (1) matching result has been located. Click to select it and then click the **Select** button. See Figure 19.

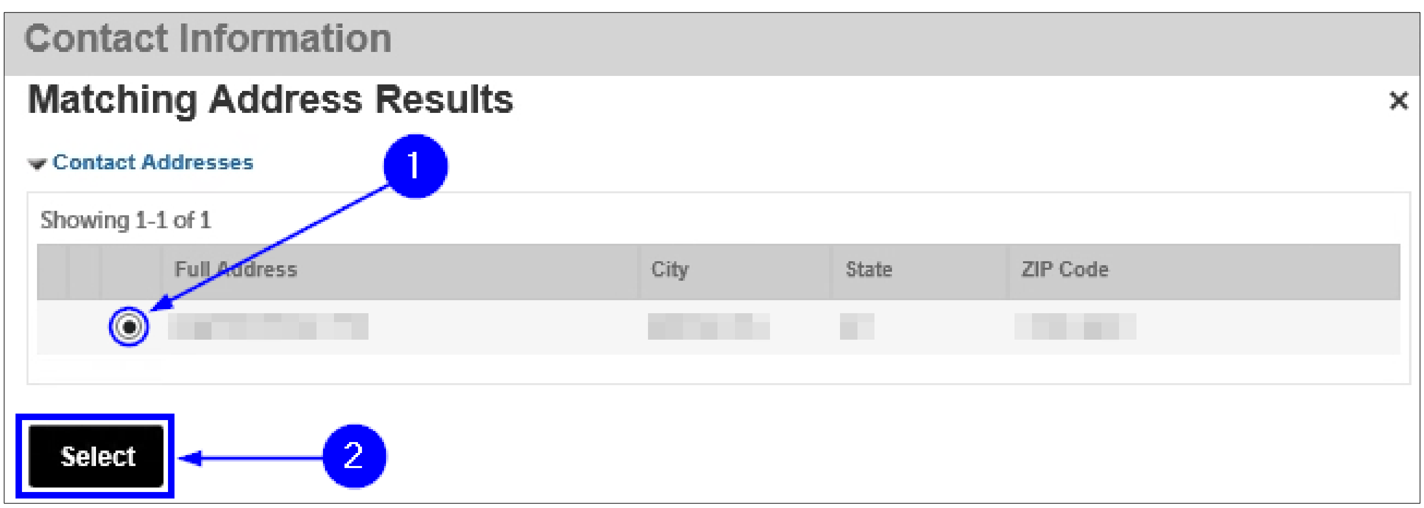


Fig. 19: Chose the Address and Click 'Select'

You will see a notification that tells you that the address was successfully saved. Also, as highlighted below in "yellow," the **Mailing Address** has been added and is visible. Click the **Continue** button. See Figure 20.

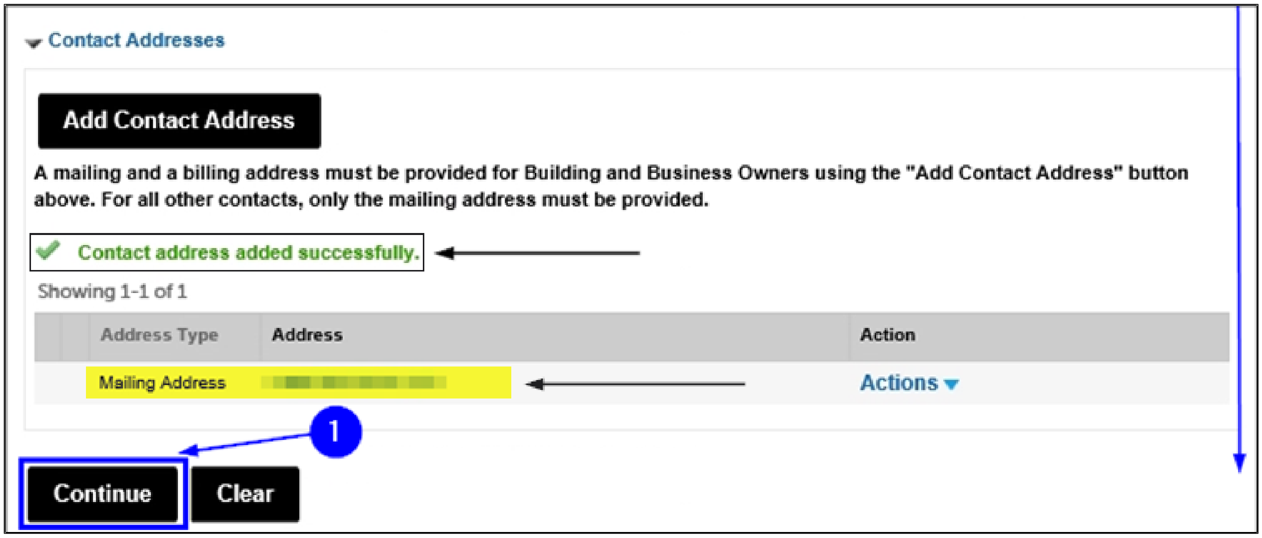


Fig. 20: Click 'Continue'

You are taken back to the **Contact Information** page and, as shown below, you will see a notification that you have successfully added the Permit/LOA Contact's information. See Figure 21.

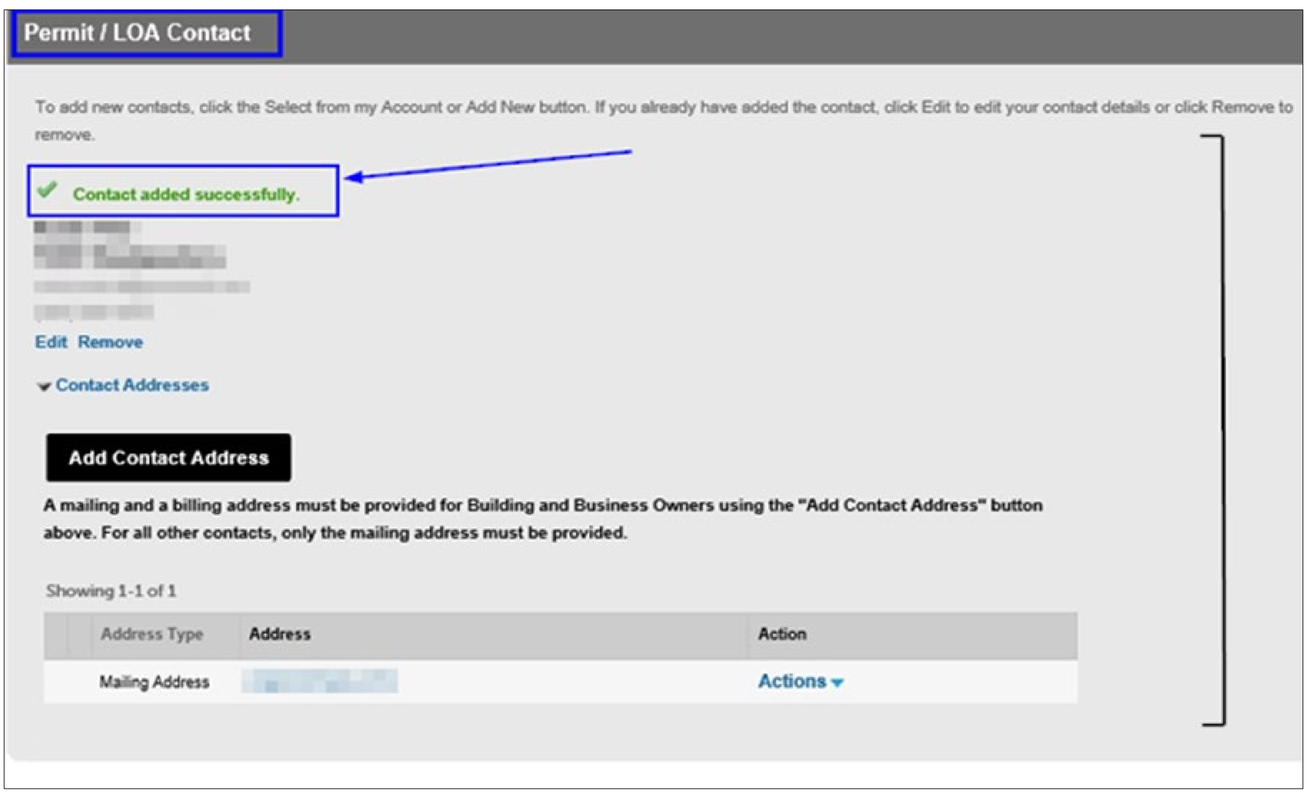


Fig. 21: Contact Information Added

In this example, we are completing a Request for Rangehood Inspection — Rangehood Inspections **require** that the “Business Owner” section to be completed.

Complete the “Business Owner” section by selecting an existing Contact (see **Scenario #1** above) or by adding a new Contact (see **Scenario #2** above). See Figure 22.

Fig. 22: Complete the ‘Business Owner’ Section

REMEMBER: The “Business Owner” section requires that you provide a **Mailing Address** AND a **Billing Address** — You will need to enter both addresses.

After you have completed all applicable sections on the **Contact Information** page, scroll down to the bottom of the page and click **Continue Application**. See Figure 23.

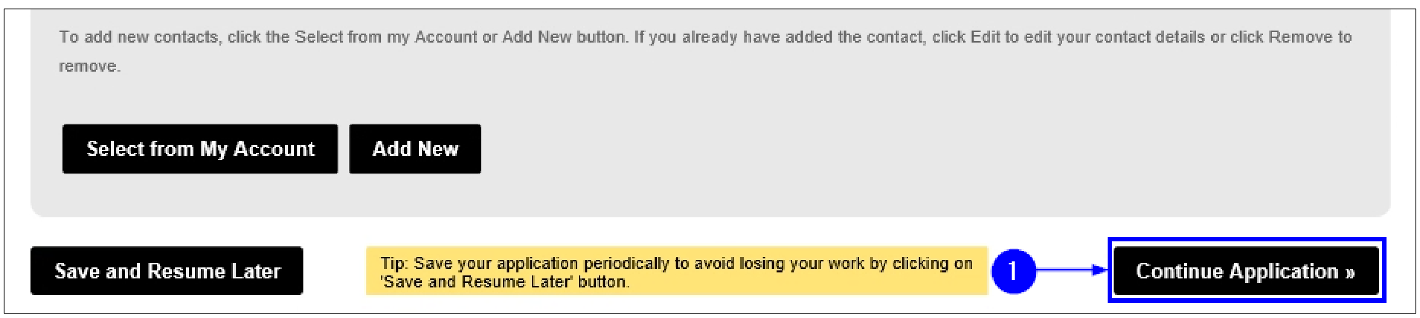


Fig. 23: Click ‘Continue Application’

Step 5. Complete the Request for Test/Inspection Details

Next, on the **Request Information** page, you will need to add all the details for the Test/Inspection you are requesting (in this example, a Rangehood Inspection).

It contains several sections, including "Inspection Request Details," "Requestor" and "Additional Request Information."

You will need to complete <u>ALL</u> of the information in each section. All fields marked with an asterisk (*) <u>must</u> be completed. See Figure 24.

NOTE #1: You can only submit a Request for Test/Inspection for one (1) Inspection Unit at a time. For example, if you need to request a Rooftop Inspection <u>and</u> a Rangehood Inspection, you need to submit two (2) different Request for Test/Inspection Applications.

However, if you have more than one (1) Request for Test/Inspection, and they are all for the <u>same Inspection Unit</u> [e.g., three (3) Requests for Rangehood Inspections], you can use the same Request for Test/Inspection Application for all three (3) [Rangehood] Inspections.

NOTE #2: ARCS Electrical tests <u>AND</u> ARCS Operational tests must be scheduled <u>at the same time</u> — use the same Request for Test/Inspection Application.

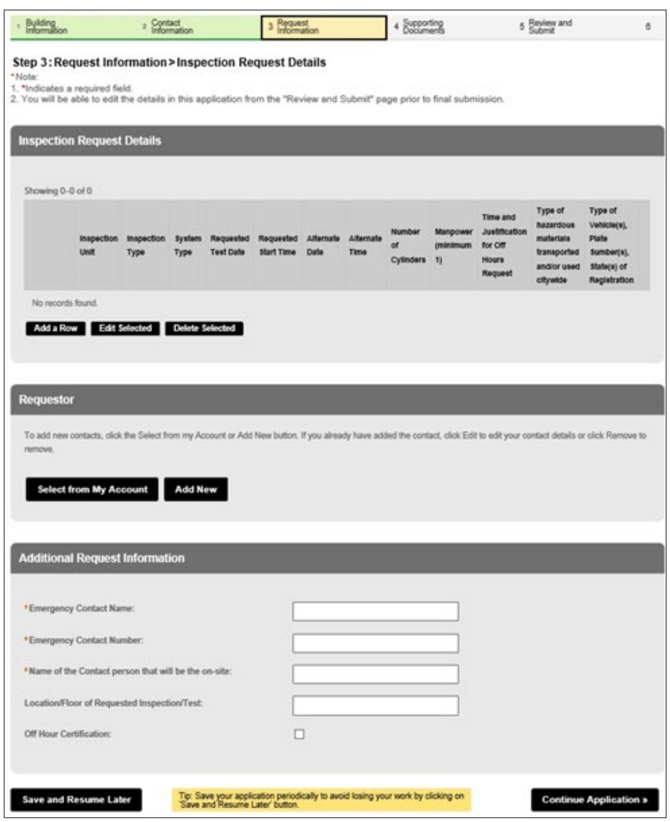


Fig. 24: 'Request Information' Page

To add your Test/Inspection information to the "Inspection Request Details" section, click the **Add a Row** button. See Figure 25.

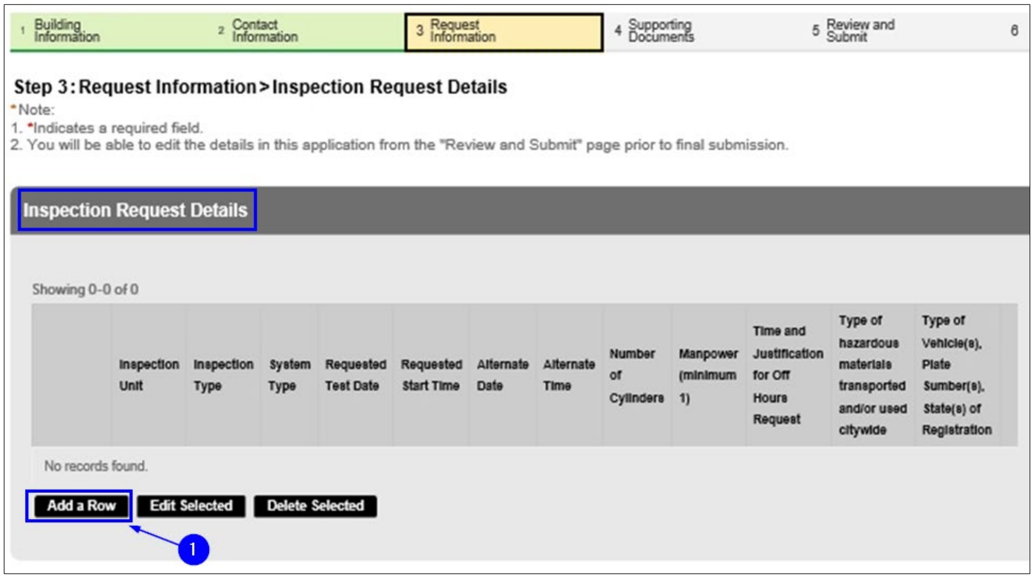


Fig. 25: Click 'Add a Row'

The **Select Inspection Unit** window will open. Choose the appropriate Inspection Unit for your Request.

In this example, we are going to request a Rangehood Inspection. If you don't see the Inspection Unit you are looking for, click the **Next** tab (where indicated below) to scroll to the next page. See Figure 26.

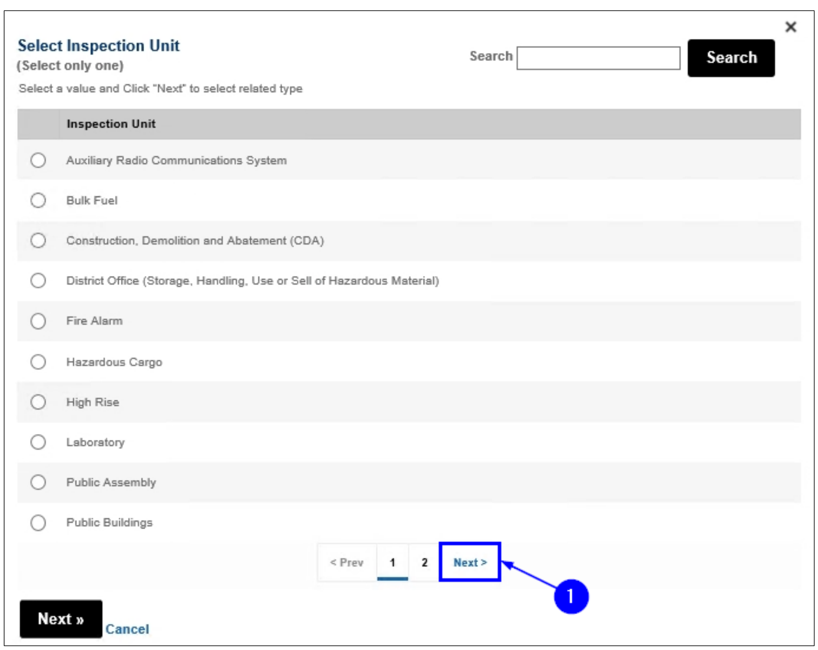


Fig. 26: Locate the Inspection Unit

Once you have found the Inspection Unit you are looking for, click to select it. Then, click the **Next** button (located in the bottom-left corner of the window). See Figure 27.

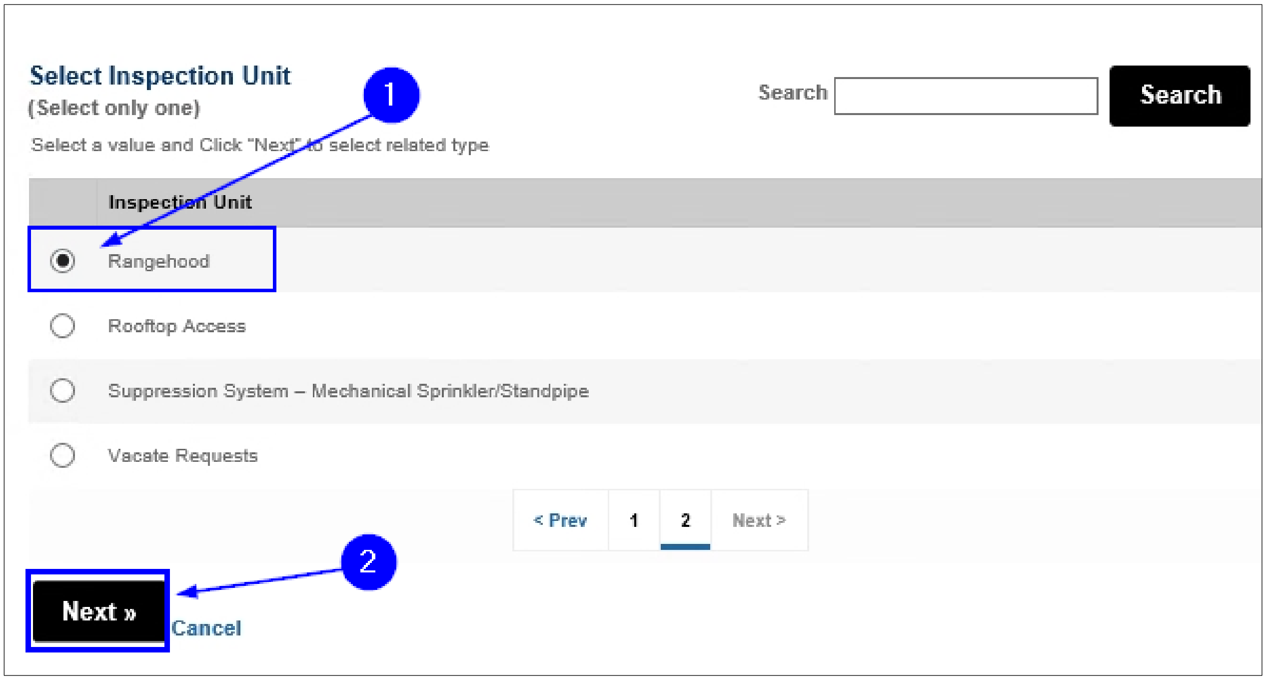


Fig. 27: Select the Inspection Unit/Click the 'Next' Button

The **Select Inspection Type** window opens and displays the Inspection types specific to the Inspection Unit you just selected. Click to select the correct Inspection type and then click **Finish**. See Figure 28.

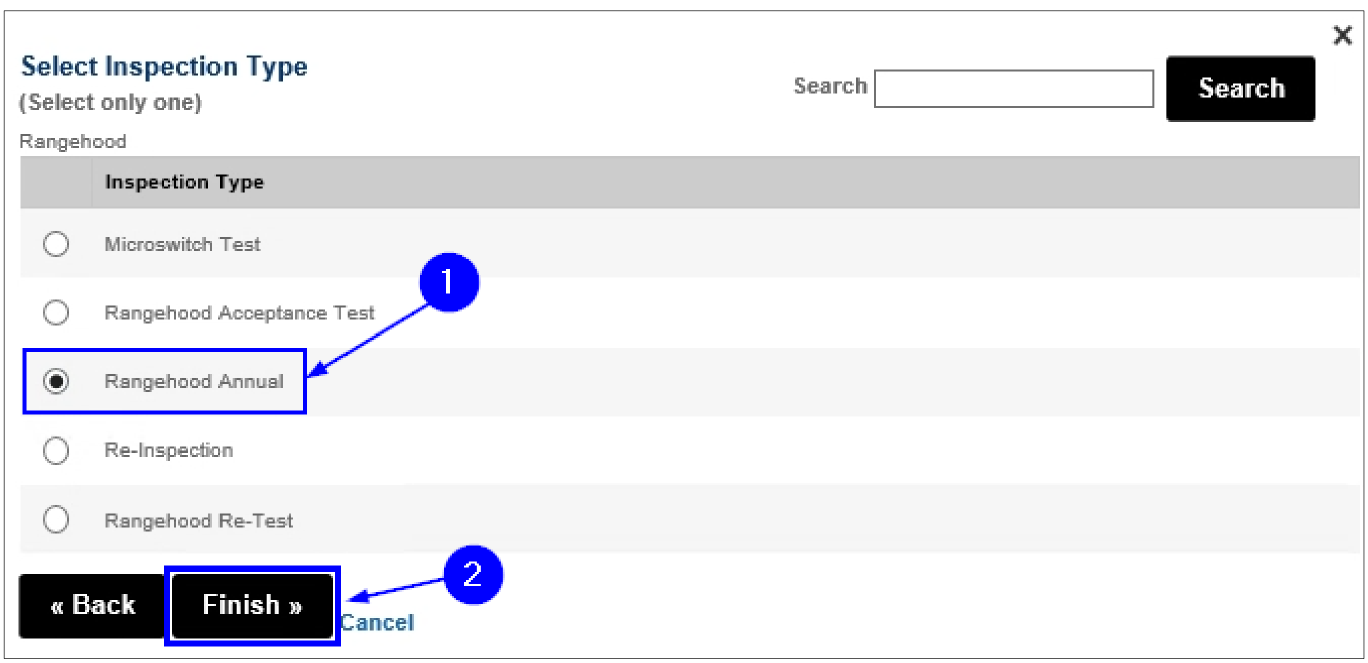


Fig. 28: Select the Inspection Unit/Click 'Finish'

Next, enter all the applicable system and scheduling information. All fields marked with an asterisk (*) are mandatory and <u>must</u> be completed.

Click on the **Calendar** icon ( ) to choose the **Requested Test Date** and select the **Requested Start Time**. Then, click on the **Calendar** icon ( ) to complete the **Alternate Date** and select the **Alternate Time**.

You can select your preferred start time. If you are requesting an Inspection outside of normal business hours (i.e., an Inspection that will be billiable as an Overtime Inspection), select "Off Hour Testing" from the **Requested Start Time** and **Alternate Time** drop-down lists. See Figure 29.

NOTE #1: Your requested date(s) and time(s) will be reviewed by the Inspection Unit. Dependent upon availability, an alternate date and/or time will be scheduled by FDNY.

NOTE #2: If, in the **Requested Start Time / Alternate Time** field(s), you select "Off Hour Testing," you <u>MUST</u> enter the details for your Overtime request (e.g., "Need to start at 10:00 a.m. Saturday," in the **Time and Justification for Off Hours Request** text box. If you are <u>NOT</u> requesting "Off Hours Testing," leave this section blank.

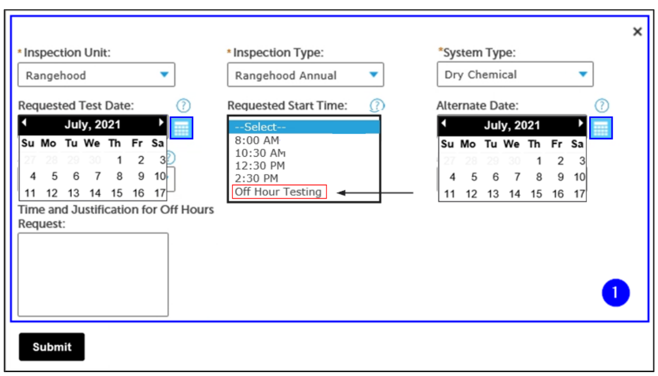


Fig. 29: Enter the Test/Inspection Details — 1

Next, complete all remaining required sections and then click **Submit**. See Figure 30.

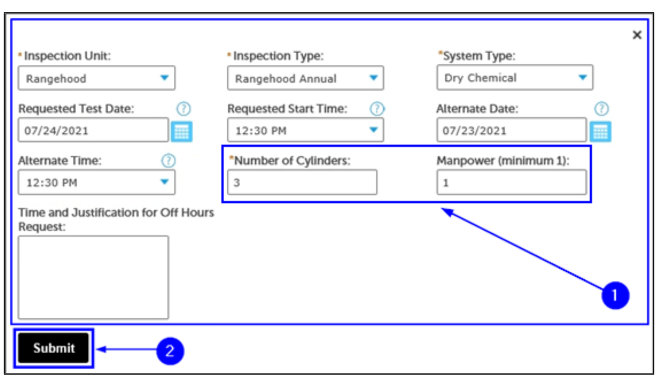


Fig. 30: Enter the Test / Inspection Details — 2

In the "Inspection Request Details" section, you will now see a line item for the Test/Inspection you just entered. If you need to add another Test/Inspection for the same Inspection Unit, click the **Add a Row** button and repeat the above instructions. See figure 31.

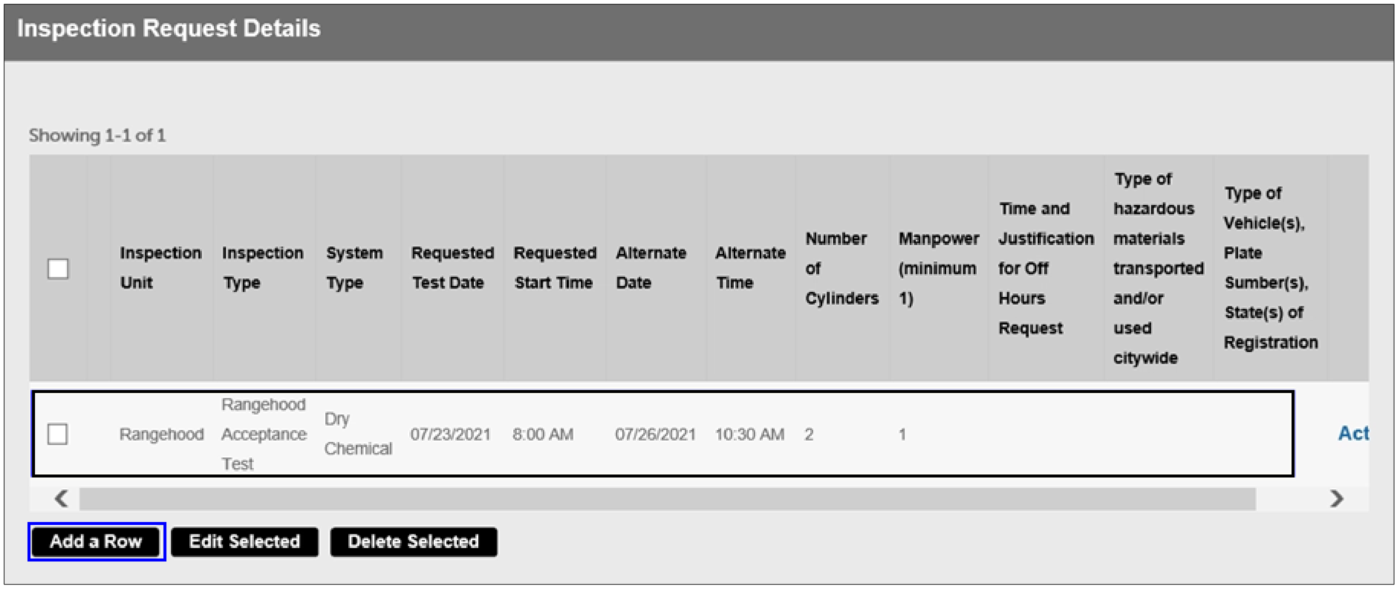


Fig. 31: 'Inspection Request Details' Section — Completed

If you need to edit or remove an Inspection, "check" the checkbox at the beginning of the row and use the **Edit Selected** or **Delete Selected** buttons. The **Edit Selected** button will allow you to update the Inspection and the **Delete Selected** button will delete the Inspection. See Figure 32.

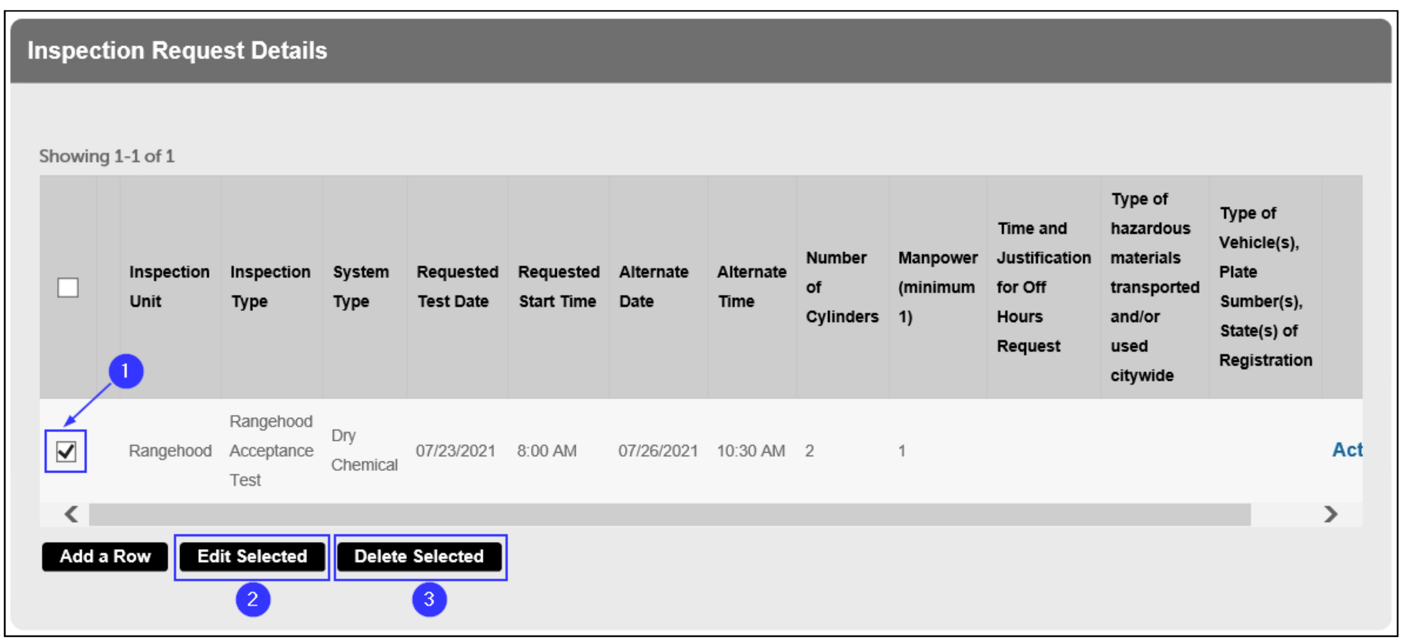


Fig. 32: Edit/Delete the Information (as Applicable)

Next, you will need to complete the “Requestor” section. If you already have your information saved in your **NYC ID** account, click **Select from my Account** and follow the directions in **Step 4**, **Scenario #1**.

Otherwise, click **Add New** and follow the instructions in **Step 4**, **Scenario #2**. See Figure 33.

NOTE: The Requestor is the person who is signed in to FDNY Business and who is completing this Request for Test/Inspection (i.e., you).

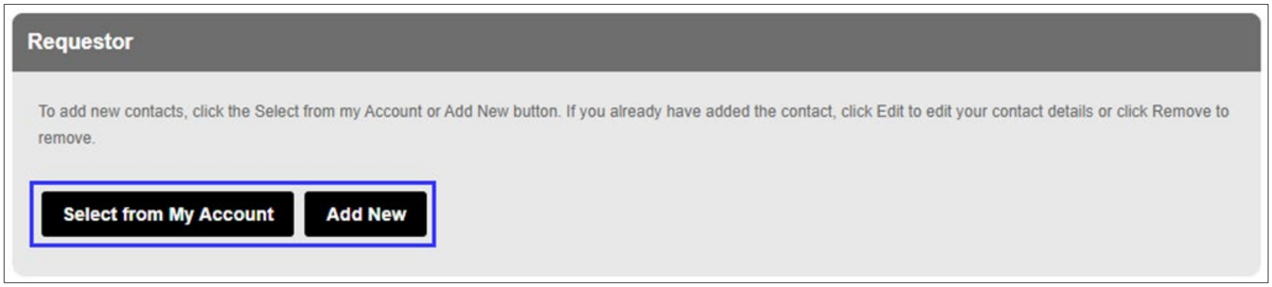


Fig. 33: Select/Add the Requestor Contact Information

Next, complete the “Additional Request Information” section. Enter the Emergency Contact’s name and phone number.

Then, enter the name of the on-site Contact person that will be present for the Inspection. When you are ready, click **Continue Application**. See Figure 34.

NOTE: If you requested “Off Hours Testing” when completing the “Inspection Request Details” section (refer to Figure 29), you <u>MUST</u> “check” the **Off Hour Certification** checkbox (bordered below in “red”) to confirm that you accept any additional fee(s) associated with the Off Hour Request for Test/Inspection.

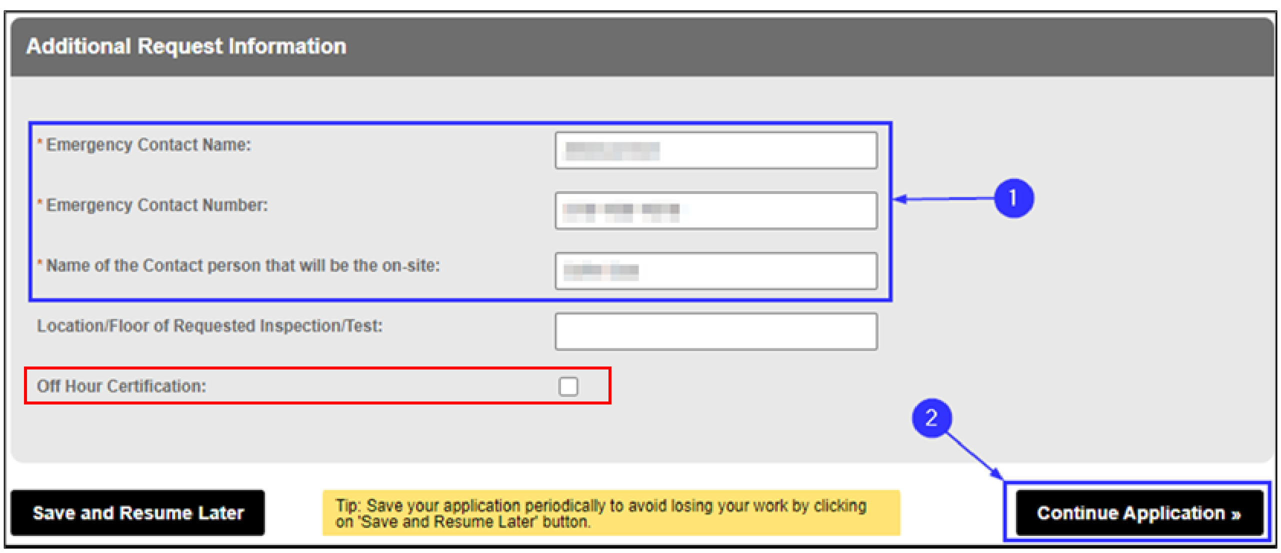


Fig. 34: Complete ‘Additional Request Information’ Section/Continue

The **Request Information** page will refresh. Next, you will need to complete the “Inspection Information,” Project Information,” “Plan Information” and, if applicable, the “Violation Information” sections.

For the “Inspection Information” section, enter the **Inspection Record ID / Account #**. This is the 8-digit number you received when the Project Authorization was issued and your Plan Application was approved. See Figure 35.

NOTE: Below is a sample email that contains this 8-digit number (as highlighted in “green”). As highlighted in “blue,” the Title shows that this email provides the confirmation of an approved Plan Application. See Figure N1.

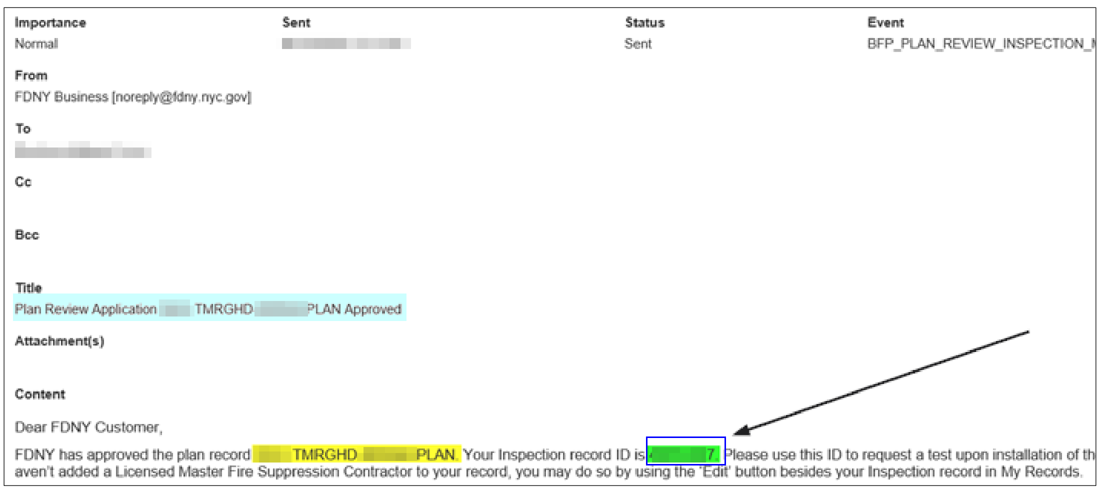


Fig. N1: Sample Email — Approved Plan Application

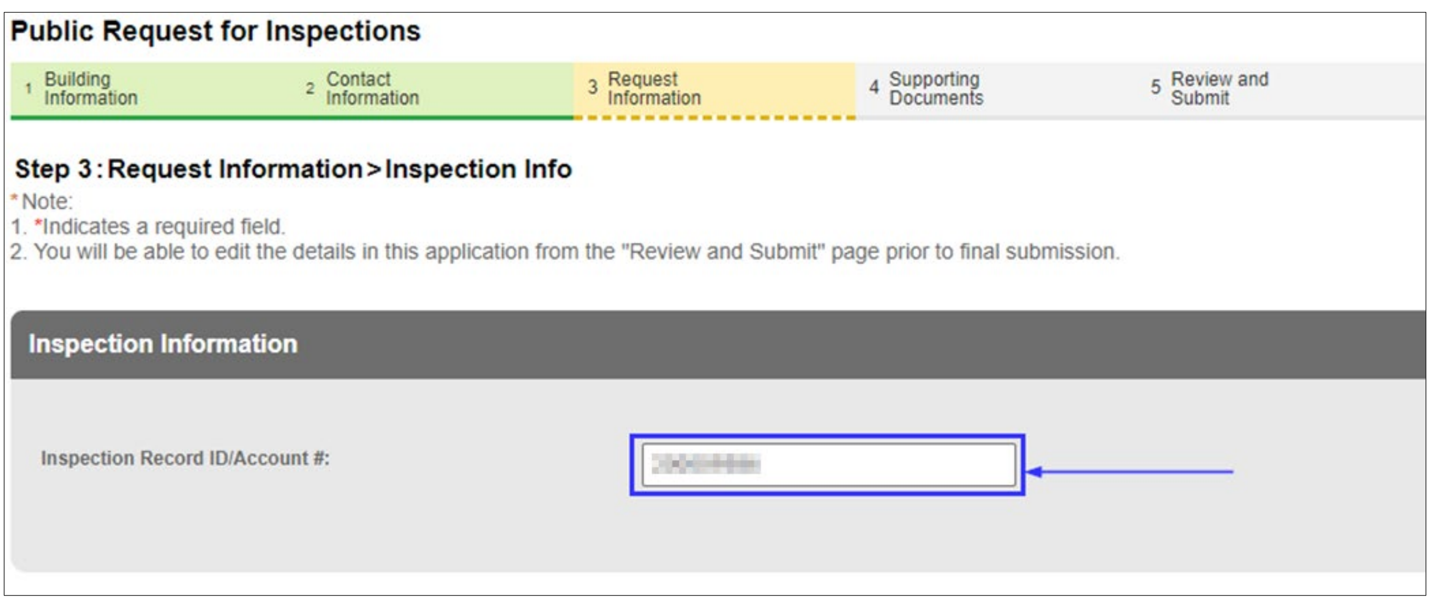


Fig. 35: Enter the Inspection Record ID / Account #

Next, complete the "Project Information" section by following the listed directions (bordered in "red" in the below example). Click inside the text box and enter the Project name, and a <u>detailed description</u> of the Test / Inspection you are requesting. See Figure 36.

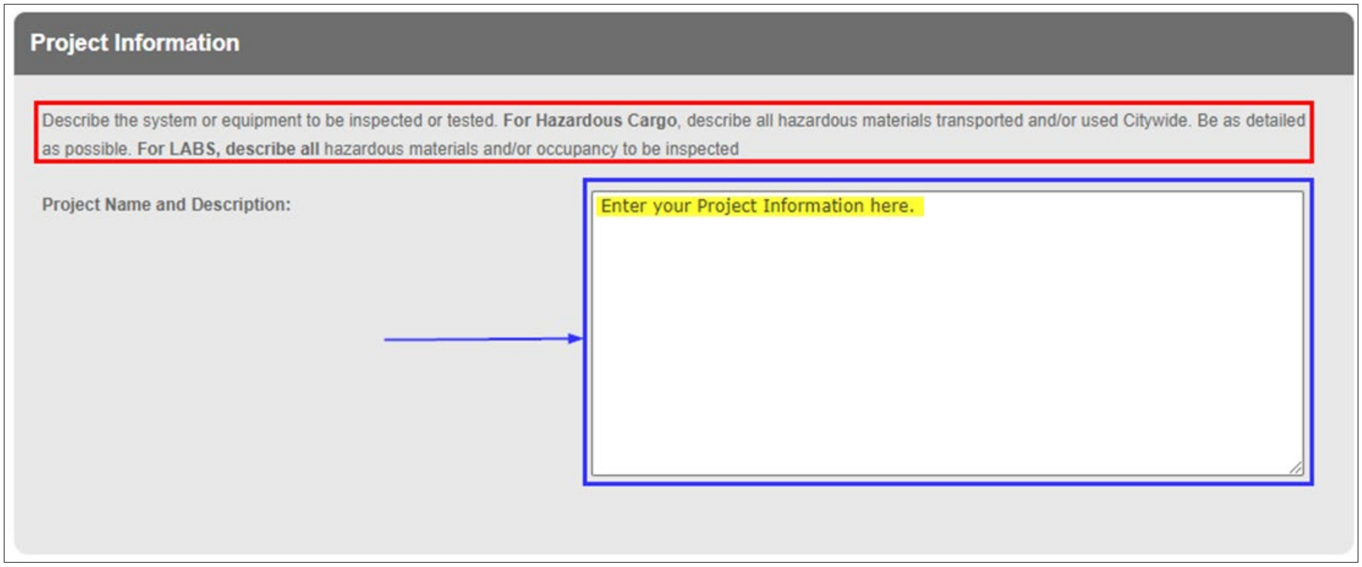


Fig. 36: Enter the Project Name and Description

Finally, complete the "Plan Information" section. Enter your Approved Plan Application's **Record ID** (highlighted in "yellow" in the sample email shown above in Figure N1) and **DOB Job#**, if applicable, into the respective fields. See Figure 37.

NOTE: Not all Inspection Units require the **DOB Job#**. You only need to enter this if you have previously received this number on your Plan Record.

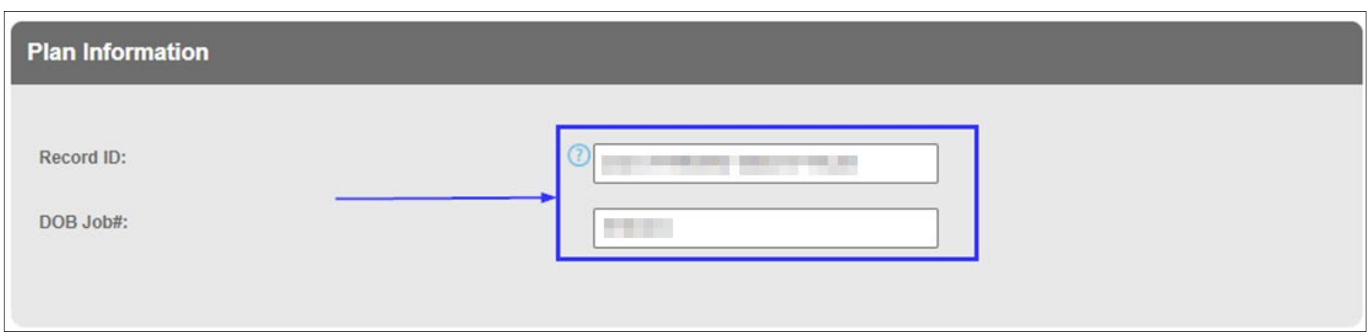


Fig. 37: Enter 'Record ID' and (if Applicable) the 'DOB Job#'

Now, scroll to the bottom of the page and click **Continue Application**. See Figure 38.

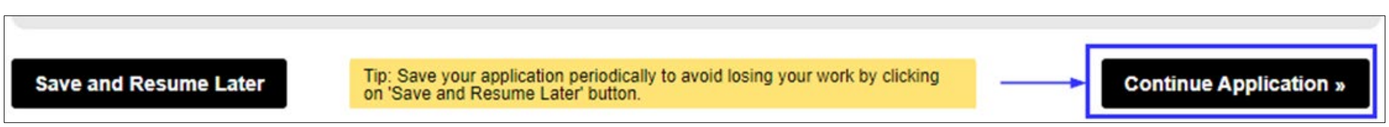


Fig. 38: Click 'Continue Application'

Step 6. Upload Supporting Documents

You will be taken to the **Supporting Documents** page. Here, you can either select a Supporting Document (if you already have it saved to your **NYC ID** account) or you can upload and attach a new document that you have saved on your computer, as applicable.

In this example, we will click the **Add** button to upload and attach a supporting document that is saved on your computer. See Figure 39.

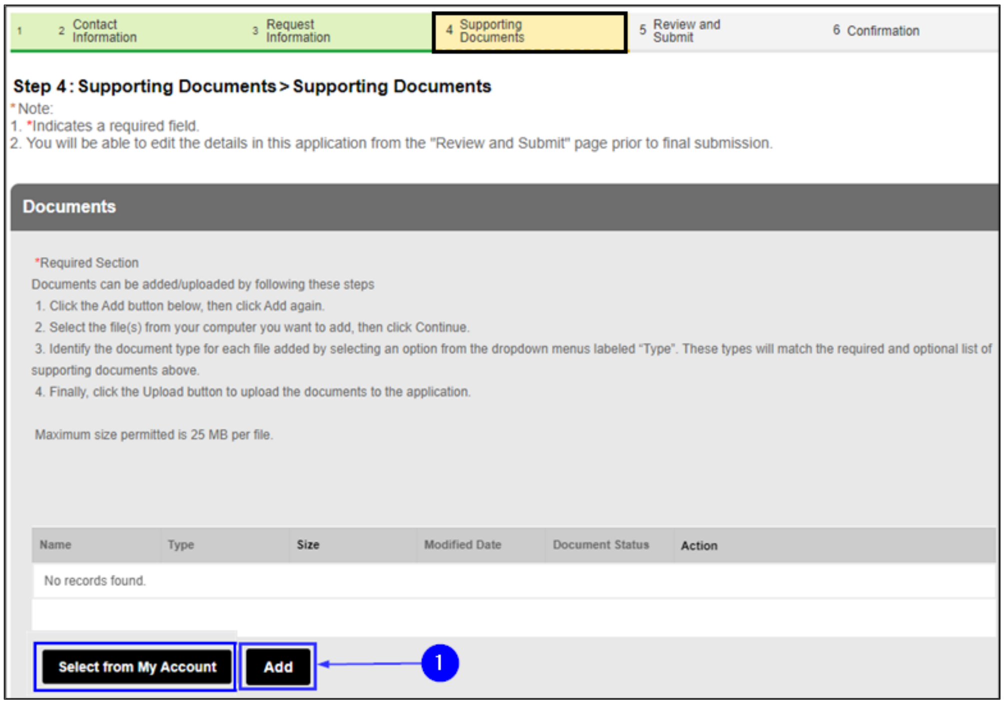


Fig. 39: Click the 'Add' Button

The **File Upload** window opens. Click the **Add** button. See Figure 40.

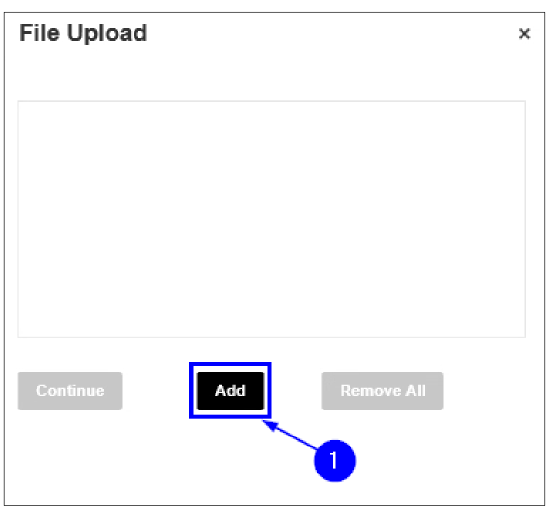


Fig. 40: Click 'Add'

Your File Explorer will open. Browse and locate the file you want to upload and click on it to select it. After clicking on it, as highlighted below in “yellow,” the selected file’s name will appear in the “File Name” field. Next, click the **Open** button. See Figure 41.

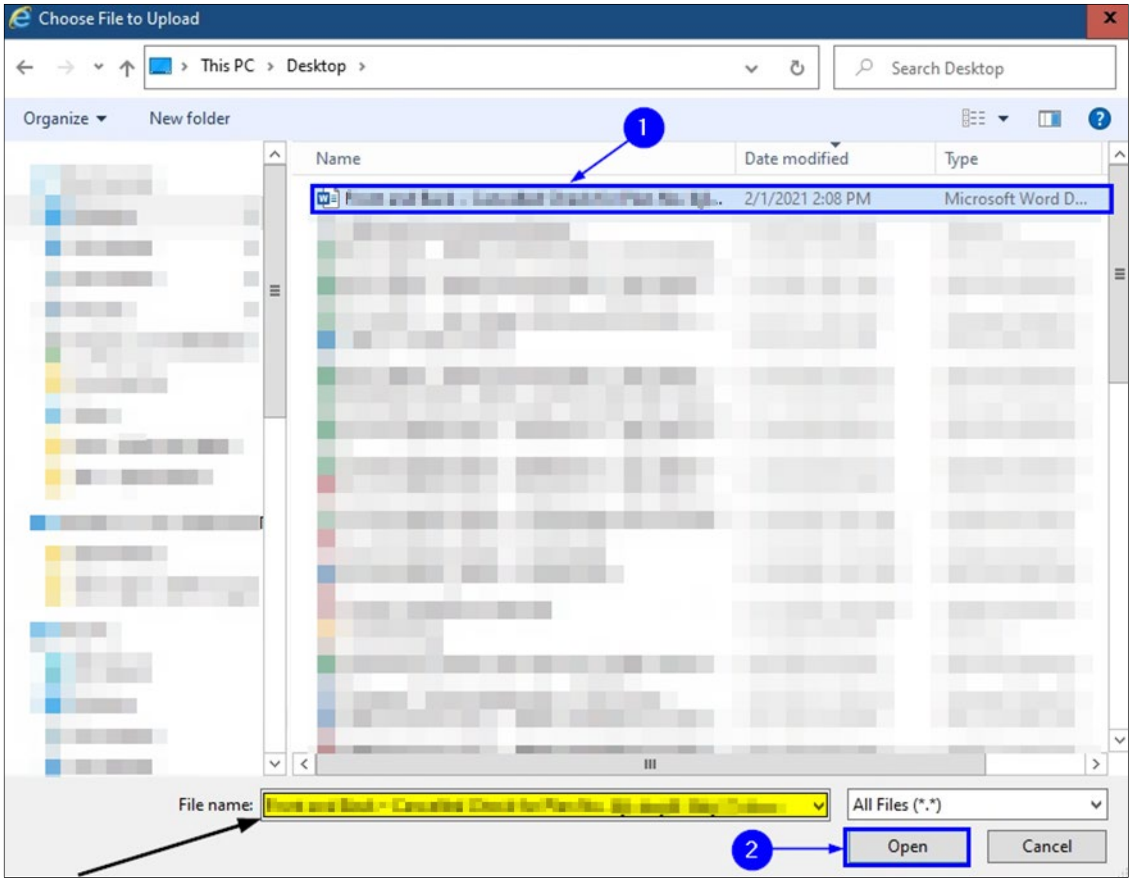


Fig. 41: Select the File and Click the ‘Open’ Button

When the upload status of your selected document reads “100%” (highlighted below in “yellow”), click **Continue**. See Figure 42.

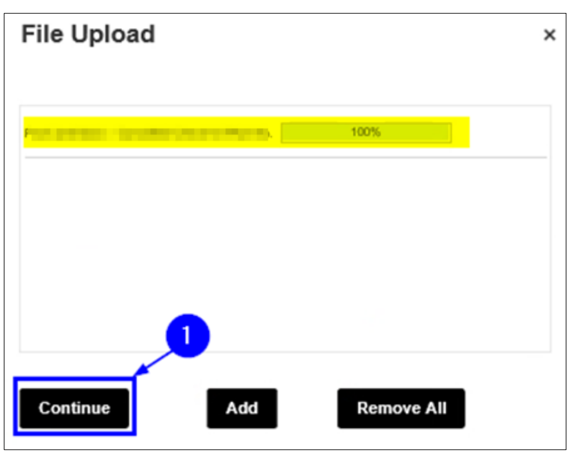


Fig. 42: Click ‘Continue’

Now, back on the **Supporting Documents** page, enter into the "Description" text box any applicable notes about the file you are uploading (a sample note is highlighted below in "yellow"). Then, click the **Upload** button.

NOTE: After clicking the **Upload** button, you will see a notification near the top of your screen stating that your file has been successfully uploaded. See Figure N2.

Fig. N2: File Successfully Uploaded

Once the file has been successfully uploaded, click **Continue Application**. See Figure 43.

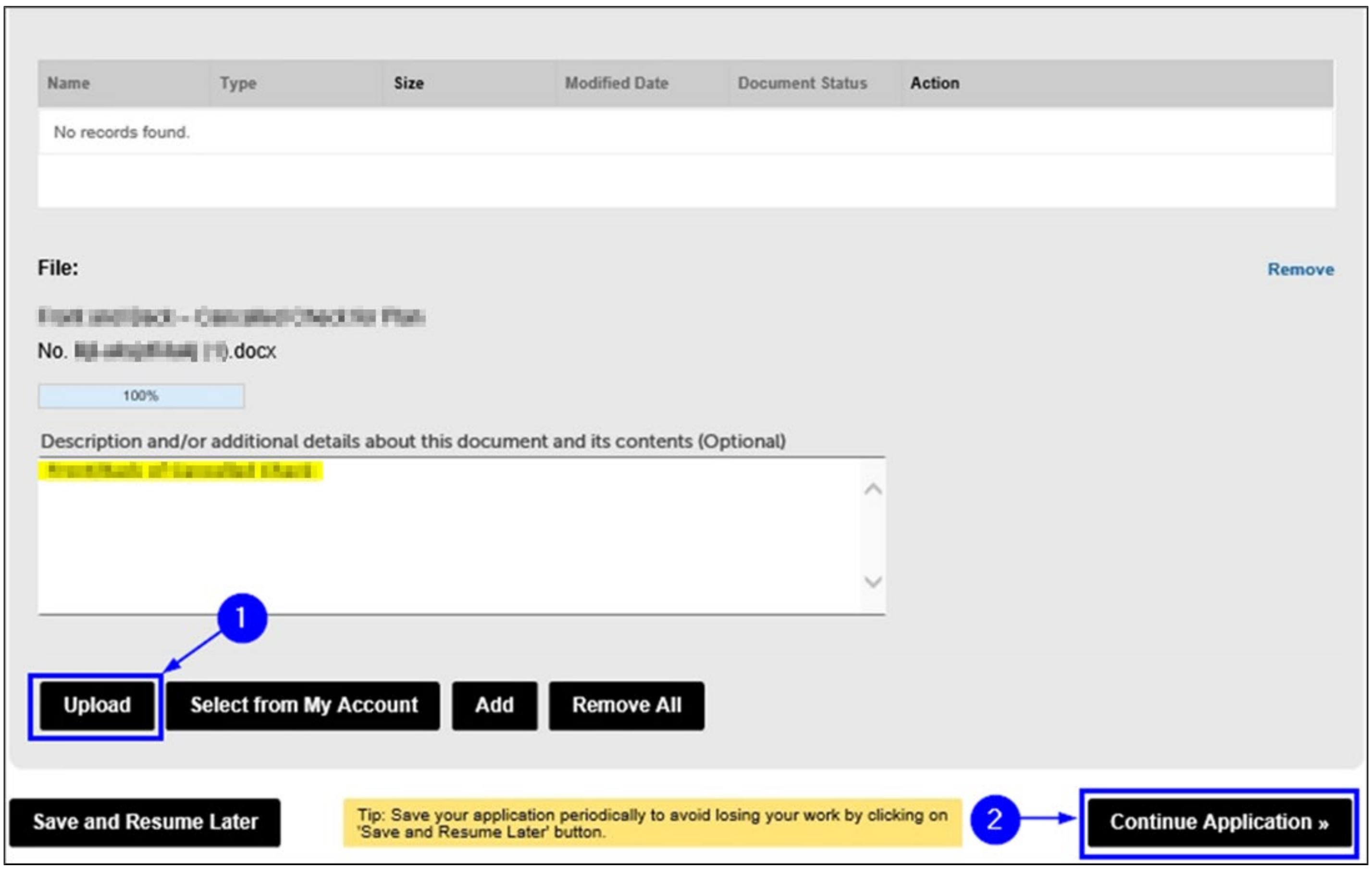


Fig. 43: Complete the Upload / Click 'Continue Application'

You will be taken to the “Digital Signature” section. Here, you will provide your digital signature to acknowledge that you are submitting a Request for Test/Inspection.

Enter your **First Name** and your **Last Name**. Then, make your selection from **Title/Roles** drop-down list. In this example, we will select “Building Owner.”

Then, “check” the checkbox to acknowledge submission of your Application. Finally, click **Continue Application**. See Figure 44.

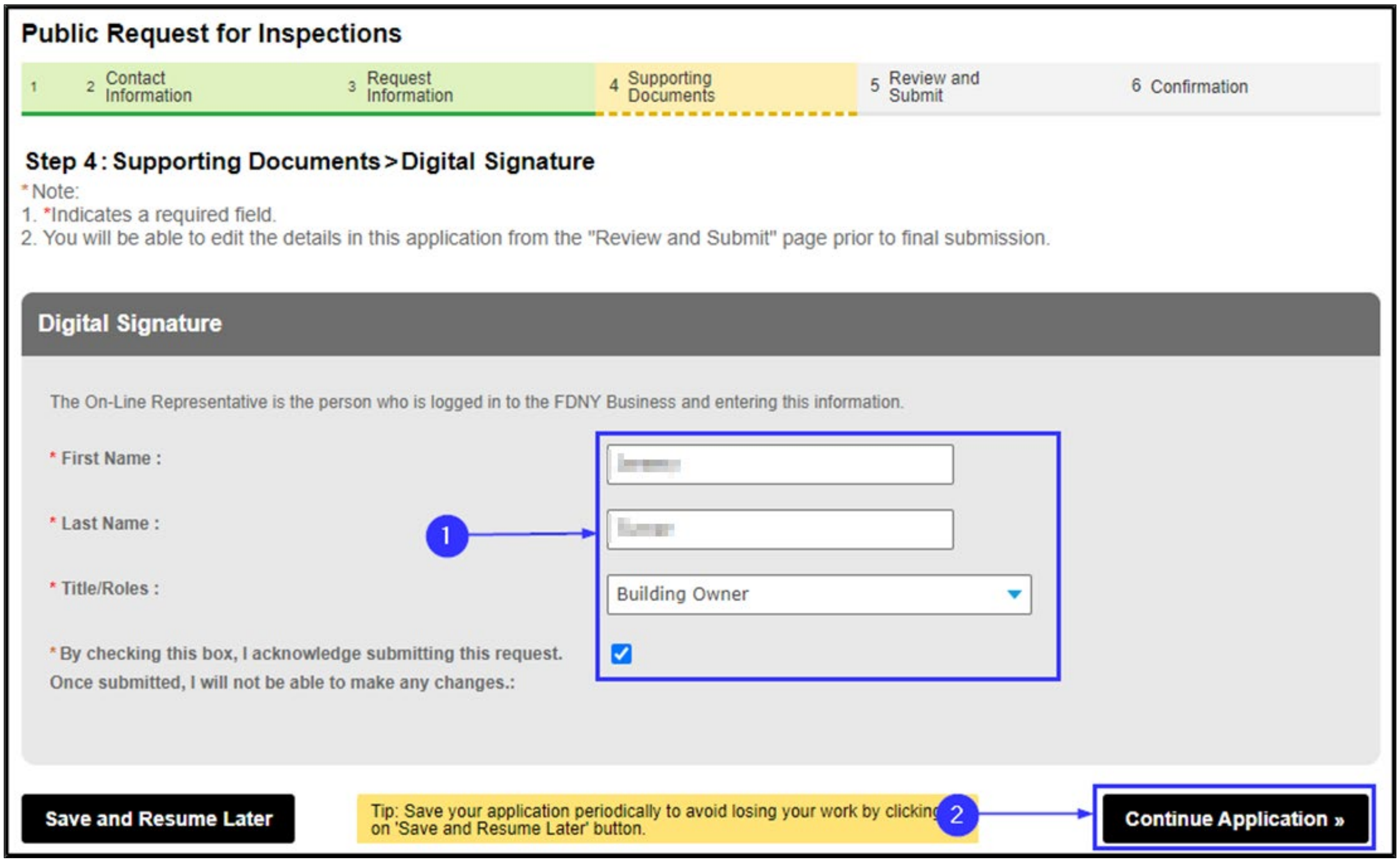


Fig. 44: Complete the ‘Digital Signature’ Section

Step 7. Review and Submit

You will be taken to the **Review and Submit** page. Here, you will be able to review and edit your information before you submit your Request for Test/Inspection.

Scroll through the page and review your information. If you notice any errors or if you need to make any changes, click the **Edit** button to return to that section and correct the information. See Figure 45.

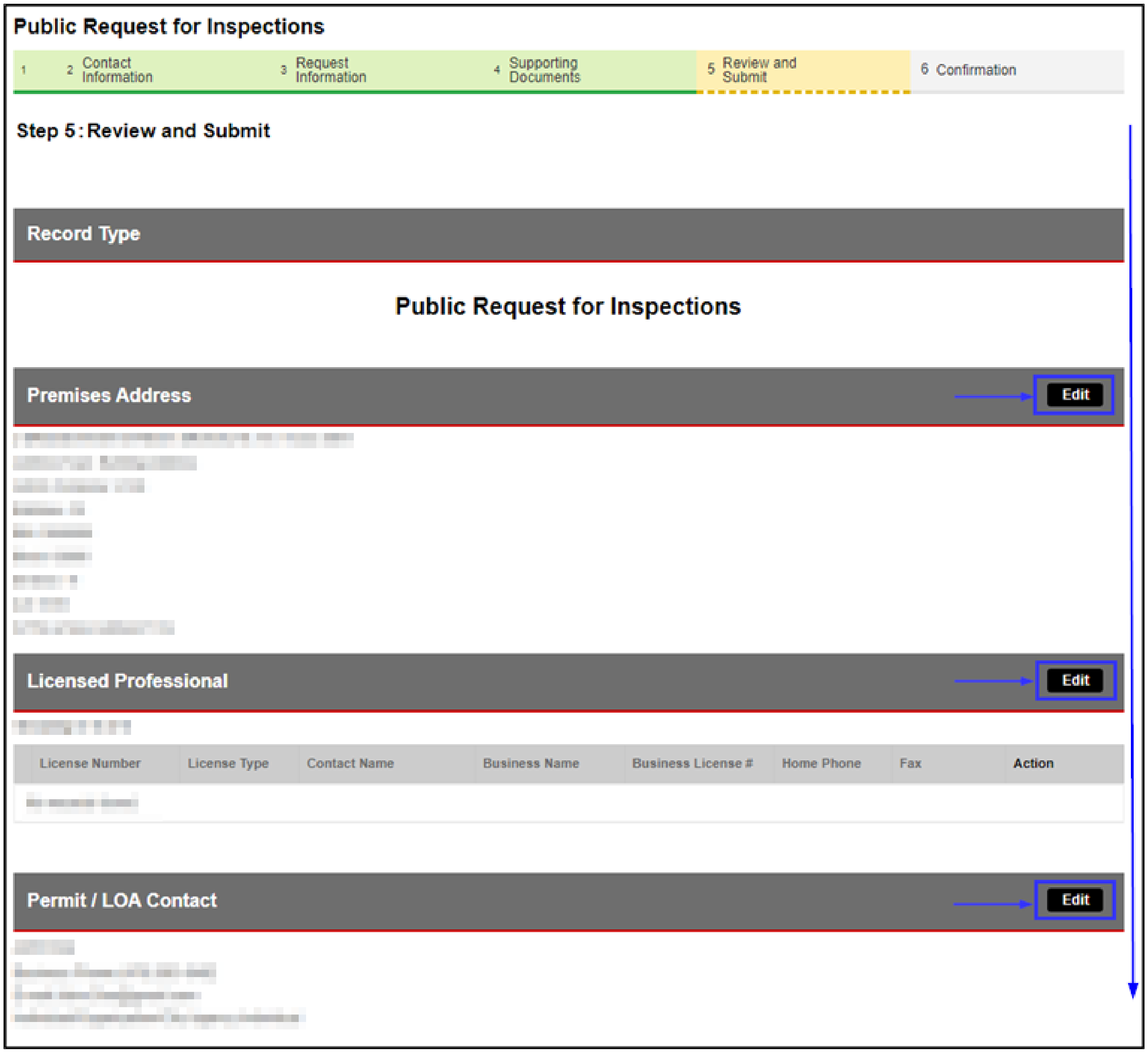


Fig. 45: Review your Request for Test/Inspection Information

Once you submit the Request for Test/Inspection, the submission can NOT be undone. Make sure that all the information you have entered is correct and complete.

When you are ready to submit your Application, scroll down to the bottom of the screen, "check" the checkbox to agree to the certification and to digitally sign your Application. Then, click **Submit Application**. See Figure 46.

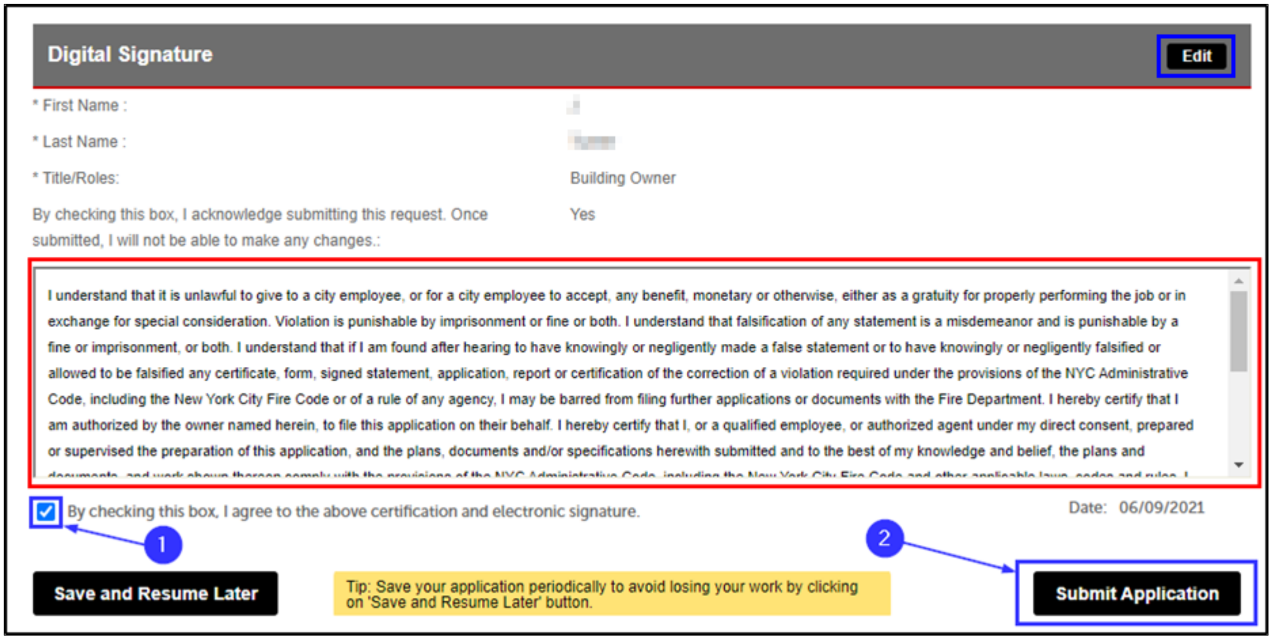


Fig. 46: Digitally Acknowledge, Sign and Submit the Application

Step 8. Submission Confirmation

You will receive confirmation that your Request for Test/Inspection has been submitted. You will also receive a Request Record ID. This Record ID will also be available to you on your FDNY Business Dashboard. You can use this Record ID to track the status of your Request. See Figure 47.

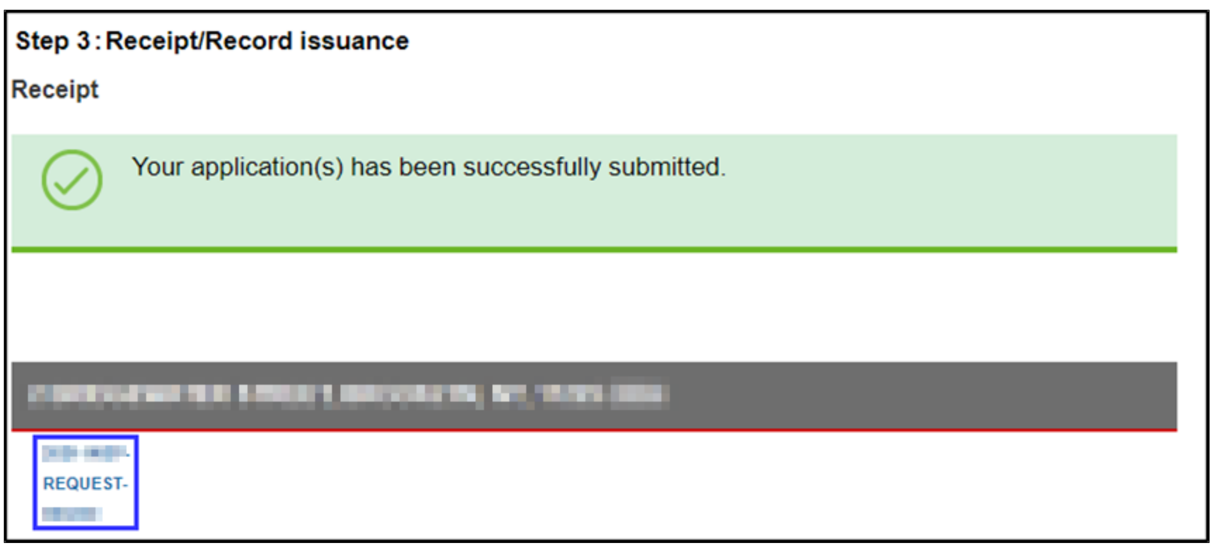


Fig. 47: Request Submission Confirmation/Record ID

After Your Submission

You will receive an email confirmation that your Request for Test/Inspection has been submitted. See Figure 48.

Dear FDNY Customer,

The Fire Department of New York confirms that your request of a Rangehood Acceptance Test for record ID [illegible] has been received.

You will receive an email notification upon confirmation of your request with the scheduled date and time.

You can check the status of your application online: https://fires-stg-apps.fdnycloud.org/citizenaccess/Cap/MyRecordsCap.aspx

Thank You,

BUREAU OF FIRE PREVENTION

9 METROTECH CENTER, BROOKLYN, N.Y. 11201 3857

CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is stric prohibited.

*** This is an automatically generated email, please do not reply ***

Fig. 48: Request for Test/Inspection — Sample Receipt Email

Once FDNY reviews your Request, you will receive another email with the date and time of your scheduled Test/Inspection. See the sample email shown in Figure 49.

Dear FDNY Customer,

The FDNY wants to inform you that an inspection has been scheduled on 7/7/2021 at 2:01 PM for [illegible].

If you have any issues with the inspection scheduled, please inform us at least 48 hours before the scheduled time at "311" or email us at "FDNY.BusinessSupport@fdny.nyc.gov".

Comments:

Thank You,

BUREAU OF FIRE PREVENTION
9 METROTECH CENTER
BROOKLYN, NY 11201

CONFIDENTIALITY NOTICE:
The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

*** This is an automatically generated email, please do not reply ***

Fig. 49: Scheduled Request for Test/Inspection — Sample Confirmation Email

If you did NOT submit all the required information, you will be contacted by email or by phone to supply the missing information.

If you received a scheduled date and time for your Inspection AND FDNY needs to reschedule, you will be contacted by email or phone with a new date and time.

If your Request for Test/Inspection has been rejected (e.g., the Project Authorization has not yet been submitted), you will need to submit a new Request for Test/Inspection on FDNY Business once all prerequisites are complete.

NOTE: Upon completion of the Test/Inspection, an Invoice will be emailed to the Billing Contact and/or to the person who has the requested the Test/Inspection (i.e., the Requestor). You will NOT receive your Permit/LOA until **all** fees have been paid. For specific details, refer to Accessing and Viewing Permits & LOAs.

2. Request an Inspection Cancellation

Once a Test/Inspection has been requested and scheduled by FDNY, if you need to cancel it you MUST request the cancellation via FDNY Business. The Request for Inspection Cancellation should be requested *at least* three (3) business days **before** your scheduled Test/Inspection or you may be charged the Test/Inspection Fee.

NOTE #1: You will NOT be able to submit a Request for Inspection Cancellation until you receive an email confirmation with the scheduled date and time of your Test/Inspection (refer to the sample email shown in Figure 49).

NOTE #2: Only the person who requested the Inspection (i.e., the Requestor Contact for the scheduled Inspection) can request a Cancellation.

If you are NOT the Requestor and your company needs to request a Cancellation, contact FDNY Business Support for assistance.

To begin your Request for Inspection Cancellation, you will need to **Login** to your **NYC ID** account from the FDNY Business Home Page. Once you are logged in, click on the **Cancellation Request** drop-down list and then click to select "Request for Inspection Cancellation." Next, click the **Continue Application** button. See Figure 50.

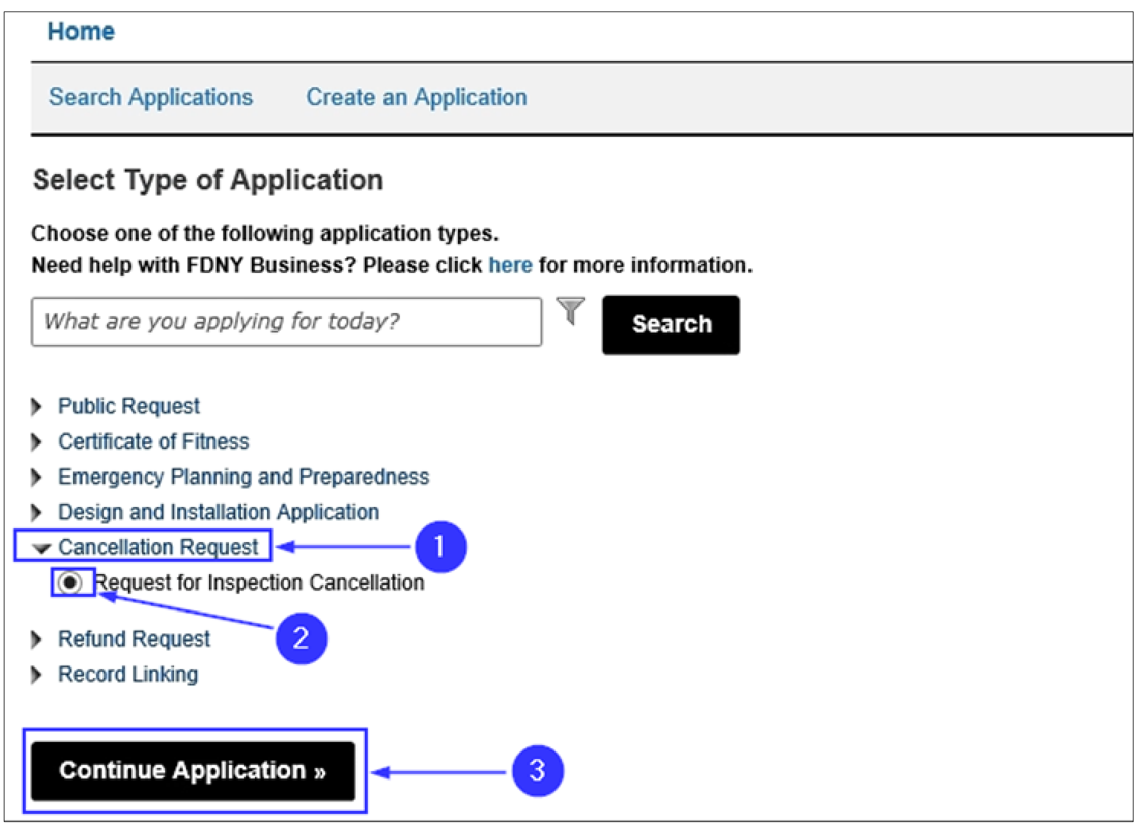


Fig. 50: Begin the 'Request for Inspection Cancellation'

On the **Inspection Cancellation** page, under the “Cancellation Information” section, select the “Inspection Unit” and enter the date of the inspection you want to cancel in the “From Date:” field. Enter a “To Date” if you want to search a range of dates, or leave dates blank to search all scheduled inspections in your account. See Figure 51. Click **Continue Application.**

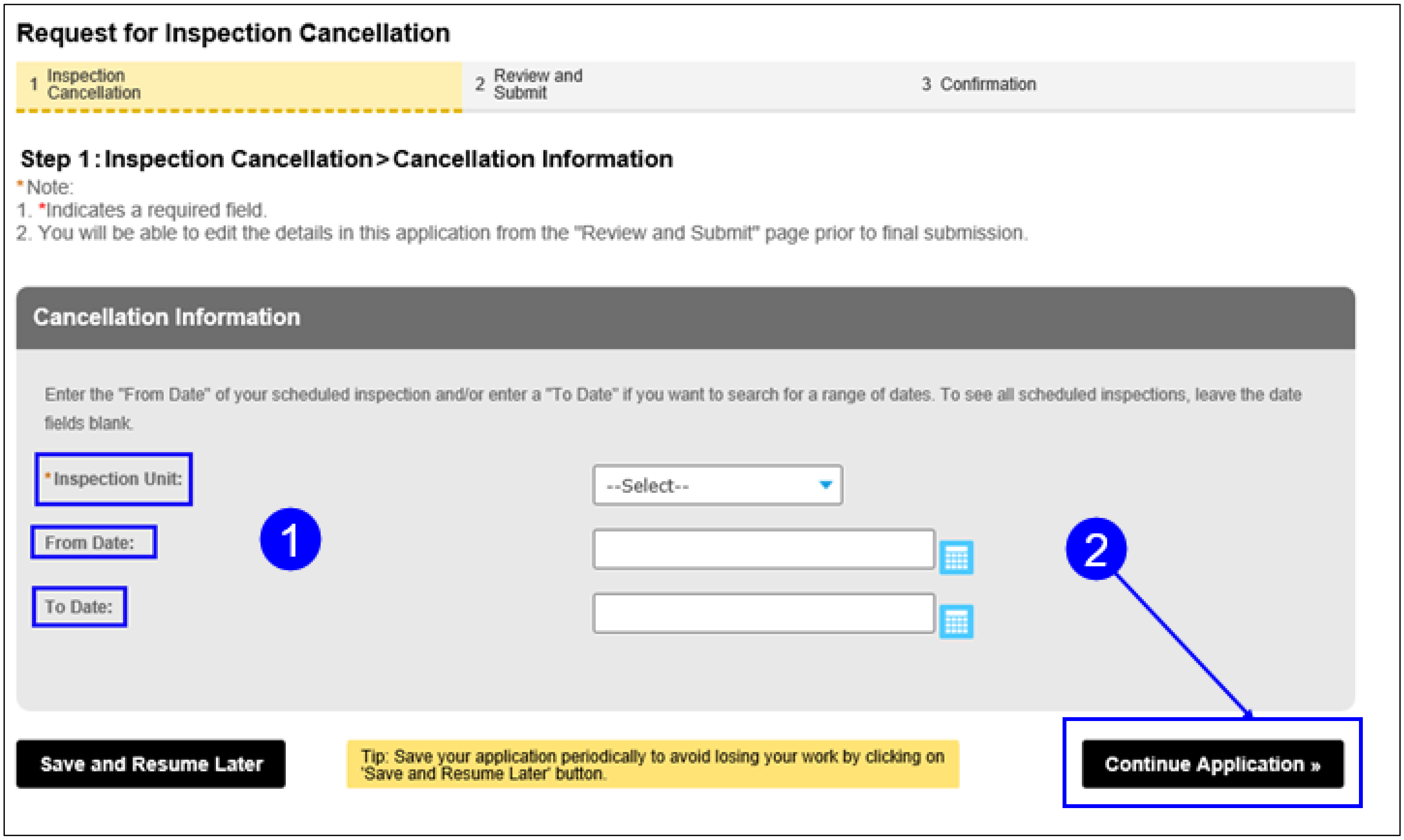


Fig. 51: Enter Inspection Cancellation Search Information

Next, check the box to select the inspection you want to cancel from the **List of Scheduled Inspections**. Then, click **Edit Selected**. See Figure 52.

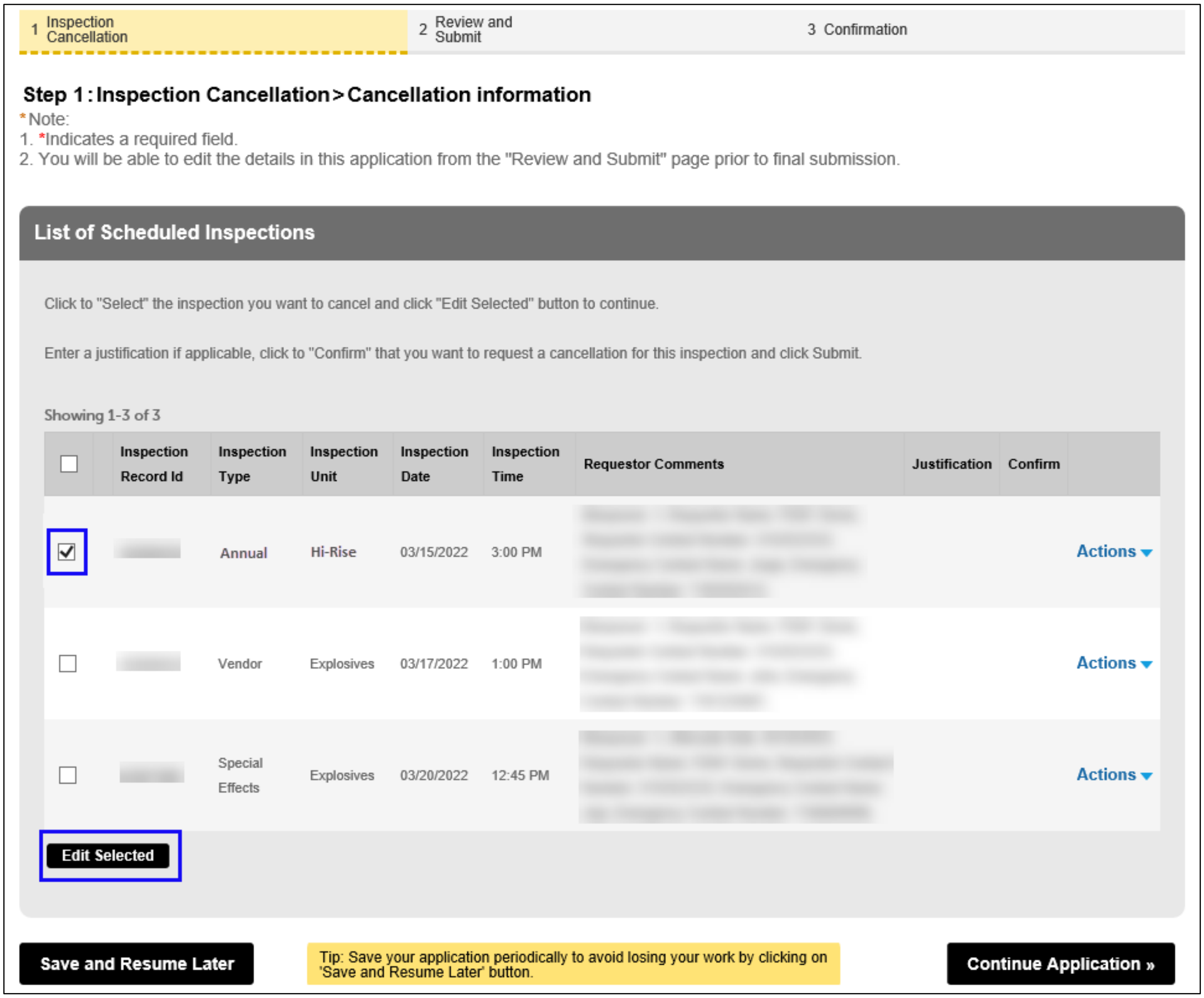


Fig. 52: Select Inspection to Cancel

Your Inspection Record ID, Type, Unit, Date and Time will be displayed. To continue, enter your "Justification" for the cancellation, click "Confirm" and click "Submit". See Figure 53.

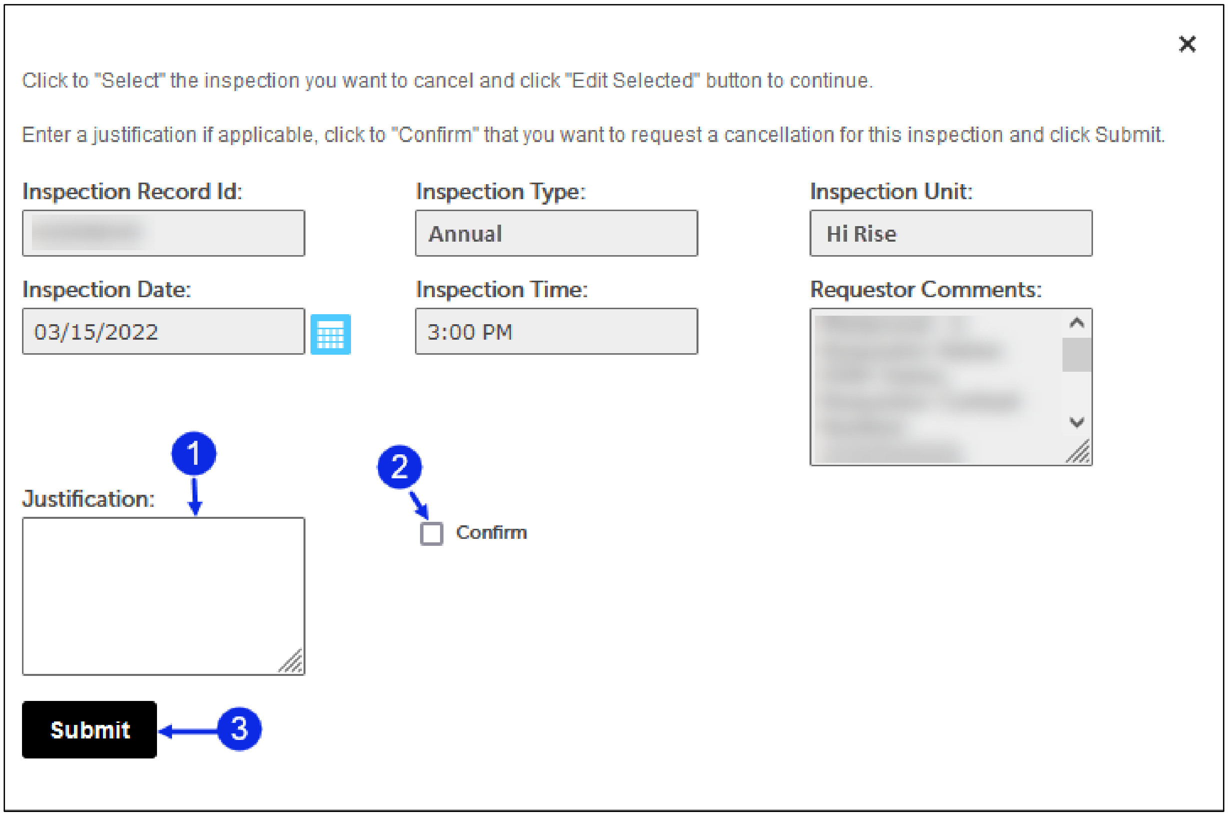


Fig. 53: The Test/Inspection to Be Cancelled Is Shown

You will be returned to the **List of Scheduled Inspections.** Click “Continue Application”. See Figure 54.

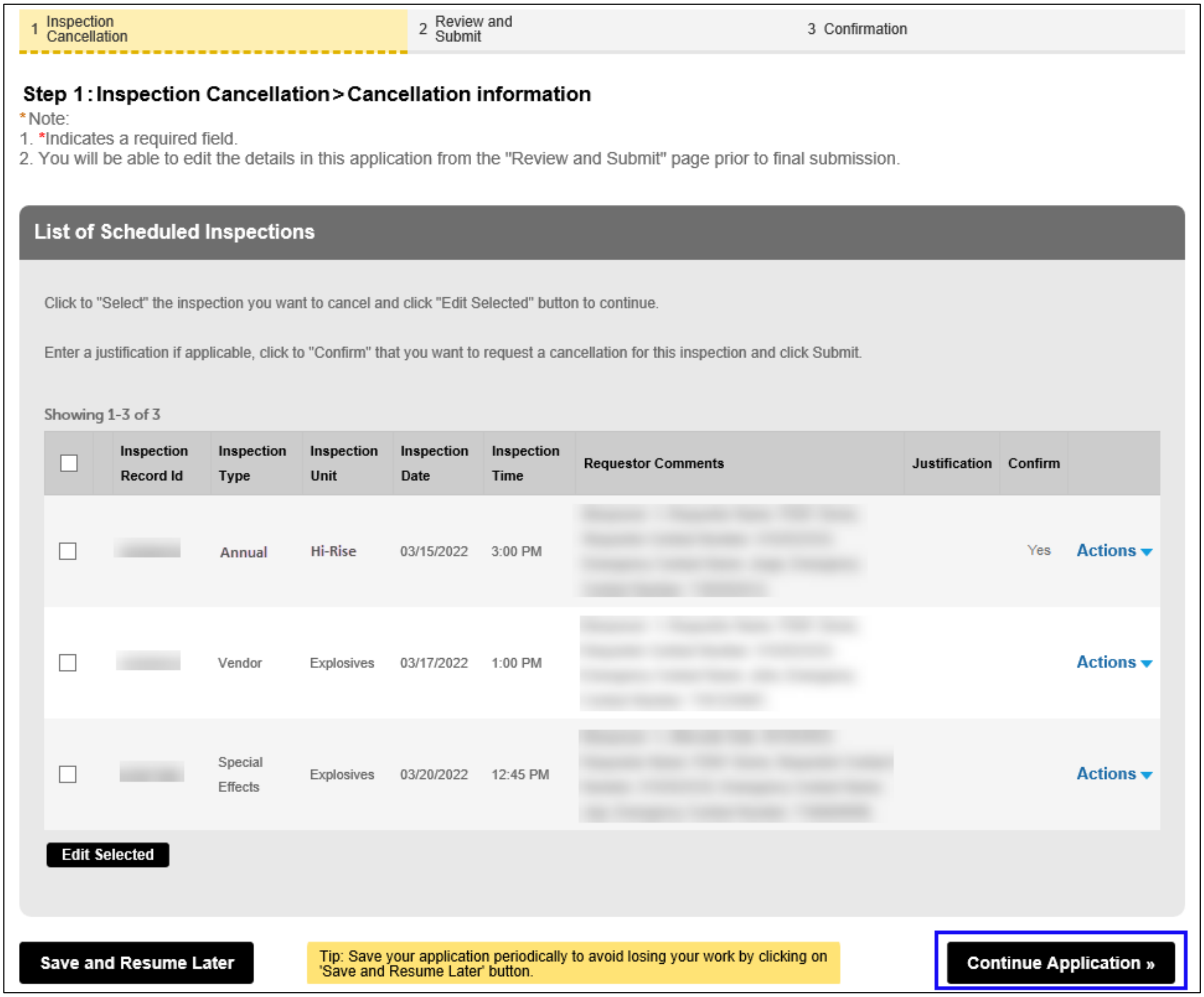


Fig. 54: Continue Application

Next, under the "Applicant Certification" section, enter your **First Name** and your **Last Name** and select your **Title Role** from the drop-down list. Then, read and affirm the certification by "checking" the checkbox. When you are ready, click **Continue Application**. See Figure 55.

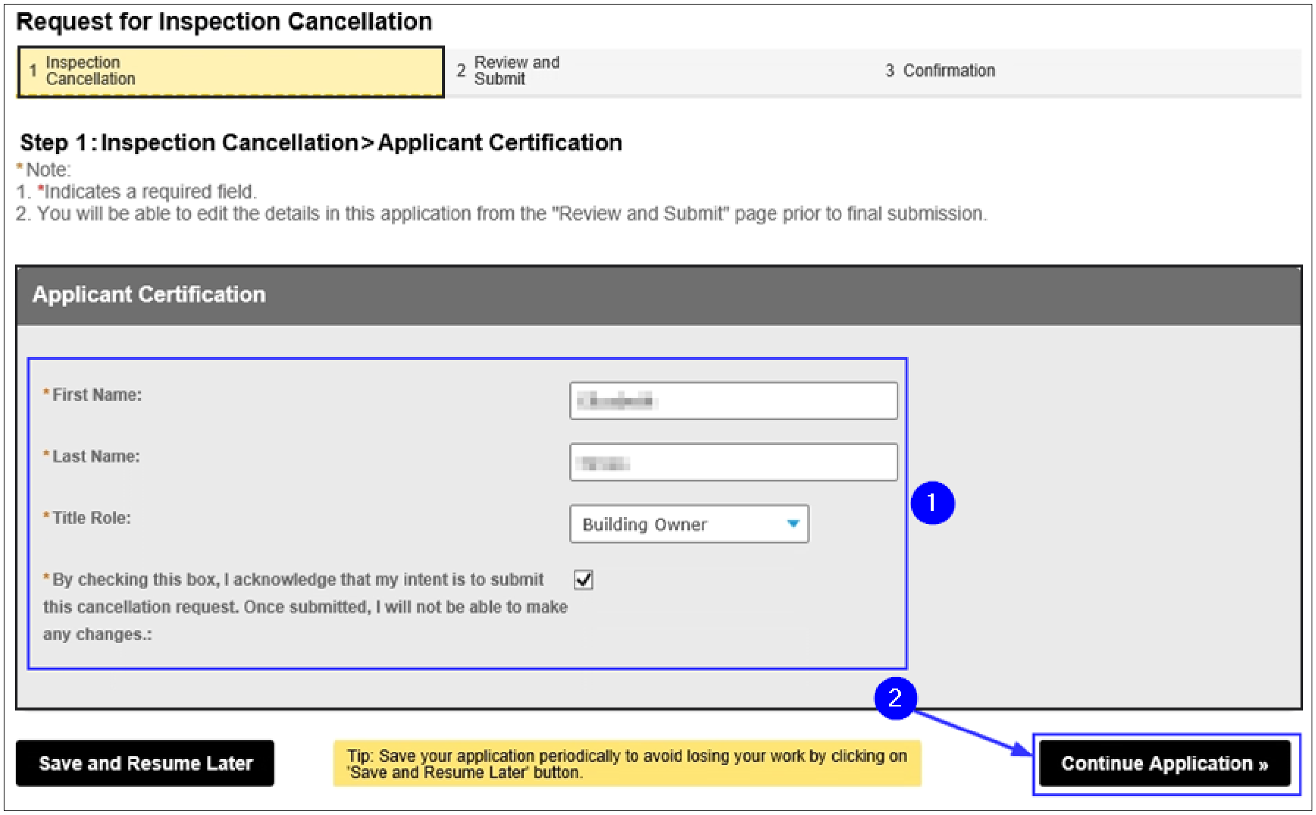


Fig. 57: Complete the 'Applicant Certification' Section

Next, upload and attach any Supporting Documents, as applicable. For instructions on how to upload and attach documents, refer to **Step 6 (Figures 39–43)** in the **Request a Test / Inspection** section.

When you are ready, click **Continue Application**. See Figure 56.

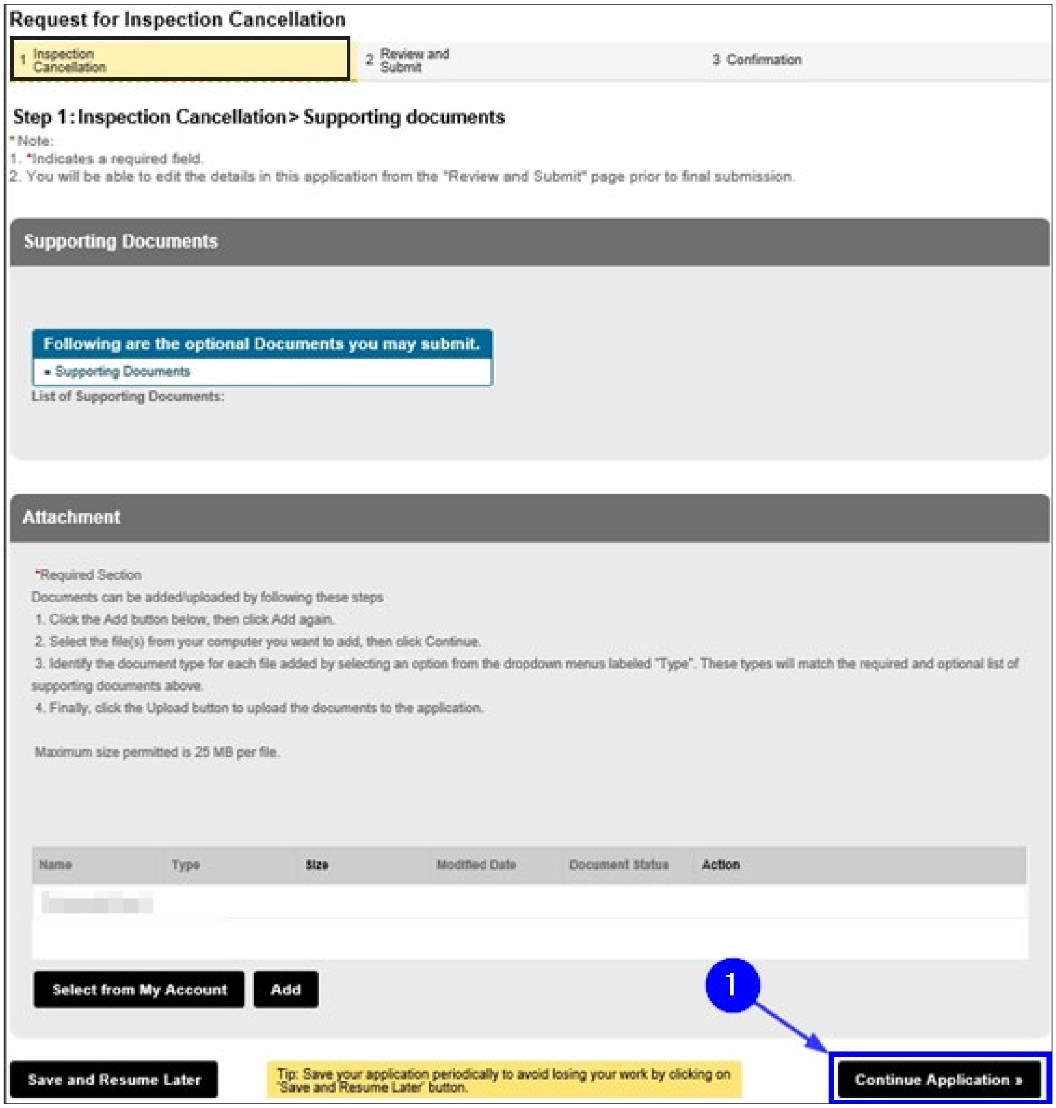
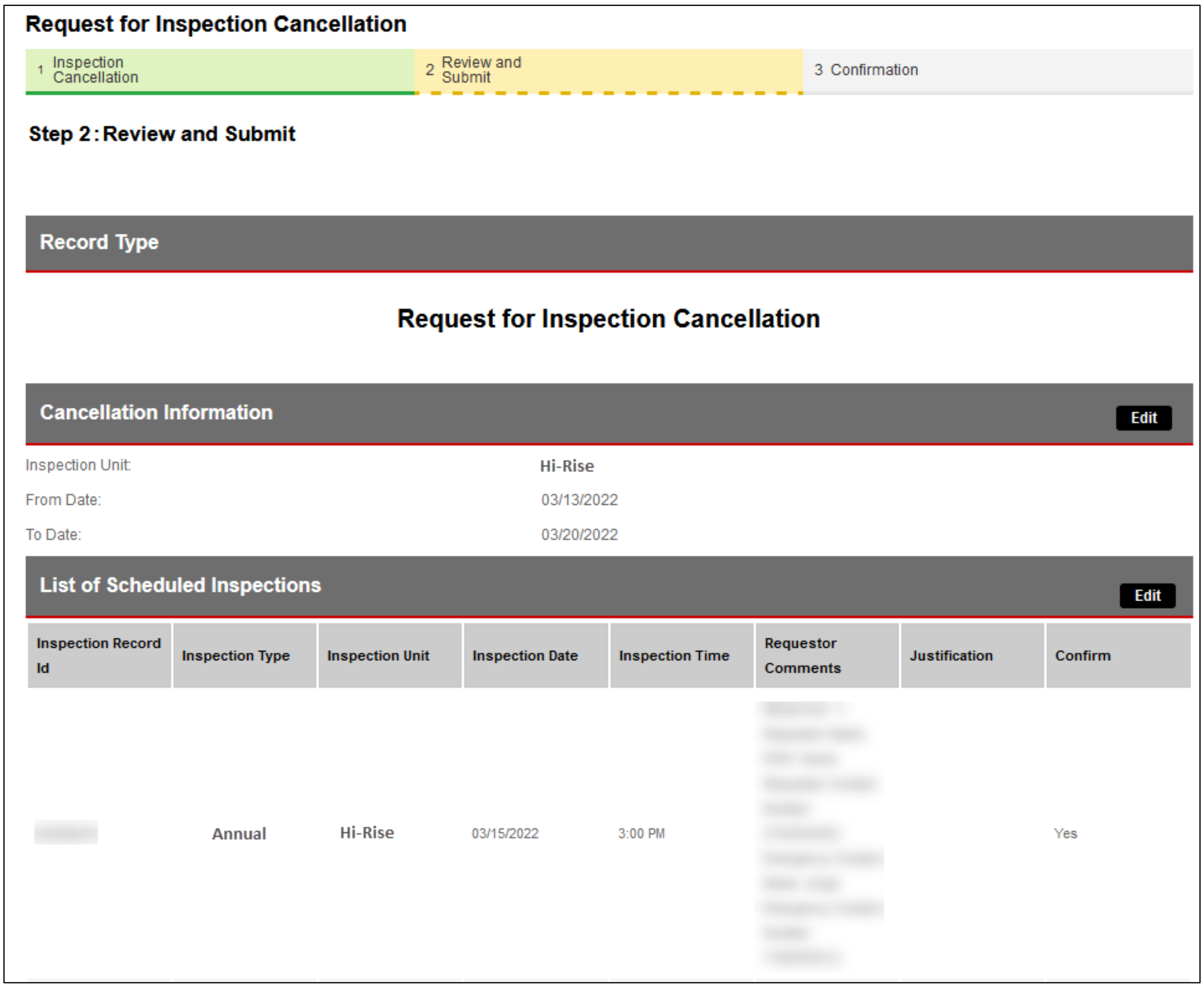


Fig. 56: Click 'Continue Application'

You will be taken to the **Review and Submit** page. You will see all scheduled inspections listed including the inspection you confirmed for cancellation. You can review and edit your information before you submit your Request for Inspection Cancellation. Scroll through the page and review your information.

If you notice any errors or if you need to make any changes, click the **Edit** button to return to that section and correct the information. See Figure 57.



Request for Inspection Cancellation

1 Inspection Cancellation | 2 Review and Submit | 3 Confirmation

Step 2: Review and Submit

Record Type

Request for Inspection Cancellation

Cancellation Information — Edit

Inspection Unit: Hi-Rise

From Date: 03/13/2022

To Date: 03/20/2022

List of Scheduled Inspections — Edit

Inspection Record Id	Inspection Type	Inspection Unit	Inspection Date	Inspection Time	Requestor Comments	Justification	Confirm
[illegible]	Annual	Hi-Rise	03/15/2022	3:00 PM	[illegible]		Yes

Fig. 57: Review Your Request for Inspection Cancellation

The following step will complete your Cancellation Request and can NOT be undone. Make sure that all the information you have entered is correct. If you made the request *less than* three (3) business days before your scheduled Request for Test/Inspection date and time, your Cancellation Request **may be rejected** and you may be charged the Test/Inspection Fee.

When you are finished reviewing you Request for Inspection Cancellation, digitally sign and affirm the "Applicant Certification" section by "checking" the checkbox. When you are ready, click the **Submit Application** button. See Figure 58.

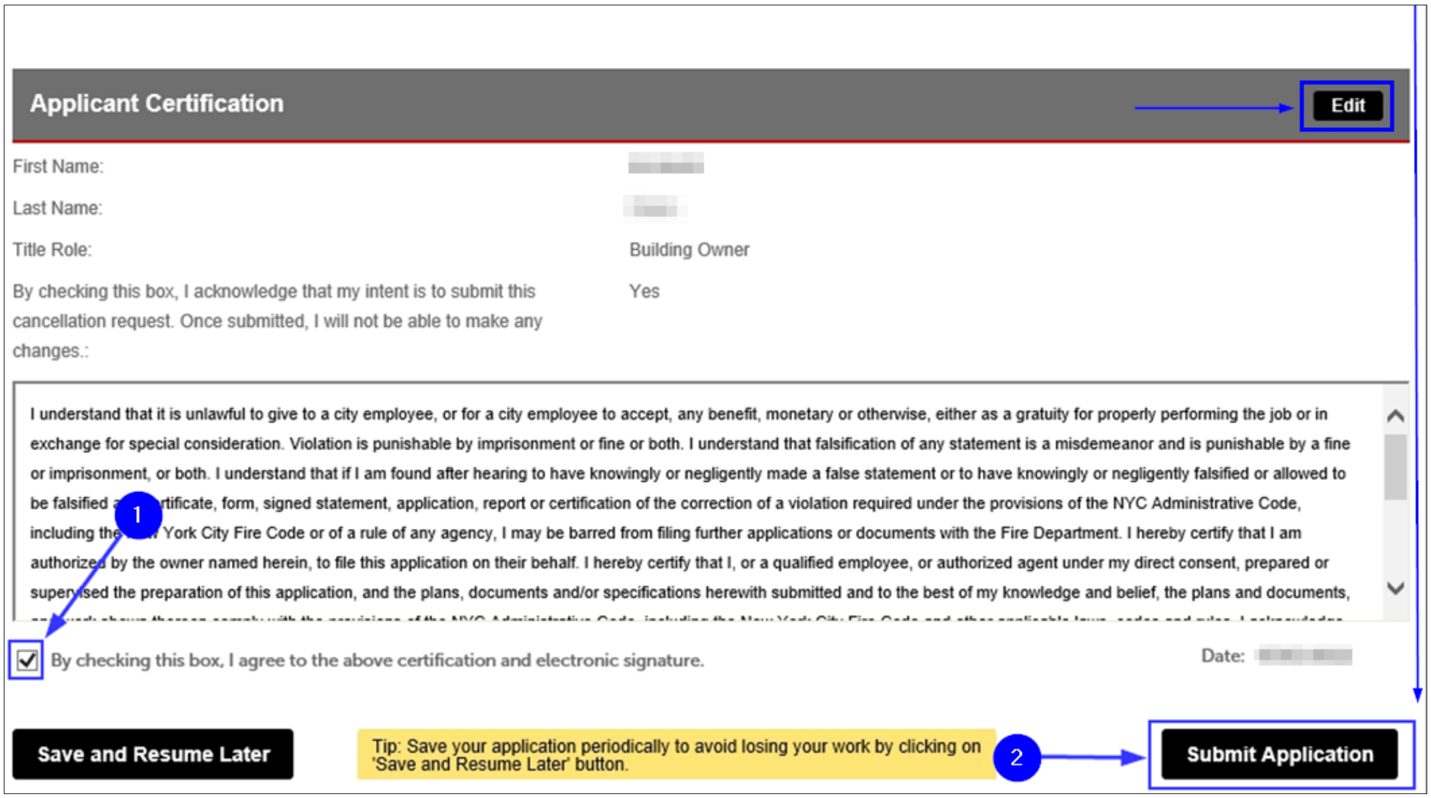


Fig. 58: Complete the 'Applicant Certification' Section/Click 'Submit Application'

You will receive confirmation that your Request for Inspection Cancellation has been successfully submitted. You will also receive an Inspection Cancellation Record ID. As highlighted in "yellow" in the below example, the Inspection Cancellation Record ID contains the word "CANCEL."

This Record ID will also be available to you on your FDNY Business Dashboard. You can use this Record ID to track the status of your Cancellation Request. See Figure 59.

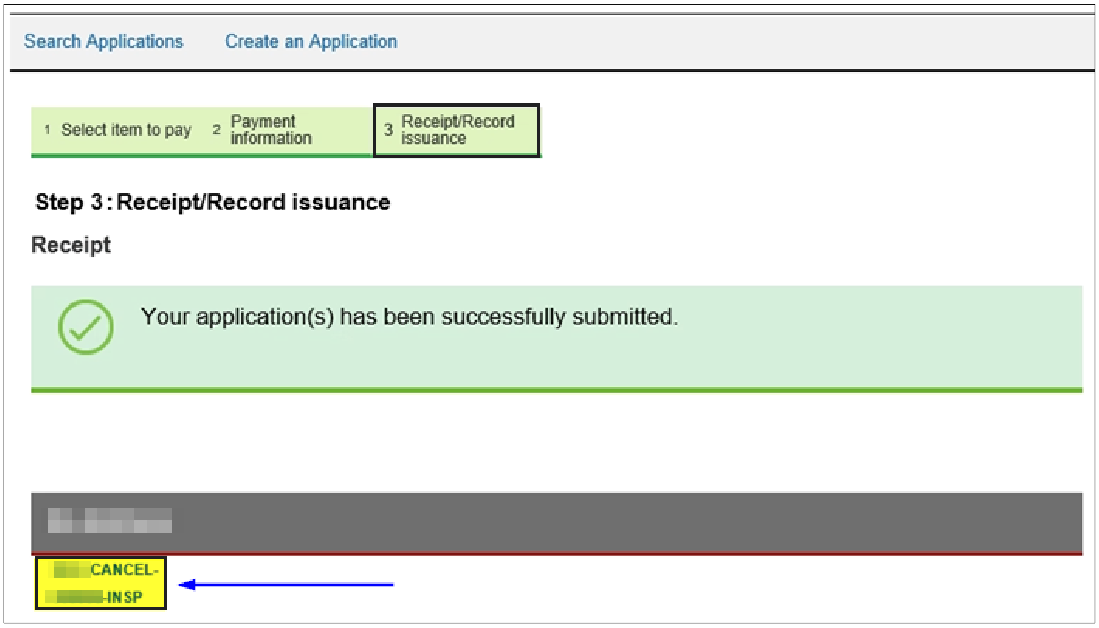


Fig. 59: Cancellation Request — Submission Confirmation / Record ID

Your Request for Inspection Cancellation will be reviewed by FDNY. You will receive an email telling you whether your Cancelation Request was "Accepted" or "Rejected."

If your Request for Inspection Cancellation is "Accepted," there is no further action you need to take. If you need to submit a new Request for Test / Inspection, you can do so at any time.

If your Request for Inspection Cancellation is "Rejected," you may be charged, as applicable, the Test / Inspection Fee.