



Instructions for uploading *.ZIP Files to FDNY Business (Only for ARCS Commissioning Test Report Application and ARCS Waivers)

FDNY Business users can upload compressed archive (*.ZIP) for audio files related to **ARCS Commissioning Test Report Application** and **ARCS Waivers** (under **Fire Alarm Variance Application**). Each *.ZIP file can only contain files of one type, e.g. [.WAV, .WMA, .MP3, .MP4].

It is advised that *.ZIP files are compressed using folders to keep them organized. An individual audio file must still be provided for each test point.

Uploaded files have a size limit of 25MB. If your audio files exceed 25MB, you should create multiple *.ZIP files which are categorized and named in sequential order, e.g. *.ZIP file #1=Floors 1 thru 5, *.ZIP file #2=Floors 6 thru 10, etc.

Separate files are still required for each category e.g. TM Form, Narrative, Sign and Sealed Drawings, Certificate of Occupancy.

*.ZIP files should only be used for compressed audio files. *.ZIP files are not allowed for other application types, and if submitted, may result in a Letter of Deficiency.

Note: Password protected *.ZIP files, and executable files such as *.bat, *.exe, etc. continue to be restricted.

For questions or assistance with any aspect of FDNY Business, please contact the FDNY Customer Service Center by dialing 311, or via email at FDNY.BusinessSupport@fdny.nyc.gov.