FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

Obtaining and Viewing a Permit or Letter of Acceptance

User Guide

v1.0 **August 2021**

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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 *Obtaining and Viewing a Permit or Letter of Acceptance (LOA)* User Guide is designed to assist customers with the steps necessary to obtain a Permit or LOA and view existing Permits and LOAs on FDNY Business.

Permits and LOAs can be requested and viewed from any computer with an Internet connection. (Applications cannot currently be completed on mobile devices.)

Permits and LOAs WILL NO LONGER be provided via US Mail. These documents will now be issued via email to the Permit/LOA Contact on the Inspection Record and will be available under Supporting Documents tab on your FDNY Business Account.

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. OBTAINING A PERMIT OR LOA

A **Permit** or **Letter of Acceptance (LOA)** document authorizes use of device/equipment and /or occupancy as per the New York City Fire Code and other laws, rules, and regulations enacted for the protection of the public. The New York City Fire Code requires that the **Permit** or **LOA** be posted in a conspicuous location on the premises at all times and be readily available for inspection by any representative of the Department. A **Permit** or **LOA** will only be issued by FDNY after the following conditions are met:

- An Inspection has been approved
- There are no outstanding violations
- There is no outstanding balance on your account

Once the above conditions have been met, your **Permit** or **LOA** will be sent via email to the Permit/LOA Contact and available on your FDNY Business account.

Permits and **LOAs** will be released for your account and emailed to you once the payment has been received and settled. For **Permits**, this may take approximately fourteen (14) days.

2. VIEWING A PERMIT OR LOA ON FDNY BUSINESS

You can view any current **Permit(s)** or **LOA(s)** that have been issued for your account on **FDNY Business**. To view a **Permit** or **LOA,** you must be the authorized person and have an NYC ID. You may access your Permit/LOA on FDNY Business by following the below steps:

NOTE #1: You will be able to view Permits and LOAs issued after September 5, 2021. If you need a copy of a previously issued Permit/LOA please contact FDNY Business Support.

NOTE #2: If you have a Legacy (FPIMS) account and have had an Inspection but have not yet received a Permit/LOA, you must link it to your FDNY Business account. If you need instructions on how to request a PIN to link your Record with your FDNY Business account, please see the **Request a PIN & Linking an Inspection Record to Your NYC ID** User Guide.

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.

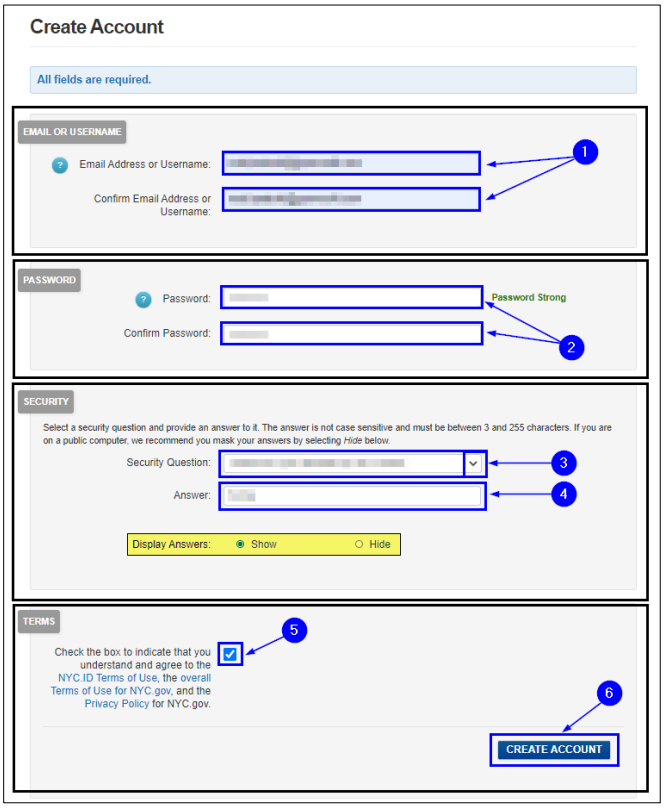


Fig. 1: NYC ID — Create Your Account

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

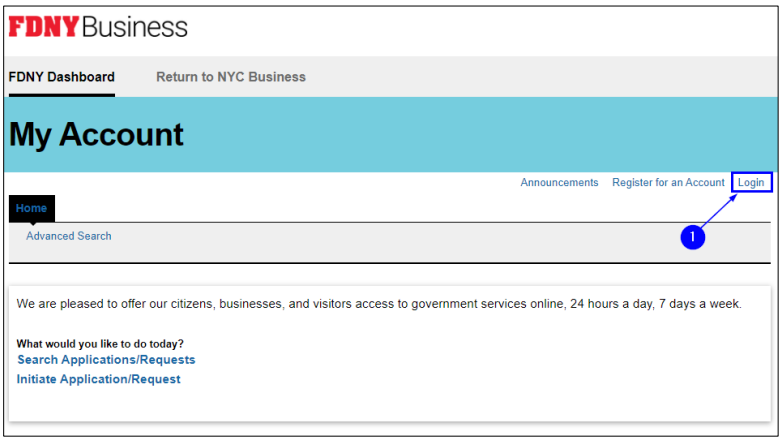


Fig. 2: Click 'Login'

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. Review Account Status

After login, you will be brought to the **My Account** page. Click on **My Records** to view a list of all the records on your account**.** See Figure 4.

NOTE: You must be listed as a Permit/LOA contact on the Account to view Permits / LOAs on FDNY Business.

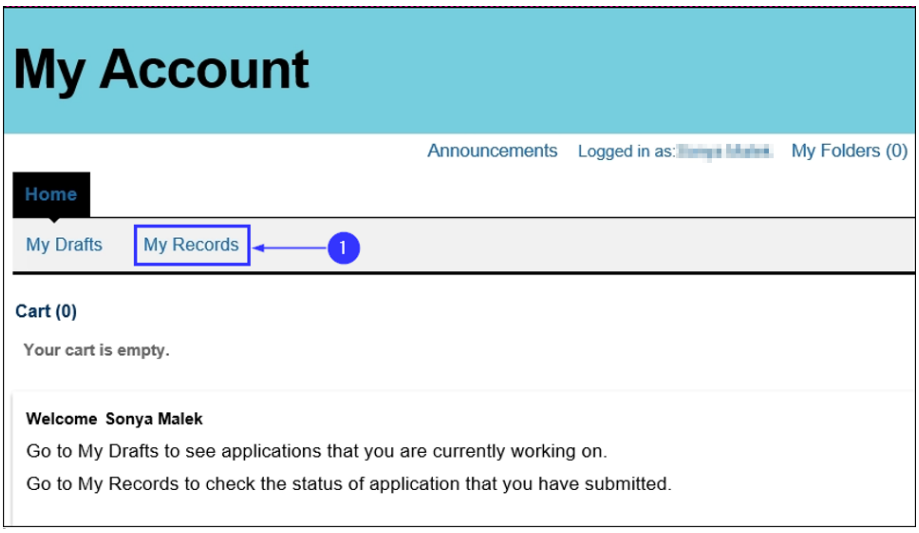


Fig 4: Click on My Records

Under services, check to ensure there are no violations and no payments due against your account/record.

In the example below, a **Permit** or **LOA** will not be issued because the Inspection Record (highlighted in "yellow") has a **Status** of "In Violation." This indicates that you have one or more open violations that must be addressed before you can receive your **Permit** or **LOA**.

Follow the instructions on the Violation you received at the time of inspection to correct the issue. For instructions on how to view Summonses and Violations on your FDNY Business Account, please see the **Access and View Enforcement Information** User Guide.

A **Permit** or **LOA** will also not be issued if the **Action** is "Pay," which indicates there is a balance due. You will need to pay for the Inspection before you can receive your **Permit** or **LOA**.

For instructions on how to make a payment online on FDNY Business, please see the **Online Payments and Refunds** User Guide.

NOTE: If you don't see your account under My Records, you must link your account with your FDNY Business account. If you need instructions on how to request a PIN to link your Record with your FDNY Business account, please see the **Request a PIN & Linking an Inspection Record to Your NYC ID** User Guide.

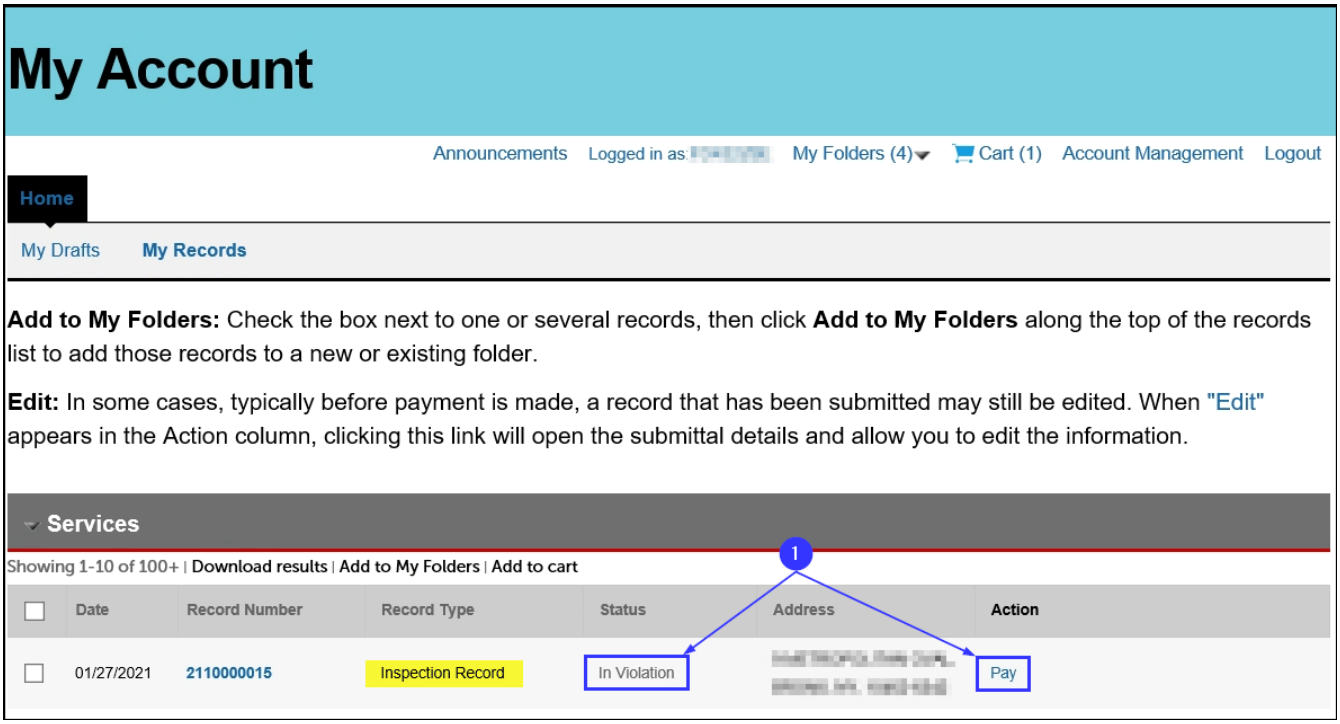


Fig 5: 'In Violation' Inspection Record

In the next example below, the Inspection has been “Approved” and an **LOA** has been issued. This is indicated by the **Status**, “LOA Active.” Additionally, there is no balance due since there is no “Pay” link.

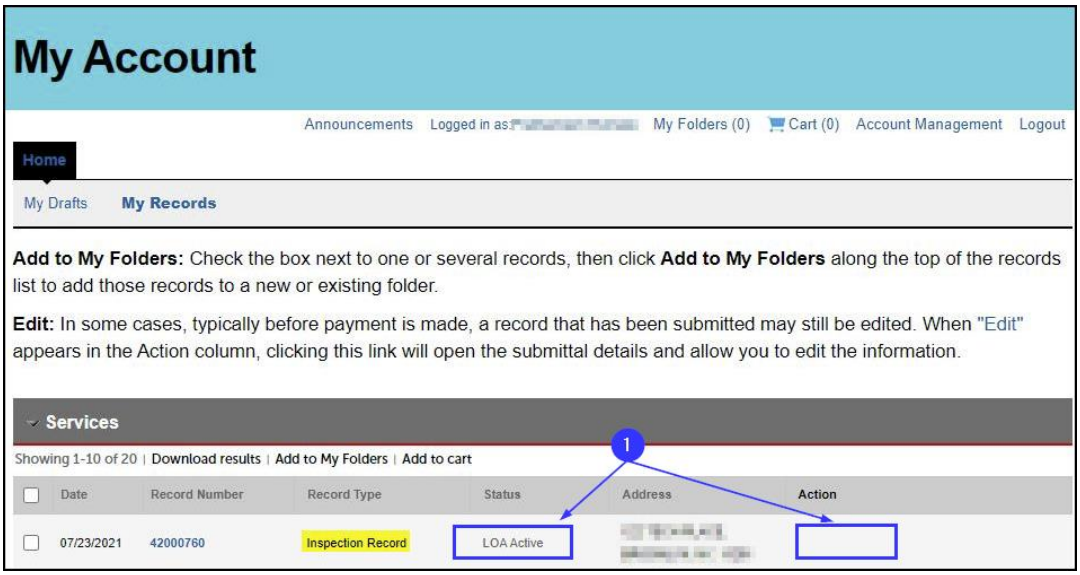


Fig 6: ‘Approved’ Inspection Record

Step 3. View Permit/LOA Contact

The Permit/LOA Contact is specific to each **Record** on your FDNY Business account. To view the Permit/LOA Contact on an Inspection Record, click on an Inspection Record from the **My Records** screen.

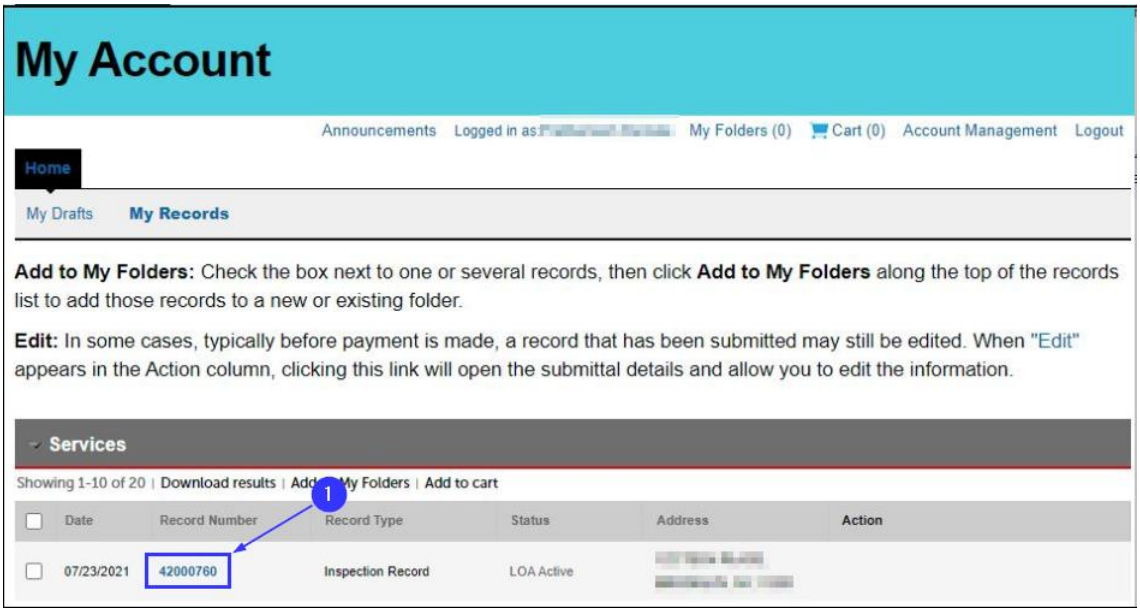
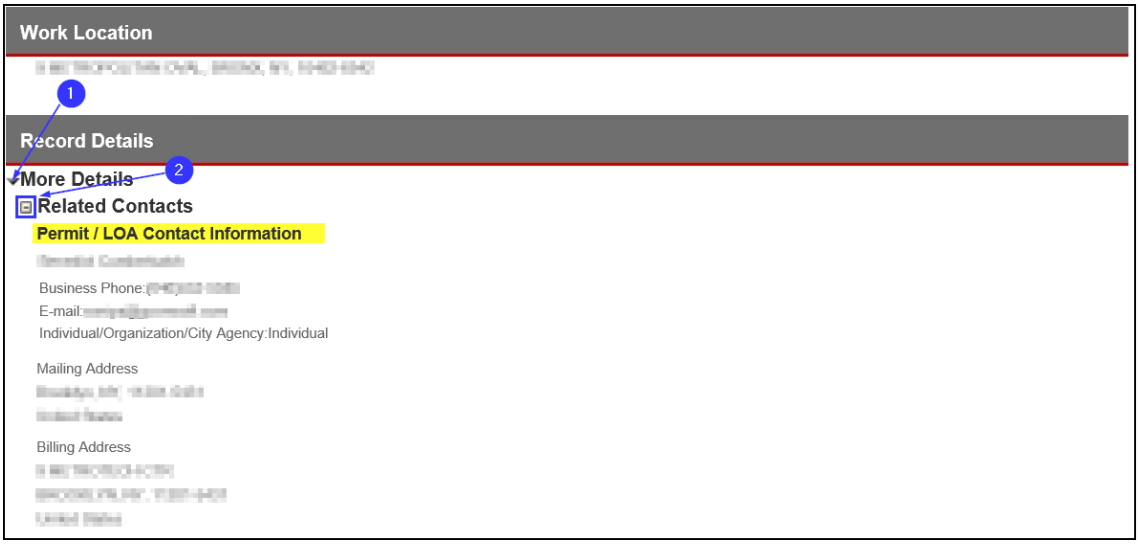


Fig 7: Opening the Inspection Record

Scroll down to the **Record Details** section. Click on the arrow next to **More Details** and click on the box next to **Related Contacts**. You will see the **Permit/LOA Contact Information.** If this Contact is missing or needs to be updated, you will need to contact FDNY Business Support by dialing 311 or send an email to FDNY.BusinessSupport@FDNY.nyc.gov for assistance.

NOTE: Permit/LOA is sent via email only to Permit/LOA Contact listed in your account.



Step 4. Viewing Permits or LOAs

To view the **LOA**, click on the **Record Number** link for the Inspection Record. See Figure 8.

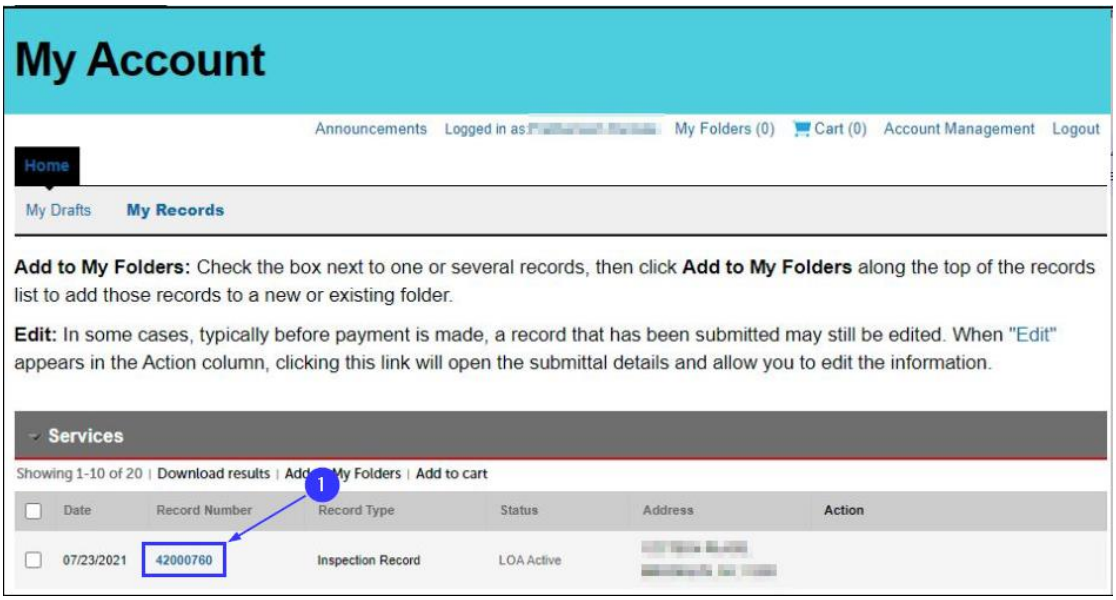


Fig 8: Opening the Inspection Record

On the Inspection Record page, to view the **LOA**, click on the **Record Info** drop-down. Then, click on “Supporting Documents.” See Figure 9.

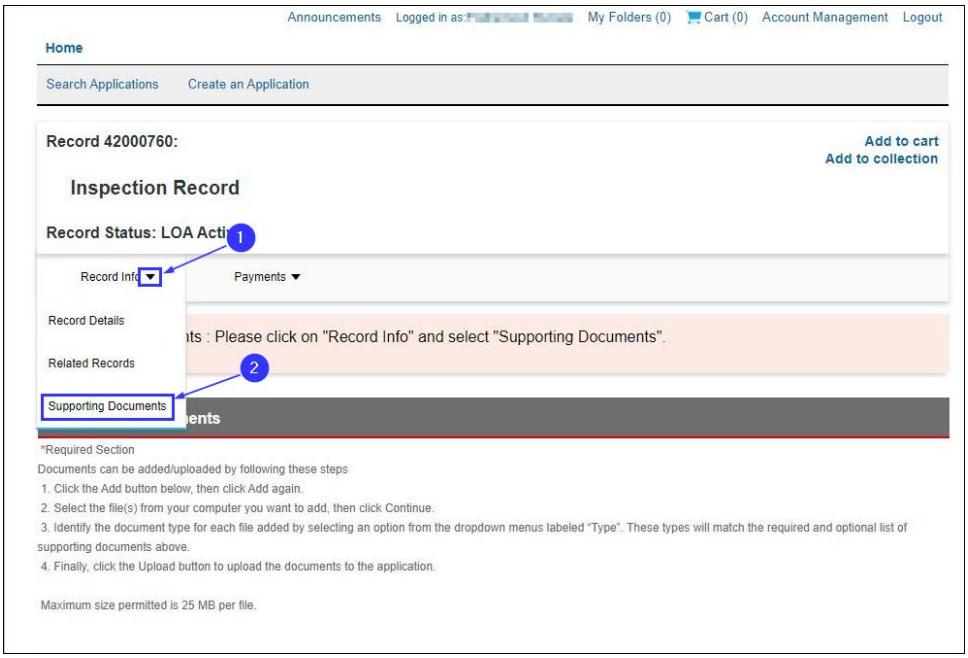


Fig 9: Click ‘Supporting Documents’

Click on the link for the **LOA** to open it. See Figure 10.

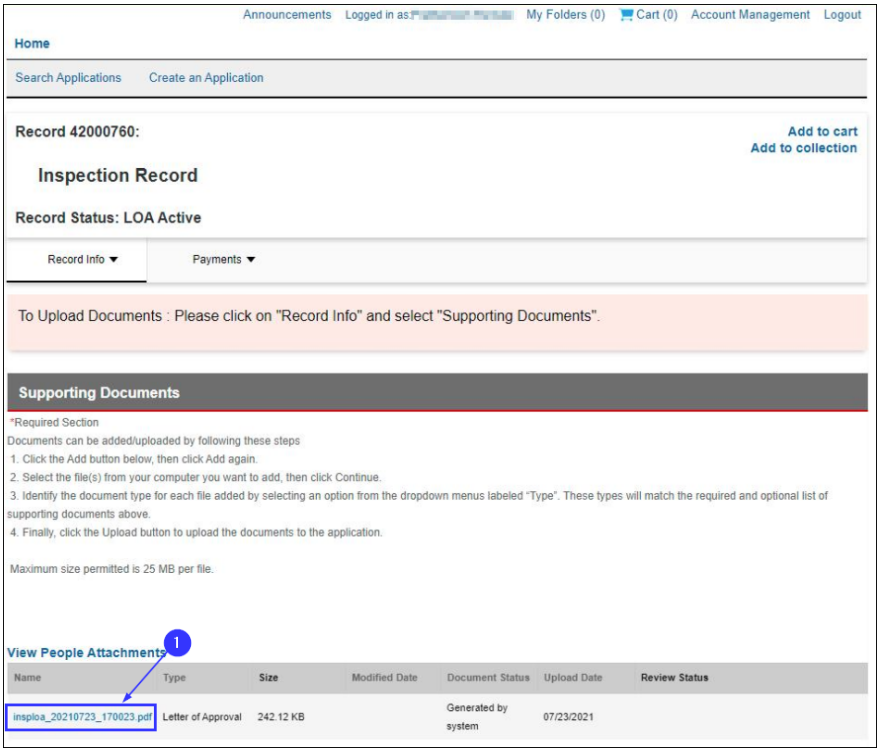


Fig 10: Open the LOA Link

You will see a pop-up on the bottom of your screen. Click **Open**. See Figure 11.

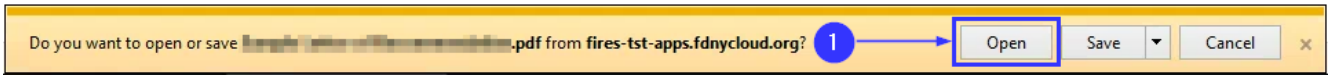
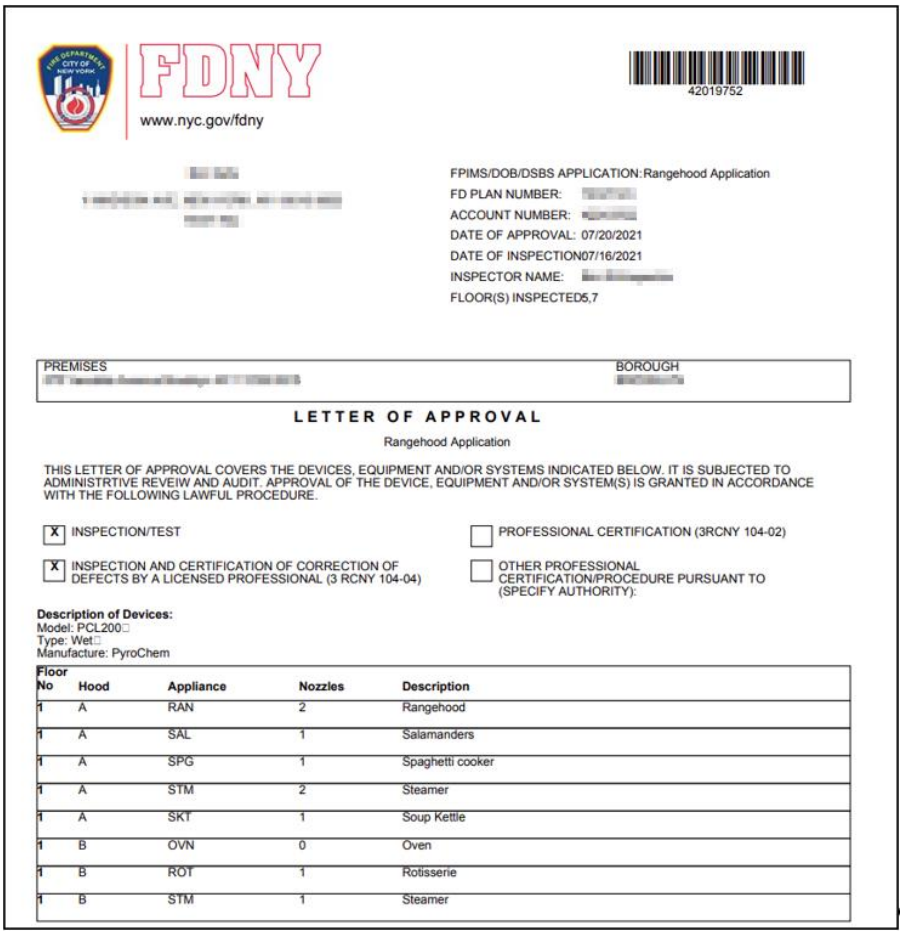


Fig 11: Open the LOA

The **LOA** will be displayed. See Figure 12.



FDNY

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42019752

FPIMS/DOB/DSBS APPLICATION: Rangehood Application
FD PLAN NUMBER:
ACCOUNT NUMBER:
DATE OF APPROVAL: 07/20/2021
DATE OF INSPECTION07/16/2021
INSPECTOR NAME:
FLOOR(S) INSPECTED5,7

PREMISES | BOROUGH

LETTER OF APPROVAL

Rangehood Application

THIS LETTER OF APPROVAL COVERS THE DEVICES, EQUIPMENT AND/OR SYSTEMS INDICATED BELOW. IT IS SUBJECTED TO ADMINISTRTIVE REVEIW AND AUDIT. APPROVAL OF THE DEVICE, EQUIPMENT AND/OR SYSTEM(S) IS GRANTED IN ACCORDANCE WITH THE FOLLOWING LAWFUL PROCEDURE.

[X] INSPECTION/TEST
[ ] PROFESSIONAL CERTIFICATION (3RCNY 104-02)
[X] INSPECTION AND CERTIFICATION OF CORRECTION OF DEFECTS BY A LICENSED PROFESSIONAL (3 RCNY 104-04)
[ ] OTHER PROFESSIONAL CERTIFICATION/PROCEDURE PURSUANT TO (SPECIFY AUTHORITY):

Description of Devices:
Model: PCL200
Type: Wet
Manufacture: PyroChem

Floor No	Hood	Appliance	Nozzles	Description
1	A	RAN	2	Rangehood
1	A	SAL	1	Salamanders
1	A	SPG	1	Spaghetti cooker
1	A	STM	2	Steamer
1	A	SKT	1	Soup Kettle
1	B	OVN	0	Oven
1	B	ROT	1	Rotisserie
1	B	STM	1	Steamer

Fig 12: Sample LOA

NOTE: There are no changes to the business process of issuance of Permit/LOA based on the Inspection conducted.

If you were issued a **Permit**, follow the same instructions as above to view the **Permit** via the Supporting Documents link on the Inspection Record. A sample Permit is displayed below:

FDNY

FIRE DEPARTMENT PERMIT (CITY-WIDE)

	DO	ACCOUNT NO
ISSUE DATE	EXPIRATION DATE	CONTROL #

ISSUED TO
CORPORATION NAME
DBA
MAILING ADDRESS
HOURS OF OPERATION 9 to 5 PM
PHONE #

PERMIT DESCRIPTION

ITEM CODE	SUB CODE	QTY	TYPE/DESCRIPTION	DETAILS
864	00	3	Rangehood Annual Inspection Fees	

Fig 13: Sample Permit

If you do not see a Permit or LOA under your Supporting Documents, have no balance and no violations, please contact FDNY Business Support by dialing 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.