



FIRE DEPARTMENT OF THE CITY OF NEW YORK

# **FDNY** Business

FDNY Business User Guide

February 24, 2020

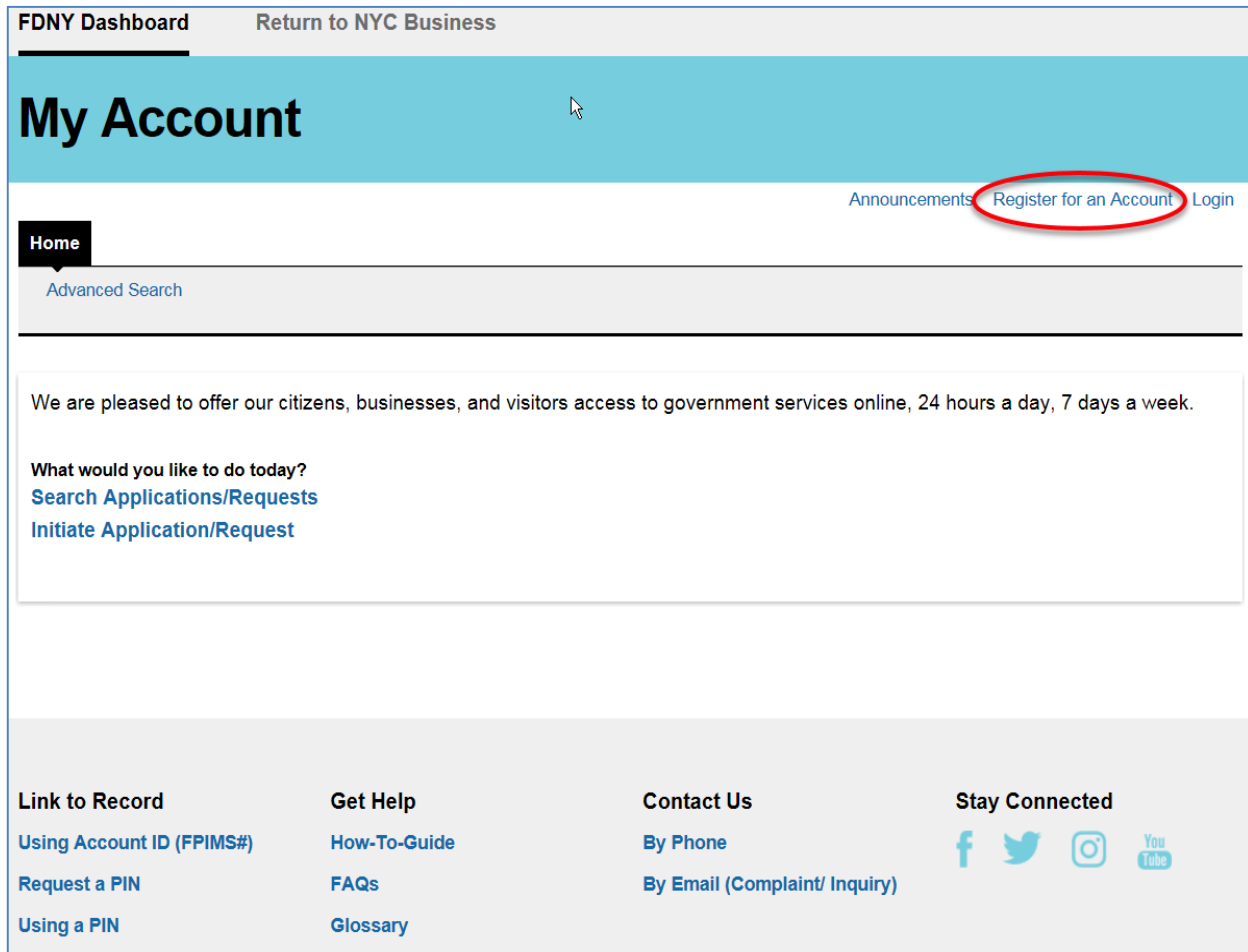
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## **IMPORTANT INFORMATION**

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.

## 1 Accessing and Navigating FDNY Business

In order to use [FDNY Business](#) you must have an account on [NYC.ID](#). To register, click the [Register for an Account](#) link in the upper right-hand corner of the FDNY Business **My Account** screen. You will be taken to the NYC registration page.



FDNY Dashboard    Return to NYC Business

# My Account

Announcements    **Register for an Account**    Login

Home

Advanced Search

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

What would you like to do today?  
[Search Applications/Requests](#)  
[Initiate Application/Request](#)

**Link to Record**  
[Using Account ID \(FPIMS#\)](#)  
[Request a PIN](#)  
[Using a PIN](#)

**Get Help**  
[How-To-Guide](#)  
[FAQs](#)  
[Glossary](#)

**Contact Us**  
[By Phone](#)  
[By Email \(Complaint/ Inquiry\)](#)

**Stay Connected**  
[f](#)   [t](#)   [i](#)   [You Tube](#)

**TIP:** If you already have an NYC ID account, you do not need to create a new NYC ID account to use FDNY Business. The User ID is your e-mail address.  
FDNY Business URL: <https://fires.fdnyccloud.org/citizenaccess/>  
NYCID's URL: <https://www1.nyc.gov/account/>

## 1.1 Creating an NYC.ID for login to FDNY Business

In order to create a new account, the Applicant will need to complete the required fields listed below.

*\*\* Note: Email, Password, Security sections are required. First Name, Last Name, and Middle Initial are optional fields. The applicant will need to complete the profile after logging in to the system.*

1. Enter and confirm your email address.

*\*\*\*\* Note: NY City employees cannot register with their work email address. Email addresses cannot contain the following domains: nyc.gov, nypd.org, queensda.org, specnarc.org, brooklynda.org, dfa.state.ny.us, trs.nyc.ny.us, nycers.org, nyccfb.info, ibo.nyc.ny.us, queenscountrypa.com, statenislandusa.com.*

2. Password: Enter and retype your password to confirm

3. Name: Enter your First Name, Middle Initial, and Last Name

4. Security: Select 1 security question and provide your answer

*\*\* Note: This question will be used for automatic password recovery.*

5. Once you review and agree to the NYC.ID terms of use, check the certification box and click the **Create Account** button to proceed.

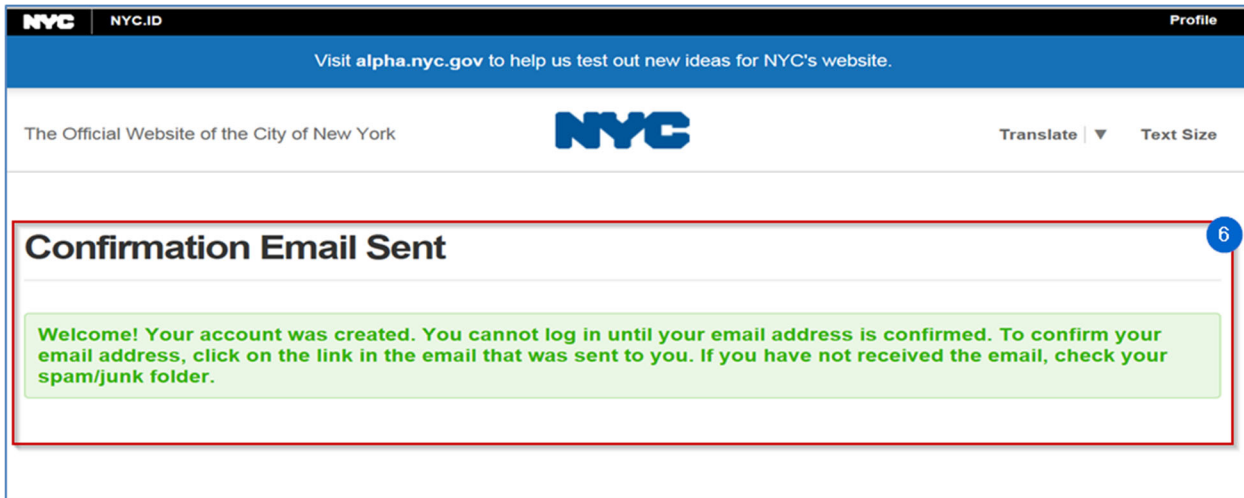
## Create Account

All fields are required.

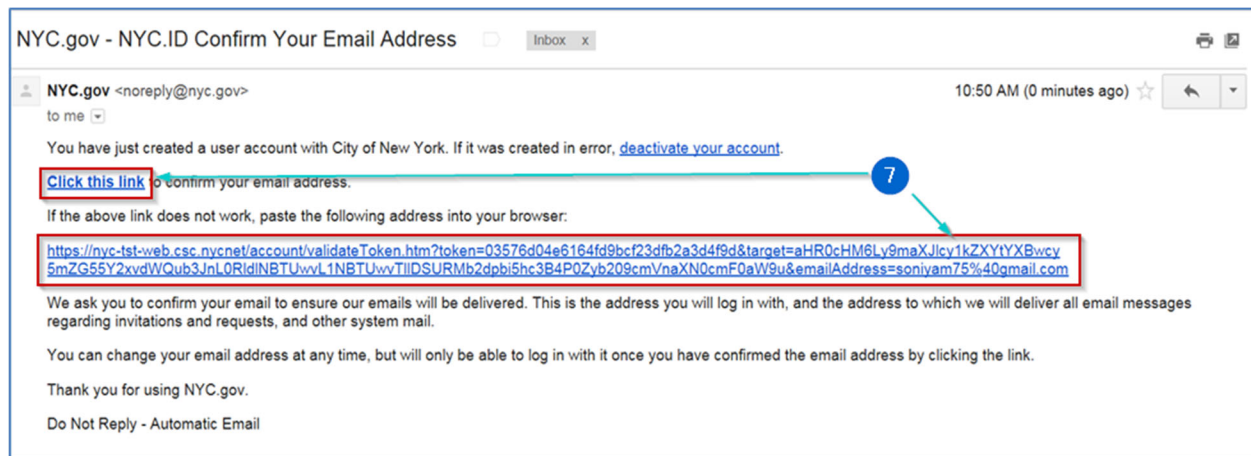
- EMAIL**  
? Email Address or Username:   
Confirm Email Address or Username:
- PASSWORD**  
? Password:   
Confirm Password:
- NAME**  
First Name:   
Middle Initial:   
Last Name:
- SECURITY**  
Select a security question and provide an answer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are on a public computer, we recommend you mask your answers by selecting *Hide* below.  
Security Question:   
Answer:   
Display Answers:  Show  Hide  
Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the [overall Terms of Use for NYC.gov](#), and the [Privacy Policy for NYC.gov](#).
- CREATE ACCOUNT**

6. You will receive a **Confirmation Email Sent** notice. Check your email for a message from NYC.GOV.

If you are unable to locate the email, check your Spam/Junk Mail folder.

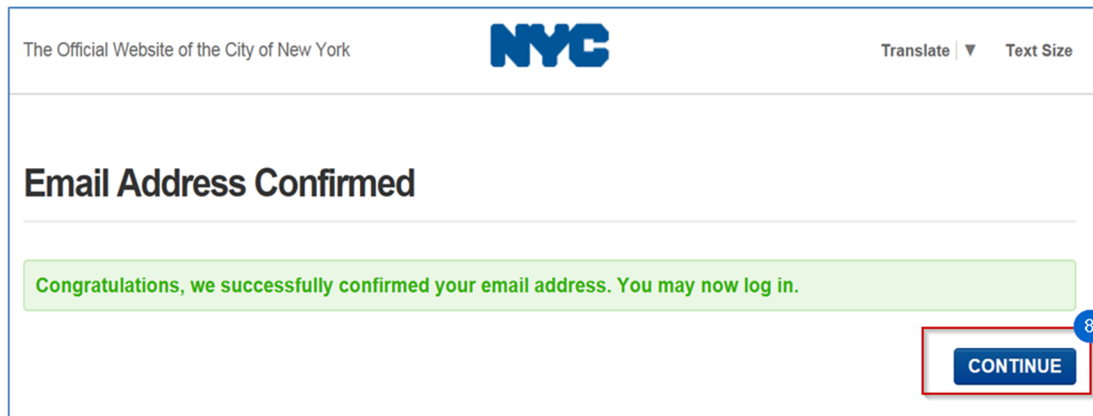


7. You must click the link in the body of the message to authenticate your account.



**\*\* Note:** If your account is created in error, you can deactivate your account by clicking the link in your email.

8. You will see an **Email Address Confirmed** notice. Click 'Continue' to return to [FDNY Business](#). Log in using the ID and password you have created.





## 1.2 Log into FDNY Business

1. Enter the **Email Address** you used when you created your new NYCID account.
2. Enter the **Password** you created for your new NYCID account.
3. Click **Log IN**.

New users will be taken to the **Contact Details** page to complete the registration, while current users will be taken to the Dashboard on the Home page.

The screenshot shows the FDNY Business login interface. At the top, there is a navigation bar with the NYC logo and 'NYC.ID'. Below this, the text 'The Official Website of the City of New York' is displayed. The main heading is 'FDNY Business'. The login section is titled 'Login' and offers two paths: 'Log in using your NYC account' and 'Log in using one of these options:'. The first path includes input fields for 'Email Address or Username' (marked with a '1') and 'Password' (marked with a '2'), and a 'Log In' button (marked with a '3'). The second path includes a button for 'NYC Employees'. At the bottom left, there are links for 'Create Account' and 'Forgot Password'.

## After logging into FDNY Business

For new users, the **Manage Your Account View Contact Detail** page opens. The fields displayed are in “read-only” mode. To edit these fields, you will be asked to complete your profile:

1. Click on the **Update Now** link. The **Select Contact Type** window pops up.

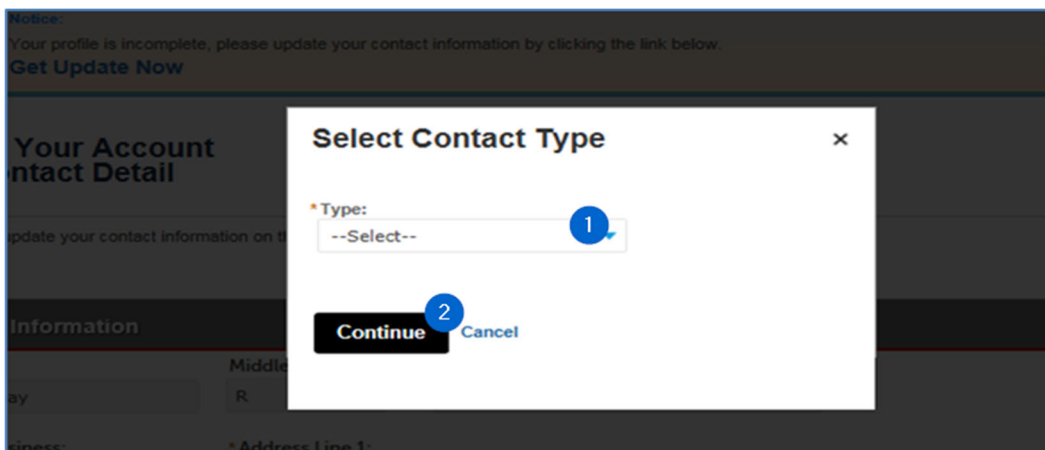
The screenshot shows the 'My Account' page. At the top, there is a navigation bar with 'Home' selected, and links for 'Announcements', 'Logged in as: Silver Surfer', 'My Folders (0)', 'Account Management', and 'Logout'. Below the navigation bar, there are tabs for 'My Drafts' and 'My Records'. A blue notice box contains a warning icon and the text: 'Notice: Please complete your profile. A billing address and a mailing address are required to complete your profile. Please update your contact information by clicking the Update Now link below.' The 'Update Now' link is highlighted with a blue circle and the number '1'. Below the notice, the page title is 'Manage Your Account View Contact Detail'. The main content area contains the text 'Validate and update your contact information on this page.' and a form titled 'Contact Information'. The form includes a dropdown menu for 'Individual/Organization/City Agency' with 'Individual' selected. Below this are three input fields for 'First Name' (containing 'Silver'), 'Middle Name', and 'Last Name' (containing 'Surfer'). There is also an input field for 'Name of Business:'.

1. Select the type of contact from the **Type** drop-down.

Example of Contact Types:

- Building Owner
- Business Owner
- Applicant
- Filing Representative / Expeditor etc.

2. Click **Continue**



The **Select Contact Type** window closes returning to the Contact Detail page. All the fields under the Contact Information section are now editable.

# FDNY Business: User Guide

1. Enter all (\*) required fields under the **Contact Information** section.
2. Click the **Add Additional Contact Address** button. A new window opens for the Contact Address Information.

**Manage Your Account**  
**View Contact Detail**

Validate and update your contact information on this page.

**Contact Information**

\* First: John Middle: Last: Doe

Name of Business: Address Line 1: 105 East 15th Street

\* City: New York \* State: NY \* Zip: 10003-

Country: United States E-mail: test4chinmay@gmail.com Fax: (\* )

Home Phone: (\* ) Work Phone: (\* ) Mobile Phone: (\* )

Agency Code: --Select--

▼ **Contact Addresses**

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing Address

Showing 0-0 of 0

Action	Address Type	Address	Recipient	Status	Start Date	End Date
No records found.						

# FDNY Business: User Guide

1. Select an **Address Type**. Two types of Addresses:
  - Billing Address
  - Mailing Address
2. Provide all (\*) required fields.
3. If you will like to add another address, go to step 9, else to add and save this address, Click **Save and Close**.

**\*\*Note:**

- To enter a second address, click **Save and Add Another** and follow the same steps from Step #1- #3.
- Use the **Clear** button to clear all your data fields.
- To close the window, click the **x** in top right corner of the window.

The screenshot shows a window titled "Contact Address Information" with a close button (x) in the top right corner. The form contains the following fields and controls:

- Address Type:** A dropdown menu with "--Select--" selected. A blue circle with the number "1" is positioned above it.
- Building No:** A text input field.
- \* Street Name:** A text input field with an asterisk indicating it is required. A blue circle with the number "2" is positioned to its right.
- Floor#/Apt#/Suite#:** A text input field.
- \* City/Borough:** A text input field with an asterisk indicating it is required.
- \* State:** A text input field with an asterisk indicating it is required.
- \* ZIP Code:** A text input field with an asterisk indicating it is required.
- Country/Region:** A dropdown menu with "United States" selected.
- Buttons:** Three buttons are located at the bottom: "Save and Close", "Save and Add Another", and "Clear". A blue circle with the number "3" is positioned above the "Save and Close" button.

# FDNY Business: User Guide

1. The **Contact Information** page displays all the updates to the Contact Information section and the new address added. Click **Save** to update your information.

**Contact Information**

\* First: John Middle: Last: Doe

Name of Business: Address Line 1: 105 East 15th Street

\* City: New York \* State: NY \* Zip: 10003-

Country: United States E-mail: test4chinmay@gmail.com Fax: (+ )

Home Phone: (+ ) Work Phone: (+ ) Mobile Phone: (+ )

Agency Code: --Select--

▼ Contact Addresses

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing Address

✓ Contact address updated successfully.

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status	Start Date	End Date
Actions ▼	Billing Address	E 15th St, 105, New York NY 10003-2138 United States		Active		

**Save** Back to Account Management

## Account Management

FDNY Business offers a registration process for customers conducting business with FDNY. The registration process involves collecting information to help identify users to FDNY. Registration creates your user account also known as a 'User Profile'. A public user is any user that accesses FDNY Business, including licensed professionals, contractors, citizens, agency employees, or business owners.

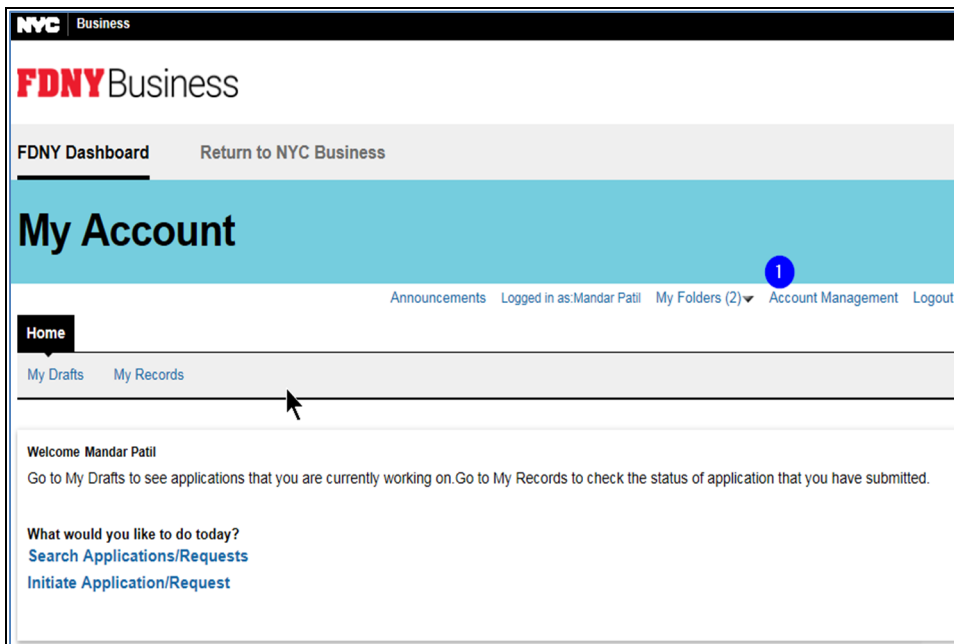
Public users can manage their respective Profiles online via the Account Management page. They can access this page by clicking the **Account Management** link from the Welcome registered page and edit their personal information as required.

## Update Profile

Once the profile is created during the registration process, registered users can access a variety of services provided by FDNY. Since the profile is established to identify a specific user (anyone conducting business with FDNY), this information must be kept up-to-date. The Applicant can use these profile details (such as the contact information and saved documents) when submitting applications to FDNY.

In order to complete your profile:

1. Click on **Account Management** at the top of the screen



The **Manage Your Account** page is displayed.

To create / update your profile:

1. **Contact Information:** Click on **Actions** to update Contact information.
2. **Attachments:** Click on **Add** to add documents.

## My Account

Announcements Logged in as: Silver Surfer My Folders (0) Account Management Logout

Home

My Drafts My Records

### Manage Your Account

Your current account information is shown below. To update your Contact Information, please click the View/Edit button under the Action drop-down and follow the instructions. To return to your home page, please click the [Home](#) button above.

#### Login Information

E-mail: silversurfer@mailinator.com

#### Contact Information

Showing 1-1 of 1 | Download results

First Name	Last Name	Business Name	Contact Type	Status	Action
Silver	Surfer			Approved	Actions <span>1</span>

#### Attachments

The maximum file size allowed is 25 MB.  
.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are allowed file types to upload.  
Documents may be added to your account for easy access during the application process. Documents can be added to your account by following these steps:

1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. In the "Attach To:" dropdown(s) select the name associated with the account, then click the "Save" button.

Name	Entity Type	Size	Latest Update	Document Status	Upload Date	Action	Entity
No records found.							

Add 2



## View and update a Contact

In order to update the Contact Information, follow these steps:

1. Click **Actions** under the “Contact Information” section.
2. Select **View/Edit** from the Actions drop down list.

**My Account**

Announcements Logged in as: Silver Surfer My Folders (0) Account Management Logout

**Home**

My Drafts My Records

**Manage Your Account**  
Your current account information is shown below. To update your Contact Information, please click the View/Edit button under the Action drop-down and follow the instructions. To return to your home page, please click the [Home](#) button above.

**Login Information**  
E-mail: silversurfer@mailinator.com

**Contact Information**

Showing 1-1 of 1 | **Download results**

First Name	Last Name	Business Name	Contact Type	Status	Action
Silver	Surfer			Approved	<b>Action</b> View/Edit Reset

**Attachments**

The maximum file size allowed is 25 MB.  
.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are allowed file types to upload.  
Documents may be added to your account for easy access during the application process. Documents can be added to your account by following these steps:

1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. In the “Attach To:” dropdown(s) select the name associated with the account, then click the “Save” button.

Name	Entity Type	Size	Latest Update	Document Status	Upload Date	Action	Entity
No records found.							

**Add**

**TIP:** The **Reset** button resets the contact with your original contact registration information

# FDNY Business: User Guide

After clicking **View/Edit**, the system will redirect you to the page where you can update the contact information:

1. You can update all the fields under the **Contact Information** section.
2. To add a new address, click the **Add Additional Contact Address** button.
3. You can edit or deactivate an address by selecting **Edit** or the **Deactivate** option under the Actions dropdown
4. Click **Save**.

**Manage Your Account**  
**View Contact Detail**

Validate and update your contact information on this page.

**Contact Information**

\*First Name Middle Name \*Last Name  
Jeffery Dean Morgan

Name of Business:  
Jeffery Filing Inc

Business Phone: Work Phone: Mobile Phone:  
(646) 415-9447 (646) 415-9447 (646) 415-9447

Business Fax

E-mail:  
soniya@gcomsoft.com

Agency Code:  
--Select--

Individual/Organization/City Agency:  
Individual

Doing Business As Name Same as  
Legal Business Name:  
 Yes  No

**Contact Addresses**

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Billing Address, Mailing Address

Showing 1-2 of 2

Action	Address Type	Address	Status
<b>Actions</b> Edit Deactivate	Billing Address	9 METROTECH CTR	Active
	Mailing Address	15 METROTECH CTR	Active

**Save** [Back to Account Management](#)

# FDNY Business: User Guide

## To add an additional contact address

Follow the below steps to add a new Billing or Mailing address:

1. Click on **Add Additional Contact Address** button

### Manage Your Account

#### View Contact Detail

Validate and update your contact information on this page.

#### Contact Information

*First Name	Middle Name	*Last Name
Jeffery	Dean	Morgan

Name of Business:  
Jeffery Filing Inc

Business Phone:	Work Phone:	Mobile Phone:
(646) 415-9447	(646) 415-9447	(646) 415-9447

Business Fax:

E-mail:  
soniya@gcomsoft.com

Agency Code:  
--Select--

Individual/Organization/City Agency:  
Individual

Doing Business As Name Same as Legal Business Name:  
 Yes  No

▼ Contact Addresses

#### Add Additional Contact Address

To edit a contact address, click the address link.  
Required contact address type(s): Billing Address, Mailing Address

Showing 1-2 of 2

Action	Address Type	Address	Status
<a href="#">Actions</a>	Billing Address	9 METROTECH CTR	Active
<a href="#">Edit</a>	Mailing Address	15 METROTECH CTR	Active
<a href="#">Deactivate</a>			

[Back to Account Management](#)

# FDNY Business: User Guide

2. Enter the Address for the specific address type. Only one of each address type (one Billing Address and one Mailing address) are allowed to be added to the profile.
3. To save information, click **Save and Close**.

**\*\*Notes:**

- To add another address, click **Save and Add Another**
- To close the window, click the **x** in the top right corner of the window.

The screenshot shows a web form titled "Contact Address Information" with a close button (x) in the top right corner. A blue circle with the number "2" is positioned at the top right of the form's main content area. The form contains the following fields:

- Address Type:** A dropdown menu with "Mailing Address" selected.
- Building No:** A text input field containing "9".
- \* Street Name:** A text input field containing "Metrotech Ctr".
- Floor#/Apt#/Suite#:** An empty text input field.
- \* City/Borough:** A text input field containing "Brooklyn".
- \* State:** A text input field containing "NY".
- \* ZIP Code:** A text input field containing "11201-5431".
- Country/Region:** A dropdown menu with "United States" selected.

At the bottom of the form, there are three buttons: "Save and Close", "Save and Add Another", and "Clear". A blue circle with the number "3" is positioned above the "Save and Close" button.

# FDNY Business: User Guide

## To edit an address on the Contact Detail page

After adding the contact address, follow these steps to edit the address:

1. Open the **Actions** drop-down list.
2. Click **Edit**.

**Manage Your Account**  
**View Contact Detail**

Validate and update your contact information on this page.

**Contact Information**

Individual/Organization/City Agency  
Individual

\*First Name: Silver Middle Name: Last Name: Surfer

Name of Business:

Business Phone: Mobile Phone:

Business Fax:

E-mail: silversurfer@mailinator.com

EIN #:

Country: United States

Agency Code: --Select--

Doing Business As Name Same as Legal Business Name:  
 Yes  No

▼ Contact Addresses

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Billing Address, Mailing Address

✔ Contact address added successfully.

Showing 1-1 of 1

Action	Address Type	Address	Status
Actions ▼ Edit Remove	Billing Address	9 METROTECH CTR	Active

**Save** Back to Account Management

# FDNY Business: User Guide

After clicking **Edit**, the Contact Address Information window opens. Edit any field as needed.

All (\*) required fields must be provided

3. Edit fields.
4. To save your information, click **Save and Close**.

**\*\*Notes:**

- To add another address, click **Save and Add Another**
- To close the window, either click **Cancel** or click on the **x** in the top right corner of the window.

**Contact Address Information** [x]

Address Type:  
Mailing Address

Building No: 9      \*Street Name: Metrotech Ctr

Floor#/Apt#/Suite#:      \*City/Borough: Brooklyn      \*State: NY      \*ZIP Code: 11201-5431

Country/Region:  
United States

4 [Save and Close] [Save and Add Another] [Clear]

# FDNY Business: User Guide

The changes will be reflected on the address list. Click **Save**. You must click **Save** in order for the changes to take effect.

1.

### Manage Your Account View Contact Detail

Validate and update your contact information on this page.

#### Contact Information

*First Name	Middle Name	*Last Name
Jeffery	Dean	Morgan

Name of Business:  
Jeffery Filing Inc

Business Phone:	Work Phone:	Mobile Phone:
(646) 415-9447	(646) 415-9447	(646) 415-9447

Business Fax

E-mail:  
soniya@gcomsoft.com

Agency Code:  
--Select--

Individual/Organization/City Agency:  
Individual

Doing Business As Name Same as  
Legal Business Name:  
 Yes  No

▼ Contact Addresses

#### Add Additional Contact Address

To edit a contact address, click the address link.  
Required contact address type(s): Billing Address, Mailing Address

Showing 1-2 of 2

Action	Address Type	Address	Status
Actions ▼	Billing Address	8 METROTECH CTR	Active
Actions ▼	Mailing Address	15 METROTECH CTR	Active

**Save** [Back to Account Management](#)

**TIP** : If you do not want to save the changes, click on the **Back to Account Management** link at the bottom of the page

# FDNY Business: User Guide

## To remove a Contact Address

To remove the added address, follow the below steps;

1. Open the **Actions** drop-down list.
2. Click **Remove**.

**Manage Your Account**  
**View Contact Detail**

Validate and update your contact information on this page.

**Contact Information**

Individual/Organization/City Agency  
Individual

\*First Name: Silver Middle Name: Last Name: Surfer

Name of Business:

Business Phone: Mobile Phone:

Business Fax:

E-mail: silversurfer@mailinator.com

EIN #:

Country: United States

Agency Code: --Select--

Doing Business As Name Same as Legal Business Name:  
 Yes  No

▼ Contact Addresses

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Billing Address, Mailing Address

✔ Contact address added successfully.

Showing 1-1 of 1

Action	Address Type	Address	Status
Actions ▼	Billing Address	9 METROTECH CTR	Active

Edit Remove

Save Back to Account Management

*\*\*Note:  
You must  
click save  
in order for  
the  
changes to  
be in  
effect.*



## To deactivate a Contact Address

Follow the steps to deactivate a contact address:

1. Click **Actions**
2. Click **Deactivate**

### Manage Your Account

#### View Contact Detail

Validate and update your contact information on this page.

#### Contact Information

*First Name	Middle Name	*Last Name
Jeffery	Dean	Morgan

Name of Business:  
Jeffery Filing Inc

Business Phone:	Work Phone:	Mobile Phone:
(646) 415-9447	(646) 415-9447	(646) 415-9447

Business Fax

E-mail:  
soniya@gcomsoft.com

Agency Code:  
--Select--

Individual/Organization/City Agency:  
Individual

Doing Business As Name Same as  
Legal Business Name:  
 Yes  No

#### Contact Addresses

#### Add Additional Contact Address

To edit a contact address, click the address link.  
Required contact address type(s):Billing Address, Mailing Address

Showing 1-2 of 2

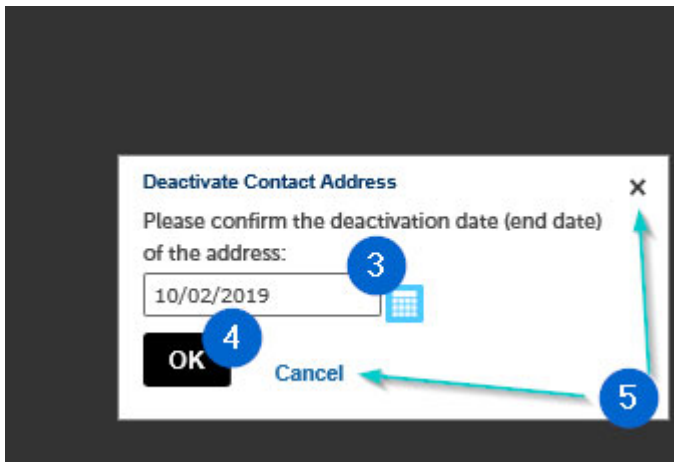
Action	Address Type	Address	Status
<b>Actions</b> ▼	Billing Address	9 METROTECH CTR	Active
<b>Edit</b> <b>Deactivate</b>	Mailing Address	15 METROTECH CTR	Active

**Save** [Back to Account Management](#)

# FDNY Business: User Guide

The system will open the “Deactivate Contact Address” where you can select the date on which the address should be deactivated from/by.

3. Click on the Calendar icon to select the deactivation date.
4. Click **OK** to deactivate the address.
5. To close the window and cancel the action, click **Cancel** or click **x** icon on top right corner of the window.



The system will show the status as “Inactive” and there will be no Actions link. If you have deactivated the contact’s address in error, you must add the same contact by clicking the **Add Additional Contact Address** button.

### Add Additional Contact Address

To edit a contact address, click the address link.  
Required contact address type(s): Billing Address, Mailing Address

✔ **Contact address deactivated successfully.**

Showing 1-2 of 2

Action	Address Type	Address	Status
	Billing Address	<a href="#">9 METROTECH CTR</a>	Inactive
<a href="#">Actions ▼</a>	Mailing Address	<a href="#">15 METROTECH CTR</a>	Active

**Save** [Back to Account Management](#)

## Reset a Contact

The **Reset** button resets the current contact information to the original information (provided during registration.)

1. Click on **Actions** in the “Contact Information” section.
2. Select **Reset** from the **Actions** drop down list.

**My Account**

Announcements Logged in as: Silver Surfer My Folders (0) Account Management Logout

Home

My Drafts My Records

### Manage Your Account

Your current account information is shown below. To update your Contact Information, please click the View/Edit button under the Action drop-down and follow the instructions. To return to your home page, please click the [Home](#) button above.

#### Login Information

E-mail: silversurfer@mailinator.com

#### Contact Information

Showing 1-1 of 1 | Download results

First Name	Last Name	Business Name	Contact Type	Status	Action
Silver	Surfer			Approved	Action View/Edit Reset

#### Attachments

The maximum file size allowed is 25 MB.  
.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are allowed file types to upload.  
Documents may be added to your account for easy access during the application process. Documents can be added to your account by following these steps:  
1. Click the Add button below, then click Add again.  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. In the "Attach To:" dropdown(s) select the name associated with the account, then click the "Save" button.

Name	Entity Type	Size	Latest Update	Document Status	Upload Date	Action	Entity
No records found.							

Add

# FDNY Business: User Guide

3. Click **Ok** to reset the contact information

**\*\*Note:** If you do not want to reset the contact information, click **Cancel**

The screenshot displays the 'My Account' interface. At the top, there is a navigation bar with 'Home', 'My Drafts', and 'My Records'. Below this, the 'Manage Your Account' section provides instructions on updating contact information. The 'Login Information' section shows the user is logged in as 'Silver Surfer'. The 'Contact Information' section is active, displaying a table with one record: 'Silver Surfer'. A modal dialog box titled 'Message from webpage' is overlaid on the page, asking 'Are you sure you want to reset this contact to the original contact registration information?'. The dialog has 'OK' and 'Cancel' buttons. A blue circle with the number '3' is placed over the 'OK' button. Below the dialog, a 'View/Edit Reset' button is visible. The 'Attachments' section at the bottom provides instructions on how to upload files, listing allowed file types and a list of attachments (currently empty).

**My Account**

Announcements Logged In as: Silver Surfer My Folders (0) Account Management Logout

**Home**

My Drafts My Records

### Manage Your Account

Your current account information is shown below. To update your Contact Information, please click the View/Edit button under the Action drop-down and follow the instructions. To return to your home page, please click the [Home](#) button above.

#### Login Information

E-mail: silverurfer@realinator.com

#### Contact Information

Showing 1-1 of 1 | Download reset

First Name	Last Name	Action
Silver	Surfer	View/Edit Reset

#### Attachments

The maximum file size allowed is 25 MB.  
.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are allowed file types to upload.  
Documents may be added to your account for easy access during the application process. Documents can be added to your account by following these steps:

1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. In the "Attach To:" dropdown(s) select the name associated with the account, then click the "Save" button.

Name	Entity Type	Size	Latest Update	Document Status	Upload Date	Action	Entity
No records found.							

**Add**

4. The contact information is now reset (if **OK** was clicked) to the original contact information entered during NYC ID's registration. In this case the **First Name** and **Last Name** have reverted to the names entered during registration.

## My Account

Announcements Logged In as: Silver Surfer My Folders (0) Account Management Logout

**Home**  
My Drafts My Records

### Manage Your Account

Your current account information is shown below. To update your Contact Information, please click the View/Edit button under the Action drop-down and follow the instructions. To return to your home page, please click the [Home](#) button above.

#### Login Information

E-mail: silversurfer@mailinator.com

#### Contact Information

Showing 1-1 of 1 | **Download results**

First Name	Last Name	Business Name	Contact Type	Status	Action
Silver	Surfer			Approved	<a href="#">Actions</a> ▾

#### Attachments

The maximum file size allowed is 25 MB.  
.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are allowed file types to upload.  
Documents may be added to your account for easy access during the application process. Documents can be added to your account by following these steps:  
1. Click the Add button below, then click Add again.  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. In the "Attach To:" dropdown(s) select the name associated with the account, then click the "Save" button.

Name	Entity Type	Size	Latest Update	Document Status	Upload Date	Action	Entity
No records found.							

**Add**

## Add Documents to Profile

Frequently used documents of various file types can be stored within a user's profile. If you upload documents into your profile, these associated documents can be used while submitting application(s) to FDNY.

*\*\*Note: If you do not upload any documents to your profile, you will be able to add them during the online application process (prior to final submission.) Note: Documents added to an application cannot be reused and will need to be uploaded again. It is recommended to save commonly used documents to your profile.*

To upload documents to profile:

1. Click **Add**

**My Account**

Announcements Logged in as: FD43220E My Folders (4) Account Management Logout

Home

My Drafts My Records

### Manage Your Account

Your current account information is shown below. To update your Contact Information, please click the View/Edit button under the Action drop-down and follow the instructions. To return to your home page, please click the Home button above.

#### Login Information

E-mail: soniya@gcomsoft.com

#### Contact Information

Showing 1-2 of 2 | Download results

First Name	Last Name	Business Name	Contact Type	Status	Action
Jeffery	Morgan	Jeffery Filing Inc	Building Owner	Approved	Actions ▾
Bendict	Cumberbatch		Building Owner	Approved	Actions ▾

#### Attachments

The maximum file size allowed is 25 MB.  
PDF, .DWS, .DWG, .DGN, .STL, .WAVE, .WAV, .AIF, .MP3, .MID, .MPG, .MOV, .WMV, .RM, .TIFF, .JPEG, .GIF, .PNG, .PSD are allowed file types to upload.  
Documents may be added to your account for easy access during the application process. Documents can be added to your account by following these steps:  
1. Click the Add button below, then click Add again.  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. In the "Attach To:" dropdown(s) select the name associated with the account, then click the "Save" button.

Name	Entity Type	Size	Latest Update	Document Status	Upload Date	Action	Entity
No records found.							

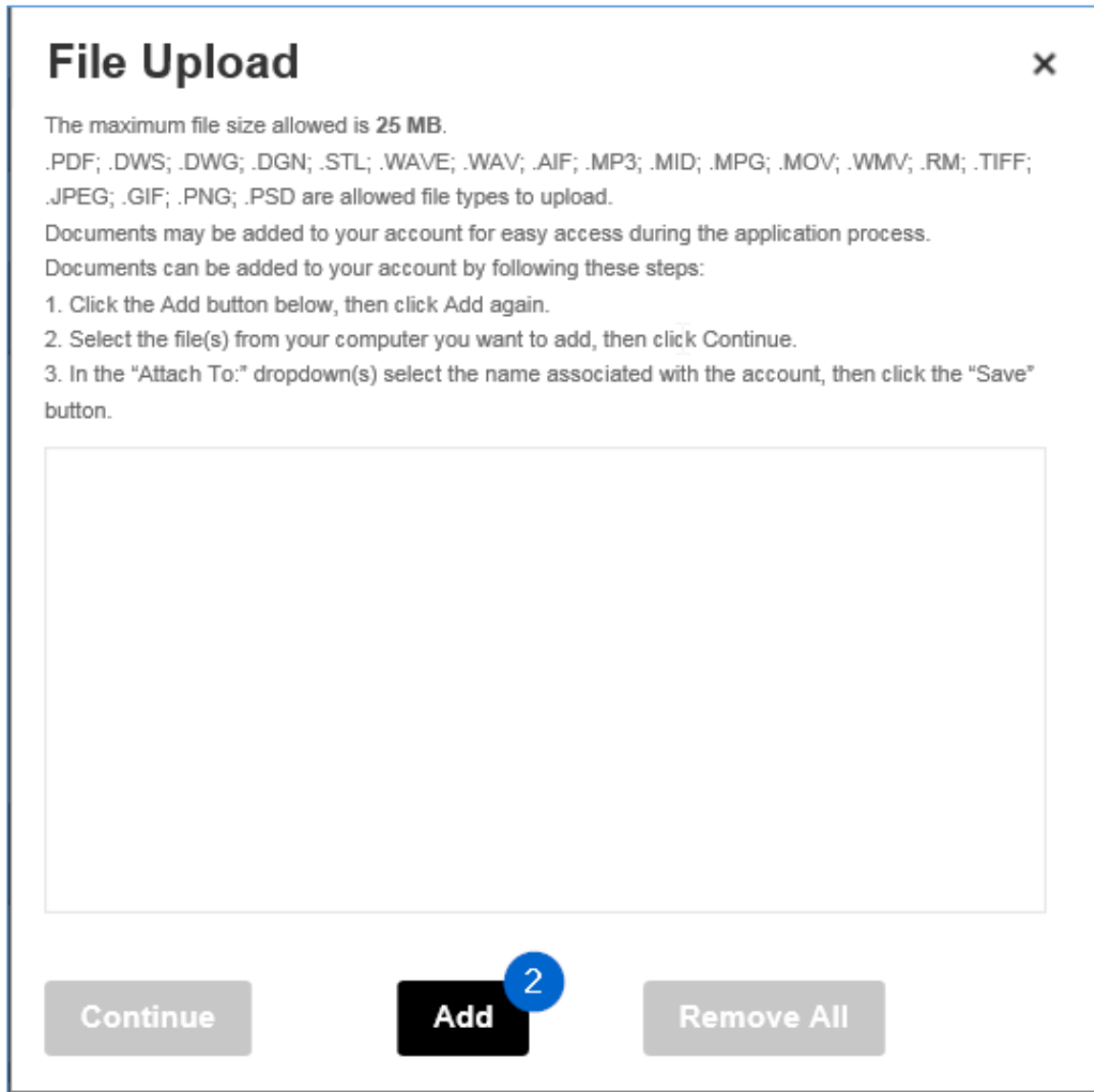
**1**  
Add

*\*\*Note: Example of frequently submitted documents; Driving Licensed, Affidavit Letter, Proof of Occupancy etc.*

# FDNY Business: User Guide

The File Upload window will be displayed. On the File Upload window, you can click the **Add** button to select and add the file(s) you will like to add/upload.

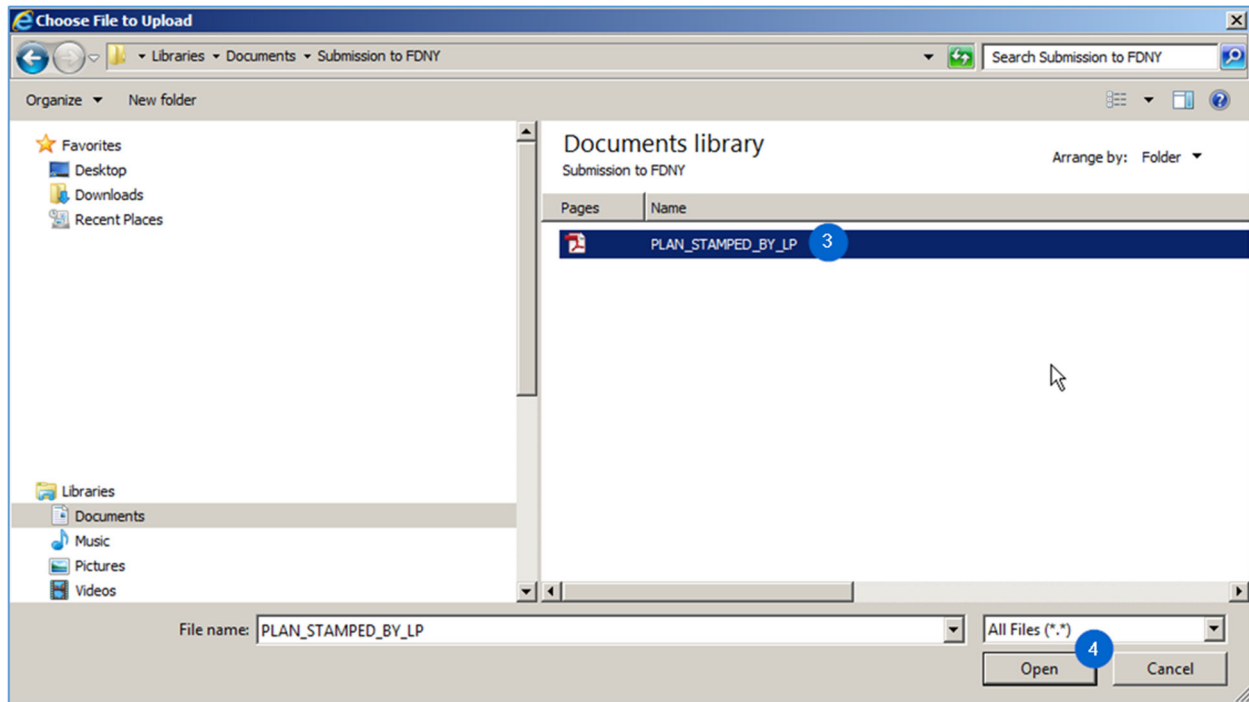
2. Click **Add**.



# FDNY Business: User Guide

Once a document is selected, the document name will be displayed in the File name field.

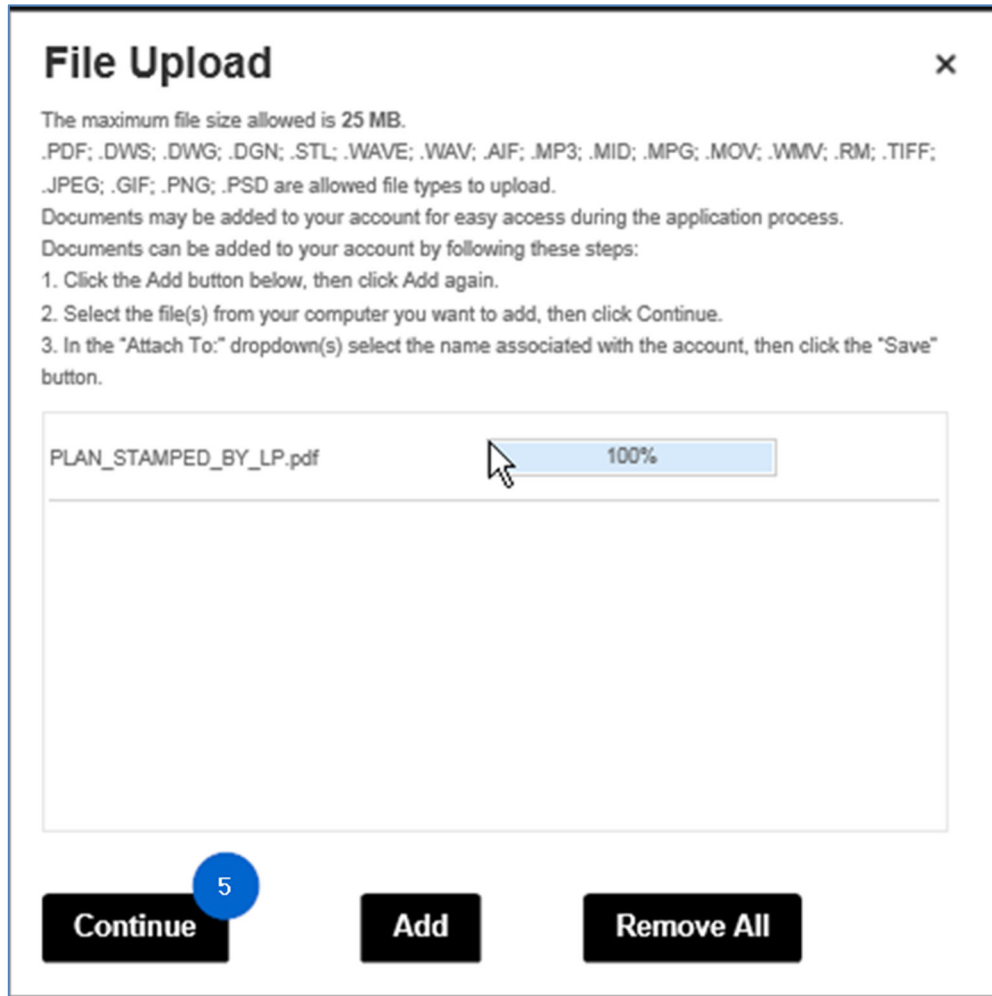
3. Browse and select the document(s) from your computer.
4. Click **Open**.



*\*\*Note: The size of a **single** file must not exceed 25MB.*



5. Click **Continue** to upload the document



# FDNY Business: User Guide

Each attachment must be associated to the contact

6. Select the Contact from **Attach To** drop-down.
7. Click **Save**.

### Attachments

The maximum file size allowed is 25 MB.  
.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are allowed file types to upload.  
Documents may be added to your account for easy access during the application process. Documents can be added to your account by following these steps:  
1. Click the Add button below, then click Add again.  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. In the "Attach To:" dropdown(s) select the name associated with the account, then click the "Save" button.

Name	Entity Type	Size	Latest Update	Document Status	Upload Date	Action	Entity
No records found.							

\* Attach To: Remove

--Select-- 6

**Associated Contact**

Silver Surfer

**File:**

PLAN\_STAMPED\_BY\_LP.pdf

100%

Description:


Save Add Remove All 7

**\*\* Note:** Click **Add** to add a new document and **Remove All** to remove all uploaded documents. If you want to remove a single document, click the **'Remove'** link on the right side of the document.

# FDNY Business: User Guide

- The attachment confirmation message displays at the top of the screen. Once you refresh the page, you will be able to see all uploaded document under the 'Attachments' section.

[My Drafts](#) [My Records](#)

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before the changes are reflected. To return to the home page, please click the Home button.

Your current account information is shown below. To update your Contact Information, please click the View/Edit button under the Action drop-down and follow the instructions. To return to your home page, please click the [Home](#) button above.

### Login Information

E-mail: [silversurfer@mailinator.com](mailto:silversurfer@mailinator.com)

### Contact Information

**Notice:**  
Please complete your profile. A billing address and a mailing address are required to complete your profile. Please update your contact information by clicking the Update Now link below.

[Update Now](#)

Showing 1-1 of 1 | **Download results**

First Name	Last Name	Business Name	Contact Type	Status	Action
Silver	Surfer			Approved	<a href="#">Actions</a> ▼

### Attachments

The maximum file size allowed is 25 MB.  
.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are allowed file types to upload.  
Documents may be added to your account for easy access during the application process. Documents can be added to your account by following these steps:

- Click the Add button below, then click Add again.
- Select the file(s) from your computer you want to add, then click Continue.
- In the "Attach To:" dropdown(s) select the name associated with the account, then click the "Save" button.

Name	Entity Type	Size	Latest Update	Document Status	Upload Date	Action	Entity
<a href="#">PLAN_STAMPED_BY_LP.pdf</a>	Contact	439.33 KB		Uploaded	10/09/2019	<a href="#">Actions</a> ▼	Authorized Representative - Silver Surfer

[Add](#)

*\*\* Note: After a document is uploaded, you can remove/delete the document from the 'Action' link under the Action column.*

## 2 How to view record details on FDNY Business Portal

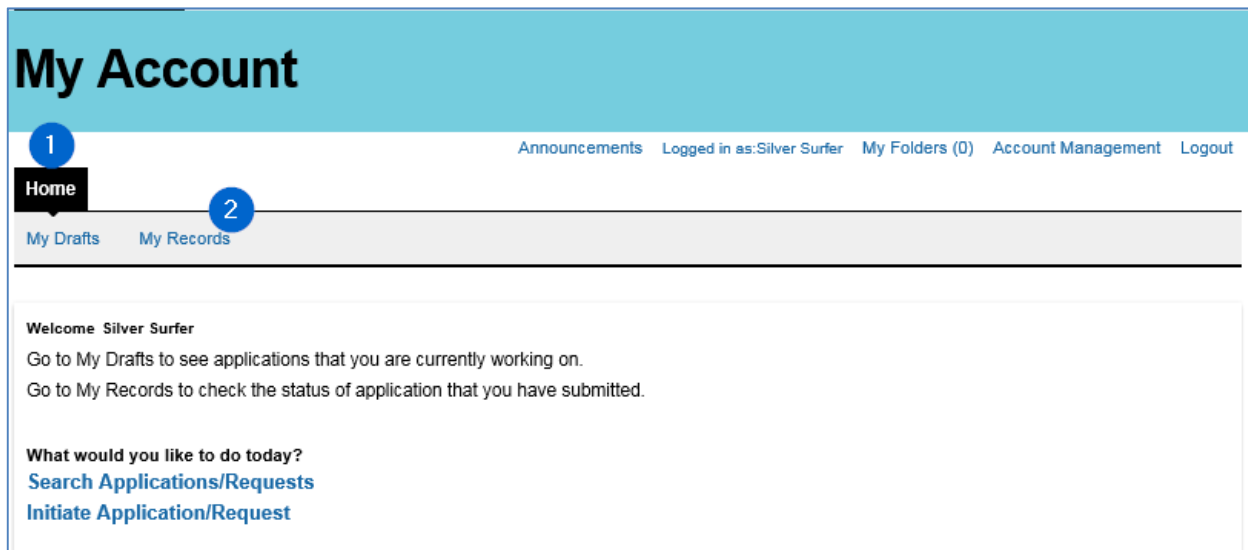
A record is an online transaction between a customer/applicant and FDNY Business. Each record is identified by a unique Record ID (similar to an FPIMS account number.) This section explains how a user can access their records and record-related information.

*\*\* Note: The terms “applications” and “records” will be used interchangeably.*

### 2.1 My Records

All completed and partially completed applications/records will be listed in the **My Records** section.

1. Click on **Home**.
2. Click on **My Records**.



**TIP:** Click on **My Drafts** to see all partially completed applications.

# FDNY Business: User Guide

All of your records including partially completed records/applications will be displayed under 'My Records'. Records/applications that are saved prior to submitting to FDNY will be stored on your 'My Records' dashboard. Draft records can be identified by their Record Number. These records will have a record number such as "19TMP-002369" and are located under both the **My Records** and the **Drafts** dashboards. If a record was partially created or is in editable mode, the record number will be listed in grey text.

*\*\* Note: A temporary/draft record is editable. A record that has already been submitted is editable in only the following statuses: Payment Pending, Fee Exemption Pending Approval, Additional Information Requested, Letter of Deficiency, Amended Letter of Deficiency, Letter of Disapproval, Amended Letter of Disapproval and Special Conditional Acceptance.*

1. If a record is submitted and is in editable mode (*see statuses above*), click **Edit** to access, update and submit the updated information.
2. If a record is partially created, click the '**Resume Application**' link in order to complete and submit the application.

**My Account**

Announcements Logged in as:FD43226E My Folders (4) Account Management Logout

Home

My Drafts My Records

**Add to My Folders:** Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

**Edit:** In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

Services

Showing 1-9 of 9 | Download results | Add to My Folders

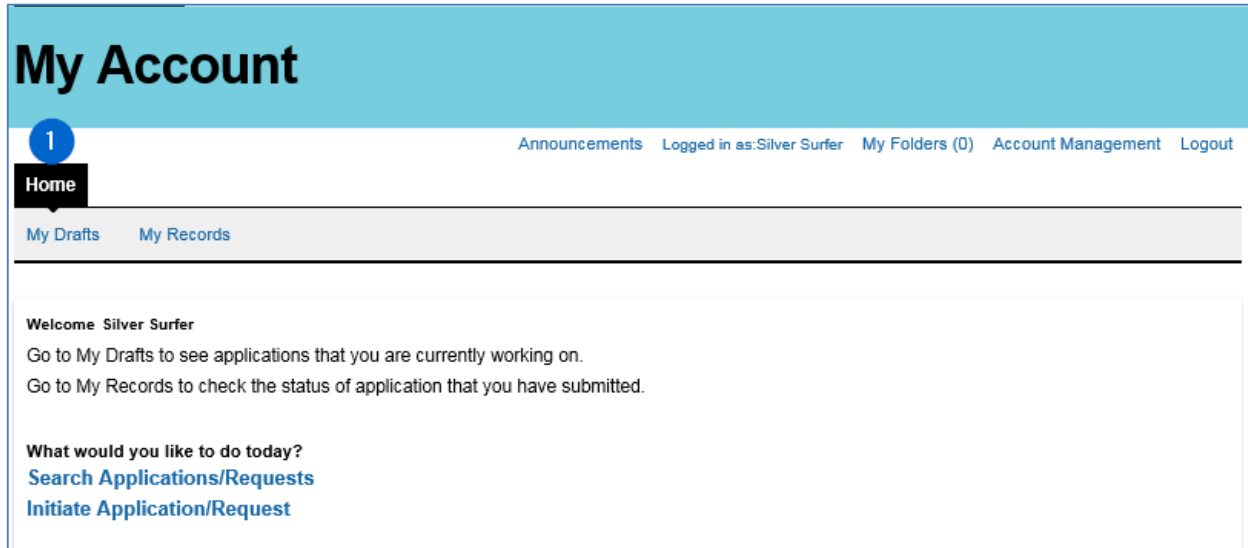
<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	10/01/2019	2019-EPPGFP-001338-PLAN	Fire Protection Plan	Payment Pending	12 BROADWAY, BROOKLYN, NY, 11211-1201	Edit 1
<input type="checkbox"/>	09/25/2019	19TMP-004222	Fire Safety and Evacuation Plan		12 BROADWAY, BROOKLYN, NY, 11211-1201	Resume Application 2

**TIP:** The **Status** column displays the current state (status) of each record

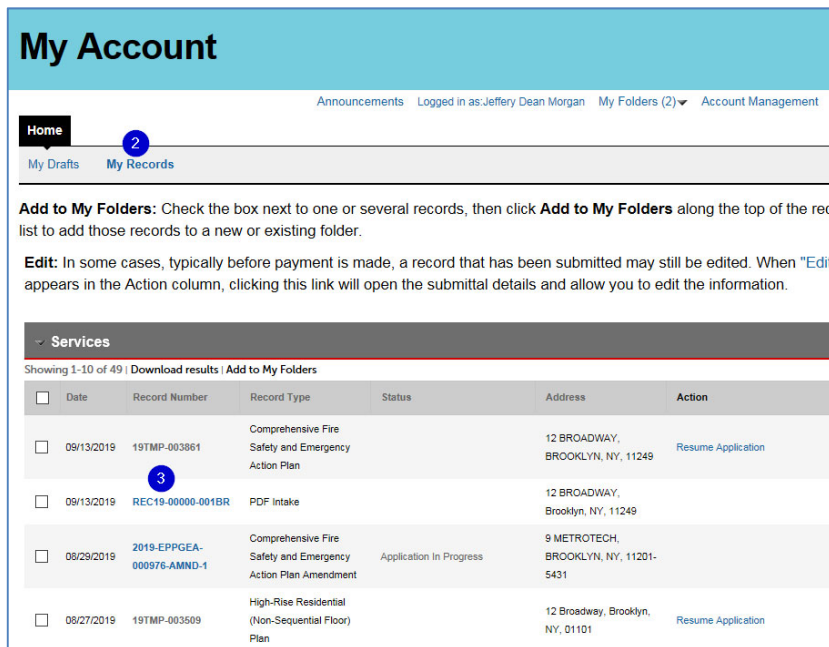
## 2.2 Record Detail Page

All submitted data specific to a record will be listed under the “Record Detail Page”.

1. Click on **Home**.



2. Click on **My Records**.
3. Click on the Record Number.



The Record Details page displays a summary of the information that was submitted.

1. Click on the arrow next to **More Details** to view the application's details. A menu with more details opens.

The screenshot shows the 'My Account' interface. At the top, there's a navigation bar with 'Home', 'Announcements', 'Logged in as: Silver Surfer', 'My Folders (0)', 'Account Management', and 'Logout'. Below this is a 'Home' section with 'Create an Application' and 'Search Applications' links. The main content area displays 'Record 37109774:' with an 'Add to collection' link. The record title is 'Fire Safety and Evacuation Plan' and the status is 'Letter of Acceptance'. A 'Record Info' dropdown menu is visible. A message box states: 'To Upload Documents : Please click on "Record Info" and select "Supporting Documents"'. Below this are sections for 'Work Location' (400 ASHFORD STREET, BROOKLYN, NY, 11207) and 'Record Details'. The applicant information is: 'Applicant: BRIAN WEINSTEIN, CROKER FIRE DRILL CORP., DEL@CrokerPlan@crokerfiredrill.com'. A blue circle with the number '1' is next to the email address. A mouse cursor is pointing at the 'More Details' link.

**TIP** : You can also access Record Details by clicking on the Record Info and selecting Record Details

2. Click any of the expandable buttons (+) below **More Details**.

## My Account

Announcements Logged in as: Silver Surfer My Folders (0) Account Management Logout

Home

Create an Application Search Applications

Record 37109774: [Add to collection](#)

### Fire Safety and Evacuation Plan

Record Status: Letter of Acceptance

Record Info ▾

To Upload Documents : Please click on "Record Info" and select "Supporting Documents".

#### Work Location

400 ASHFORD STREET, BROOKLYN, NY, 11207

#### Record Details

Applicant:  
BRIAN WEINSTEIN  
CROKER FIRE DRILL CORP.  
DEL@CrokerPlan@crokerfiredrill.com

**More Details**

- 2 **Related Contacts**
- Application Information**
- Application Information Table**

**TIP:** Click on the + – icon in order to expand/collapse the information details



3. Details for the selected section are displayed.

## My Account

Announcements Logged in as: Silver Surfer My Folders (0) Account Management Logout

Home

Create an Application Search Applications

Record 37109774: [Add to collection](#)

### Fire Safety and Evacuation Plan

Record Status: Letter of Acceptance

Record Info ▼

To Upload Documents : Please click on "Record Info" and select "Supporting Documents".

### Work Location

400 ASHFORD STREET, BROOKLYN, NY, 11207

### Record Details

**Applicant:**  
BRIAN WEINSTEIN  
CROKER FIRE DRILL CORP.  
DEL@CrokerPlan@crokerfiredrill.com

**More Details**

- Related Contacts** 3
  - Building Owner Information**  
BADILLO ALDO  
NEW YORK CITY SCHOOL CONSTRUCTION  
AUTHORITY  
Individual/Organization/City Agency:
  - Business Owner Information**  
P.S. 158  
Individual/Organization/City Agency: Organization
- Filing Representative/Expeditor Information**  
BRIAN WEINSTEIN  
CROKER FIRE DRILL CORP.  
E-mail: DEL@CrokerPlan@crokerfiredrill.com  
Individual/Organization/City Agency:

**Application Information**

**Application Information Table**

## 2.3 How to search for your Records/Applications

Records on your dashboard (My Records):

*\*\* Note: Only the records listed on your dashboard are searchable. The system will not return results for records that you do not have access to.*

FDNY Business provides the below search capabilities:

- General Search
- Search by Address
- Search by License Professional Information
- Search by Record Information

### Initiate Search

1. Click on **Home**
2. Click on **Search Applications/Requests**. System will open search page.

The screenshot displays the 'My Account' dashboard. At the top, there is a teal header with the text 'My Account'. Below the header, a navigation bar contains links for 'Announcements', 'Logged in as: Silver Surfer', 'My Folders (0)', 'Account Management', and 'Logout'. A 'Home' button is highlighted with a blue circle containing the number '1'. Below the navigation bar, there are two tabs: 'My Drafts' and 'My Records'. The main content area features a welcome message: 'Welcome Silver Surfer'. It provides instructions: 'Go to My Drafts to see applications that you are currently working on.' and 'Go to My Records to check the status of application that you have submitted.' At the bottom, there is a section titled 'What would you like to do today?' with two links: 'Search Applications/Requests' (highlighted with a blue circle containing the number '2') and 'Initiate Application/Request'.

## General Search

**General Search** is a comprehensive search that allows you to search applications/requests using **Record Information** such as “Record Number” or “Record Type”, using **Licensed Professional Information** such as License Number, Name etc., and/or using **Premises Address** such as Building Number, Street Name etc.

1. You can select this type of search by selecting “**General Search**” from the search menu
2. Enter the Search Criteria (e.g. Record Number, State License Number, First Name, Last Name, etc.)
3. Click the **Search** button to search for the record(s) based on the entered criteria(s) or click the **Clear** button to reset the page.

The screenshot shows the 'My Account' interface. At the top, there's a navigation bar with 'Announcements', 'Logged in as: FD43226E', 'My Folders (4)', 'Account Management', and 'Logout'. Below this is a 'Home' section with 'Create an Application' and 'Search Applications' buttons. The main content area is titled 'General Search'. A dropdown menu is open, showing options: 'General Search', 'Search by Address', 'Search by Licensed Professional Information', and 'Search by Record Information'. The search form contains several input fields: 'Record Number' (text), 'Record Type' (dropdown), 'Start Date' (calendar icon, pre-filled with 10/02/2016), 'End Date' (calendar icon, pre-filled with 10/02/2019), 'License Type' (dropdown), 'State License Number' (text), 'First' and 'Last' (text), 'Name of Business' (text), 'Building No.' (text), 'Street Name' (text), 'City/Borough' (text), 'State' (text), and 'Zip' (text). At the bottom, there are 'Search' and 'Clear' buttons.

*\*\*Note: The Start Date and End Date are pre-set to the last three years*

# FDNY Business: User Guide

- The system will display records matching the criteria at the bottom of the page under “Search results.”

Record Number:

Record Type:

Start Date:

End Date:

---

License Type:

State License Number:

First:  Last:  Name of Business:

Building No.  Street Name:

City/Borough:  State:  Zip:

2 Record results matching your search results

Click any of the results below to view more details.

Showing 1-2 of 2 | [Download results](#) | [Add to My Folders](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	09/21/2019	19TMP-004146	Comprehensive Fire Safety and Emergency Action Plan		99 jhn st, manhattan, NY, 112111201	<a href="#">Resume Application</a>
<input type="checkbox"/>	09/20/2019	<a href="#">2019-EPPGEA-001060-PLAN</a>	Comprehensive Fire Safety and Emergency Action Plan	Letter of Acceptance-OLD	12 BROADWAY, BROOKLYN, NY, 11211-1201	

**TIP:** Use the **Clear** button to clear any previous search criteria. The Start and End Date need to be reset manually

## Search by Address

This type of search can be used if you will like to search by Premises Address-related information.

1. Select the “**Search by Address**” from the drop-down list and enter the necessary criteria(s)
2. Click the **Search** button to search for record(s) or click **Clear** to clear search criteria. When the search button is clicked, the System will return the list of addresses that match the provided criteria

**My Account**

Announcements Logged in as:FD432Z6E My Folders (4) Account Management Logout

Home

Create an Application Search Applications

**Search by Address**

Search by Address

Address Type:

Building No.  Street Name:

City/Borough:  State:  Zip:

X Coordinate:  Y Coordinate:

Battalion:  Admin Company:  Division:

BIN:  Block:  Lot:

Is This a New Address?:  Yes  No

**Search** **Clear**

**TIP:** Use more than 1 criterion to get the correct address.

# FDNY Business: User Guide

- All the addresses matching the criteria given will be displayed at the bottom of the page under “Search results returned matching your address.”

Building No.  Street Name:

City/Borough:  State:  Zip:

X Coordinate:  Y Coordinate:

Battalion:  Admin Company:  Division:

BIN:  Block:  Lot:

Is This a New Address?:  Yes  No

**Search** **Clear**

13 search results returned matching your address  
Click any of the results below to view more details.

Showing 1-10 of 13 | [Download results](#)

Address
<a href="#">12 BROADWAY, BROOKLYN, NY, 11211-1201</a>
<a href="#">1245 BROADWAY, BROOKLYN, NY, 11221</a>
<a href="#">12 BROADWAY, Brooklyn, NY, 112111201</a>
<a href="#">120 BROADWAY, MANHATTAN, NY, 10271</a>
<a href="#">1201 BROADWAY, MANHATTAN, NY, 10001</a>
<a href="#">1220 BROADWAY, MANHATTAN, NY, 10001</a>
<a href="#">1225 BROADWAY, MANHATTAN, NY, 10001</a>
<a href="#">1250 BROADWAY, MANHATTAN, NY, 10001</a>
<a href="#">1261 BROADWAY, MANHATTAN, NY, 10001</a>
<a href="#">1265 BROADWAY, MANHATTAN, NY, 10001</a>

< Prev 1 2 Next >

# FDNY Business: User Guide

All the records belonging to this address will be displayed where you are listed as the Applicant or Building Owner on the record, and the record exists under your “My Records” page.

Listed below are the records issued for  
**12 BROADWAY, BROOKLYN, NY, 11249**

Showing 1-10 of 12 | [Download results](#) | [Add to My Folders](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	09/13/2019	19TMP-003861	Comprehensive Fire Safety and Emergency Action Plan		12 BROADWAY, BROOKLYN, NY, 11249	<a href="#">Resume Application</a>
<input type="checkbox"/>	08/25/2019	2019-EPPGEA-000961-PLAN	Comprehensive Fire Safety and Emergency Action Plan	Fee Exemption Pending Approval	12 BROADWAY, BROOKLYN, NY, 11249	<a href="#">Edit</a>
<input type="checkbox"/>	08/25/2019	<a href="#">2019-EPPGHR-000129-PLAN</a>	High-Rise Residential (Non-Sequential Floor) Plan	Application In Progress	12 BROADWAY, BROOKLYN, NY, 11249	
<input type="checkbox"/>	08/24/2019	2019-EPPGFS-000953-PLAN	Fire Safety and Evacuation Plan	Payment Pending	12 BROADWAY, BROOKLYN, NY, 11249	<a href="#">Edit</a>
<input type="checkbox"/>	08/24/2019	2019-EPPGHR-000127-PLAN	High-Rise Residential (Non-Sequential Floor) Plan	Additional Info Requested	12 BROADWAY, BROOKLYN, NY, 11249	<a href="#">Edit</a>
<input type="checkbox"/>	08/24/2019	<a href="#">2019-EPPGEA-000954-PLAN</a>	Comprehensive Fire Safety and Emergency Action Plan	Application In Progress	12 BROADWAY, BROOKLYN, NY, 11249	
<input type="checkbox"/>	08/23/2019	2019-EPPGFS-000945-PLAN	Fire Safety and Evacuation Plan	Letter of Deficiency	12 BROADWAY, BROOKLYN, NY, 11249	<a href="#">Edit</a>
<input type="checkbox"/>	08/20/2019	19TMP-003261	Fire Safety and Evacuation Plan		12 BROADWAY, BROOKLYN, NY, 11249	<a href="#">Resume Application</a>
<input type="checkbox"/>	08/19/2019	<a href="#">2019-EPPGFS-000909-PLAN</a>	Fire Safety and Evacuation Plan	Application In Progress	12 BROADWAY, BROOKLYN, NY, 11249	
<input type="checkbox"/>	08/19/2019	19TMP-003227	Comprehensive Fire Safety and Emergency Action Plan		12 BROADWAY, BROOKLYN, NY, 11249	<a href="#">Resume Application</a>

**\*\* Note:** Based on the application’s status, you may have the option to **Edit** or **Resume Application**

# FDNY Business: User Guide

## Search by Licensed Professional

1. Select the **Search by License Professional Information** from the drop-down list and provide your search criteria.
2. Click **Search**.
3. The System will return the list of license professionals matching the provided search term(s).

### Search by Licensed Professional Information

Search by Licensed Professional Information ▾

First:  Last:  Name of Business:

**2**

2 search results returned matching your address

Click any of the results below to view more details.

Showing 1-2 of 2 | [Download results](#) **3**

License Number	License Type	Licensed Professional Name	Business License #	License Issue Date	License Expiration Date	Phone	Fax	Address1
1234567	Professional Engineer	joe smith				2125451234	2125431235	333
000444	FIRE SUPPRESSION CONTRACTOR	MICHAEL SMITH		12/23/2013	02/24/2020	7188274594		3485 FULTON STREET



## Search by Record Information

1. Select the **Search by Record Information** from the drop-down list and provide your search term(s).
2. Enter a Record Number.
3. Click **Search**. If the record is listed under your “My Records” page and, then the System will take you to the Record Details of the specific record.

Announcements Logged in as: Mandar Patil My Folders (2) Account Management Logout

Home

Create an Application Search Applications

Search by Record Information Search by Record Information

Record Number Record Type:

REC19-00000-0010X --Select--

Start Date: End Date:

08/13/2016 08/13/2019

Search Clear

**TIP:** You can also search by Record Type and the system will return the list of records matching the selected record type as illustrated on the General Search.

# FDNY Business: User Guide

The “Record Details” page is displayed.

Announcements Logged in as: Mandar Patil My Folders (2) Account Management Logout

Home

Create an Application Search Applications

Record REC19-00000-0010X: [Add to collection](#)

### Request A PIN

Record Status: Application Submitted

Record Info ▼

To Upload Documents : Please click on "Record Info" and select "Supporting Documents".

Work Location

Record Details

▼ More Details

- ☑ Application Information
  - PIN DETAILS

Record Number: 2019-EPPGFP-000676-PLAN

**TIP:** You can also search for any word or string using ‘%’ before and after the search string

# FDNY Business: User Guide

## 2.4 How to Create My Folders

**My Folders** gives you some flexibility with organizing your records. If you have several records listed under “My Records,” you can group common records into individual folders. For example, you may create a folder for each plan type, client, address, etc. **My Folders** can be used similarly to the way you organize Folders/Files on your computer.

*\*\*Note: Records added to My Folders will not be removed from My Records.*

1. Click **Home**
2. Click **My Records**
3. Select the record(s) you want to add to **My Folders** by selecting the individual check checkbox(s)
4. Click **Add to My Folders**

**Add to My Folders:** Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

**Edit:** In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

**Services**

Showing 1-10 of 60 | Download results | Add to My Folders (4)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	09/27/2019	2019-EPPGFS-001332-PLAN	Fire Safety and Evacuation Plan	Payment Pending	319 GOLD STREET, BROOKLYN, NY, 11201-3016	
<input type="checkbox"/>	09/27/2019	2019-EPPGHR-000150-PLAN	High-Rise Residential (Non-Sequential Floor) Plan	Additional Info Requested	200 GOLD STREET, BROOKLYN, NY, 11201-2012	
<input type="checkbox"/>	09/26/2019	19TMP-004226	Comprehensive Fire Safety and Emergency Action Plan		300 BEDFORD AVENUE, BROOKLYN, NY, 11249-4883	Resume Application
<input checked="" type="checkbox"/>	09/26/2019	REC19-00000-001NW	PDF Intake		71 BROADWAY, Manhattan, NY, 100062505	
<input type="checkbox"/>	09/23/2019	2019-EPPGEA-001221-PLAN	Comprehensive Fire Safety and Emergency Action Plan	Special Conditional Acceptance	10 FLATBUSH AVENUE, BROOKLYN, NY, 11217-1102	Edit
<input checked="" type="checkbox"/>	09/22/2019	REC19-00000-001HJ	PDF Intake		71 BROADWAY, Manhattan, NY, 100062505	
<input type="checkbox"/>	09/22/2019	2019-EPPGEA-35354364-AMND-1	Comprehensive Fire Safety and Emergency Action Plan Amendment	Application In Progress	1910 ARTHUR AVENUE, BRONX, NY, 10457-6305	

# FDNY Business: User Guide

The “Add to My Folders” window will be displayed

1. Select **Create a New My Folders**
2. Enter a **Name** for the folder
3. Provide a **Description** (optional)
4. Click **Add**

*\*\*Note: In the example below a New Folder for the selected “PDF Intake Records” will be created*

**Home**

My Drafts My Records

**Add to My Folders:** Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

**Edit:** In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

**Services**

Showing 1-10 of 60 | Download results | Add to My Folders

<input type="checkbox"/>	Date	Record Number		Address	Action
<input type="checkbox"/>	09/27/2019	2019-EPPGFS-001332-PLAN		319 GOLD STREET, BROOKLYN, NY, 11201-3016	
<input type="checkbox"/>	09/27/2019	2019-EPPGHR-000150-PLAN	Requested	200 GOLD STREET, BROOKLYN, NY, 11201-2012	
<input type="checkbox"/>	09/26/2019	19TMP-004226		300 BEDFORD AVENUE, BROOKLYN, NY, 11249-4883	Resume Application
<input checked="" type="checkbox"/>	09/26/2019	REC19-00000-001NV		71 BROADWAY, Manhattan, NY, 100062505	
<input type="checkbox"/>	09/23/2019	2019-EPPGEA-001221-PLAN	Comprehensive Fire Safety and Emergency Action Plan	10 FLATBUSH AVENUE, BROOKLYN, NY, 11217-1102	Edit
<input checked="" type="checkbox"/>	09/22/2019	REC19-00000-001HJ	PDF Intake	71 BROADWAY, Manhattan, NY, 100062505	
<input type="checkbox"/>	09/22/2019	2019-EPPGEA-35354364-AMND-1	Comprehensive Fire Safety and Emergency Action Plan Amendment	1910 ARTHUR AVENUE, BRONX, NY, 10457-6305	
<input type="checkbox"/>	09/22/2019	19TMP-004180	Fire Safety and Evacuation Plan	20 FULTON STREET, MANHATTAN, NY, 10038-2101	Resume Application

Add to Existing My Folders

--Select--

Create a New My Folders

Name:

PDF Intake Records

Description:

Submitted PDF intake requests

**Add** **Cancel**

**TIP:** You can add a record to an existing Folder by selecting **Add to Existing My Folders**.

# FDNY Business: User Guide

To view the new Folder created:

1. Click the **My Folders** link

**\*\*Note:** The number adjacent to My Folders (#) represents the number of folders you have created.

The screenshot displays the user interface for the FDNY Business system. At the top, there is a navigation bar with links for "Home", "My Drafts", and "My Records". The "My Records" link is highlighted. Below the navigation bar, there is a section titled "Add to My Folders" with instructions: "Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder." Below this, there is an "Edit" section with instructions: "In some cases, typically before payment is made, a record that has been submitted may still be edited. When 'Edit' appears in the Action column, clicking this link will open the submittal details and allow you to edit the information."

The main content area is titled "Services" and shows a list of records. The list is titled "Showing 1-10 of 60 | Download results | Add to My Folders". The records are displayed in a table with the following columns: Date, Record Number, Record Type, Status, Address, and Action.

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	09/27/2019	2019-EPPGFS-001332-PLAN	Fire Safety and Evacuation Plan	Payment Pending	319 GOLD STREET, BROOKLYN, NY, 11201-3016	
<input type="checkbox"/>	09/27/2019	2019-EPPGHR-000150-PLAN	High-Rise Residential (Non-Sequential Floor) Plan	Additional Info Requested	200 GOLD STREET, BROOKLYN, NY, 11201-2012	
<input type="checkbox"/>	09/26/2019	19TMP-004226	Comprehensive Fire Safety and Emergency Action Plan		300 BEDFORD AVENUE, BROOKLYN, NY, 11249-4883	<a href="#">Resume Application</a>
<input type="checkbox"/>	09/26/2019	<a href="#">REC19-00000-001NW</a>	PDF Intake		71 BROADWAY, Manhattan, NY, 100062505	
<input type="checkbox"/>	09/23/2019	2019-EPPGEA-001221-PLAN	Comprehensive Fire Safety and Emergency Action Plan	Special Conditional Acceptance	10 FLATBUSH AVENUE, BROOKLYN, NY, 11217-1102	<a href="#">Edit</a>
<input type="checkbox"/>	09/22/2019	<a href="#">REC19-00000-001HJ</a>	PDF Intake		71 BROADWAY, Manhattan, NY, 100062505	
<input type="checkbox"/>	09/22/2019	<a href="#">2019-EPPGEA-35354364-AMND-1</a>	Comprehensive Fire Safety and Emergency Action Plan Amendment	Application In Progress	1910 ARTHUR AVENUE, BRONX, NY, 10457-6305	

The **My Folders** page is displayed. This is where you will be able to view and manage all of your folders.

1. Click the **Name** (link) of the folder that you have created (PDF Intake records in the example below).

## My Account

Announcements Logged in as: Silver Surfer My Folders (10) Account Management Logout

Home

My Drafts My Records

### My Folders

To manage a folder, click on the folder's name.

Showing 1-10 of 10

Date Modified	Name	Description	Number of Records	
06/06/2018	<a href="#">EAP</a>	Comprehensive Emergency Action Plans	0	<a href="#">Delete</a>
06/04/2018	<a href="#">FPP</a>	Fire Protection	0	<a href="#">Delete</a>
06/01/2018	<a href="#">Fire Safety Evacuation Plans</a>	Fire Safety Evacuation Plans	0	<a href="#">Delete</a>
06/04/2018	<a href="#">HRRNSF</a>	High Rise	0	<a href="#">Delete</a>
07/30/2019	<a href="#">Legacy Amnd</a>		0	<a href="#">Delete</a>
07/30/2019	<a href="#">Legacy New</a>		0	<a href="#">Delete</a>
09/10/2019	<a href="#">PDF</a>		0	<a href="#">Delete</a>
09/30/2019	<a href="#">PDF Intake Records</a>	Submitted PDF intake Requests	2	<a href="#">Delete</a>
08/28/2018	<a href="#">Payment Due</a>	Payment Due	0	<a href="#">Delete</a>
08/28/2018	<a href="#">Revisions Required</a>	Revisions Required	0	<a href="#">Delete</a>

**TIP:** You can delete a folder by clicking the Delete link towards the right of the specific folder

The Folder will open and will display the records contained within.

Inside the selected Folder you can perform specific functions:

1. Change the name of the Folder by clicking the **Rename My Folders** button.
2. Delete the Folder by clicking the **Delete My Folders** button.
3. Move records from this Folder into a different Folder by clicking the **Move to...** link.
4. Copy records from this Folder by clicking the **Copy to...** link.
5. Remove records from this Folder by clicking the **Remove** link.

**My Account**

Announcements | Logged in as: Silver Surfer | My Folders (10) | Account Management | Logout

**Home**

My Drafts | My Records

### PDF Intake Records

Submitted PDF Intake Requests

Total Records: 2 (2 Services)

Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)

Fees Summary: \$0.00 Paid, \$0.00 Due

**1** **Rename My Folders**      **2** **Delete My Folders**

**3** **4** **5**

Move to... | Copy to... | Remove

Showing 1-2 of 2 | Download results

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	09/26/2019	REC19-00000-001NW	PDF Intake		71 BROADWAY, Manhattan, NY, 100062505	
<input type="checkbox"/>	09/22/2019	REC19-00000-001HJ	PDF Intake		71 BROADWAY, Manhattan, NY, 100062505	

## 2.5 Linking your Records online

This feature allows you to link legacy and new records to your FDNY Business Dashboard.

**Legacy Records:** Legacy records are the applications/records submitted prior to 10/3/2019. These records will be associated with an FPIMS account number.

**New Records:** New records are the applications/records submitted online in FDNY Business. If a record is created by Applicant A, and you, as a New Applicant, would like to access the record created by the previous applicant (Applicant A), either you or the Building Owner must [request a PIN](#) from FDNY. When a PIN is requested, this request is reviewed by FDNY. If the request is approved, the PIN will be sent to the Building Owner on record. For more details on [PIN request](#), see the sections below.



## Initiate a Link to Records

Pre-requisite: You must be logged into the FDNY Business. You can initiate a link either through the choices under **Link to Record** at the bottom of the FDNY Business page, or via the **Service Catalog**.

### Record Linking from the Link to Records option

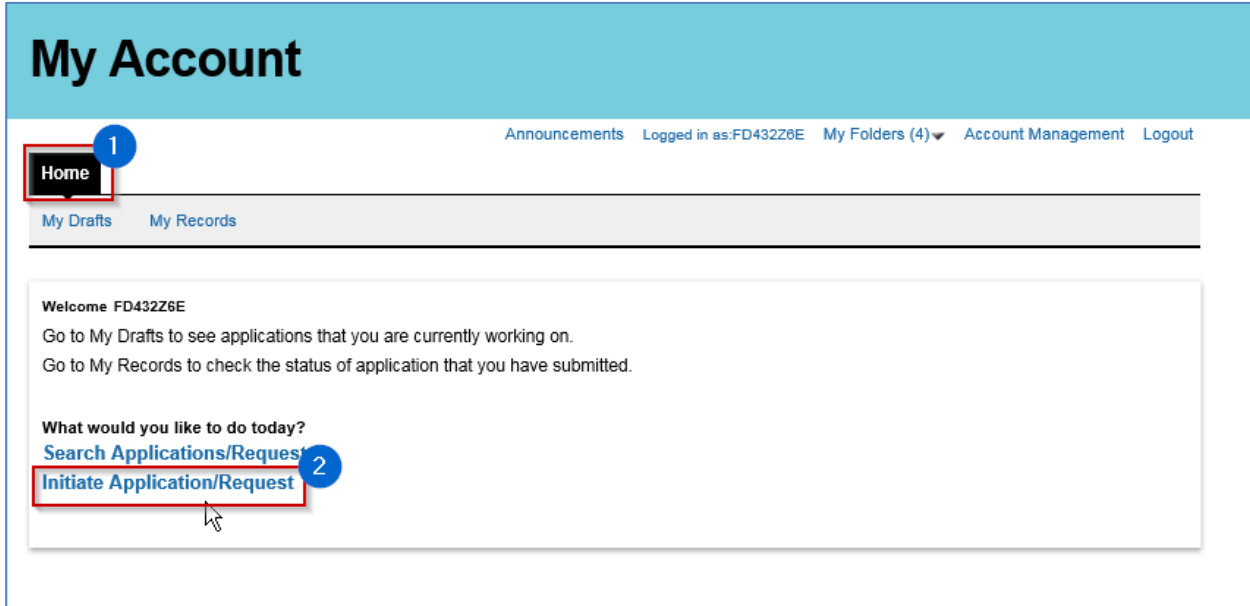
At the bottom of the page, there are three methods of linking a record under “Link to Record”

- To link your legacy records, which are records you submitted prior to 10/15/2019, select **Using Account ID (FPIMS#)**
- To request a PIN, select **Request a PIN**
- After receiving the PIN, select **Using a PIN** to link the record to your Dashboard

The screenshot shows the 'My Account' dashboard. At the top, there is a navigation bar with 'Home', 'My Drafts', and 'My Records'. Below this, a welcome message for user 'FD432Z6E' is displayed, along with instructions on how to use the dashboard. A section titled 'What would you like to do today?' offers two options: 'Search Applications/Requests' and 'Initiate Application/Request'. At the bottom of the page, there are four main sections: 'Link to Record', 'Get Help', 'Contact Us', and 'Stay Connected'. The 'Link to Record' section is highlighted with a red box and contains three options: 'Using Account ID (FPIMS#)', 'Request a PIN', and 'Using a PIN'. The 'Get Help' section includes 'User Guide', 'FAQs', and 'Glossary'. The 'Contact Us' section includes 'By Phone' and 'By Email (Complaint/ Inquiry)'. The 'Stay Connected' section includes social media icons for Facebook, Twitter, Instagram, and YouTube.

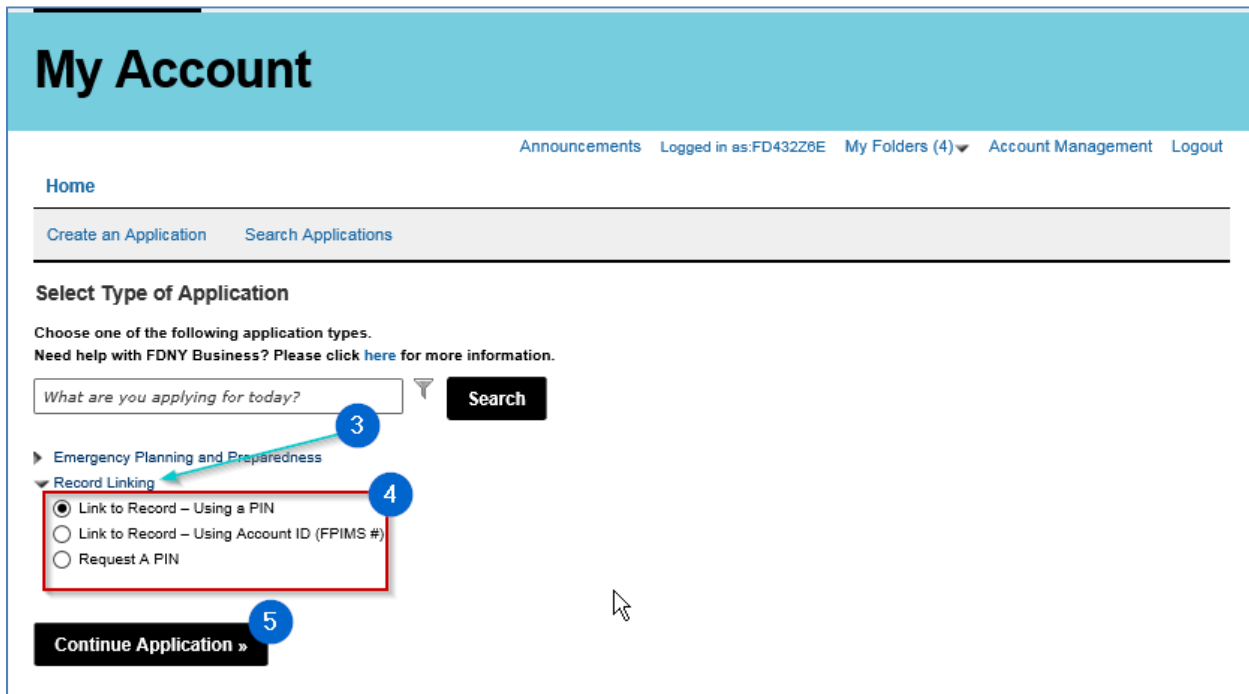
## Record Linking from the Service Catalog

1. Click **Home**.
2. Click **Initiate Application/Request**. The “Select Type of Application” page will open.



From the “Select Type of Application” page:

3. From this page, click **Record Linking**
4. Select an option from the list. Only one record can be selected at this time.
  - To link an old/legacy record, select **Link to Record - Using Account ID ( FPIMS#)**
  - To request a PIN, select **Link to Record - Request a PIN**
  - After receiving the PIN, select **Link to Record - Using a PIN** to link the record to your dashboard
5. Click **Continue Application**.

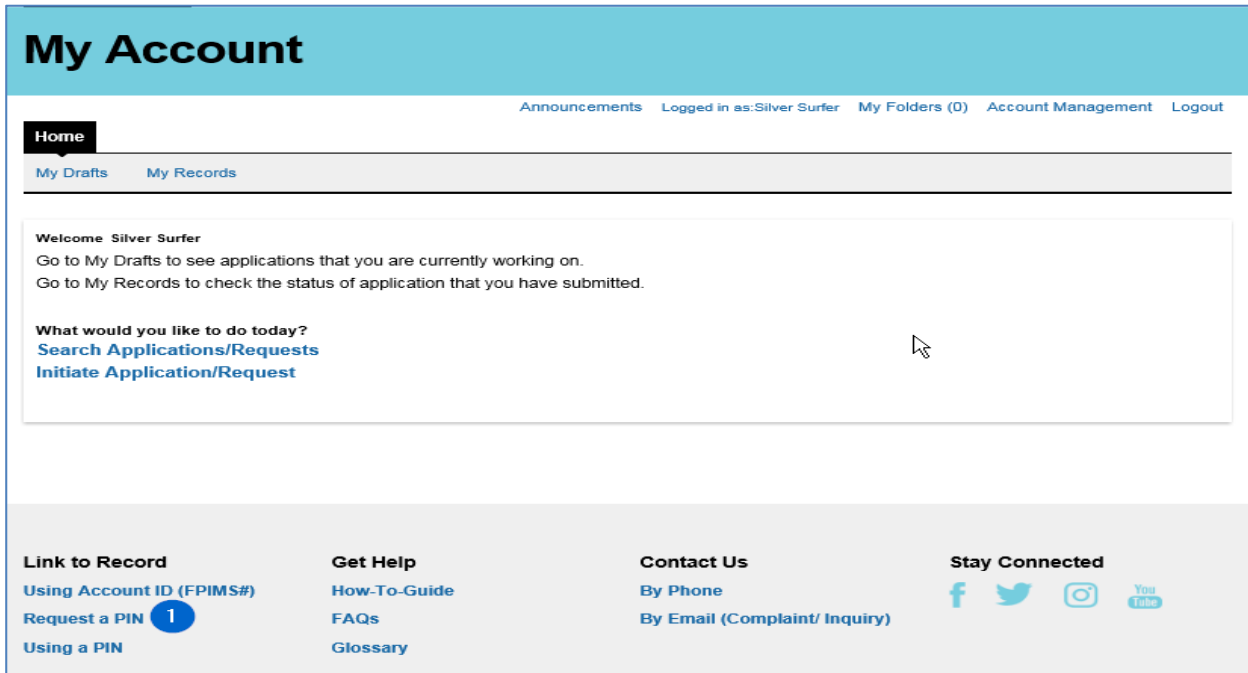


## Requesting a PIN

A PIN is used to link records created directly in FDNY Business on or after 10/15/2019.

1. Click the **Request a PIN** link at the bottom of the page.

*\*\*Note: You can request for PIN from service catalog as well.*



**My Account**

Announcements Logged in as: Silver Surfer My Folders (0) Account Management Logout

Home

My Drafts My Records

Welcome Silver Surfer  
Go to My Drafts to see applications that you are currently working on.  
Go to My Records to check the status of application that you have submitted.

What would you like to do today?  
[Search Applications/Requests](#)  
[Initiate Application/Request](#)

**Link to Record**  
Using Account ID (FPIMS#)  
**Request a PIN 1**  
Using a PIN

**Get Help**  
[How-To-Guide](#)  
[FAQs](#)  
[Glossary](#)

**Contact Us**  
By Phone  
By Email (Complaint/ Inquiry)

**Stay Connected**  
f Twitter Instagram YouTube

2. Enter the Record Number.
3. Click **Continue Application**.

**My Account**

Announcements Logged in as: Rumade Rumade My Folders (4) Account Management Logout

Home

Create an Application Search Applications

**Request A PIN**

1 Record PIN Details 2 Review and Submit 3 Confirmation and Payment

**Step 1: Record PIN Details > Record PIN Details**

\* Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**PIN Details**

\* Record Number:

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. Continue Application »

Review the provided record ID and click the **Continue Application** button

**My Account**

Home    Announcements    Logged in as: Mandar Patil    My Folders (2)    Account Management    Logout

Home

Create an Application    Search Applications

**Request A PIN**

1 Record PIN Details    2 Review and Submit    3 Confirmation and Payment

**Step 2: Review and Submit**

Record Type

**Request A PIN**

PIN Details    Edit

Record Number:    2019-EPPGEA-000672-PLAN

Save and Resume Later    Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.    Continue Application »

The **Request a PIN** confirmation page is displayed.


**Home**

[Create an Application](#)   [Search Applications](#)

### Request A PIN

1 Record PIN Details   2 Review and Submit   3 Confirmation and Payment

#### Step 3 : Confirmation and Payment

 Your PIN Request has been successfully submitted. The request will be reviewed and you will be notified via email.

Thank you for using our online services.

**Your Record Number is REC19-00000-00111.**

To view all of your records, click on the Home button, then My Records. From there, you can check on the status of each record by clicking on the record number.

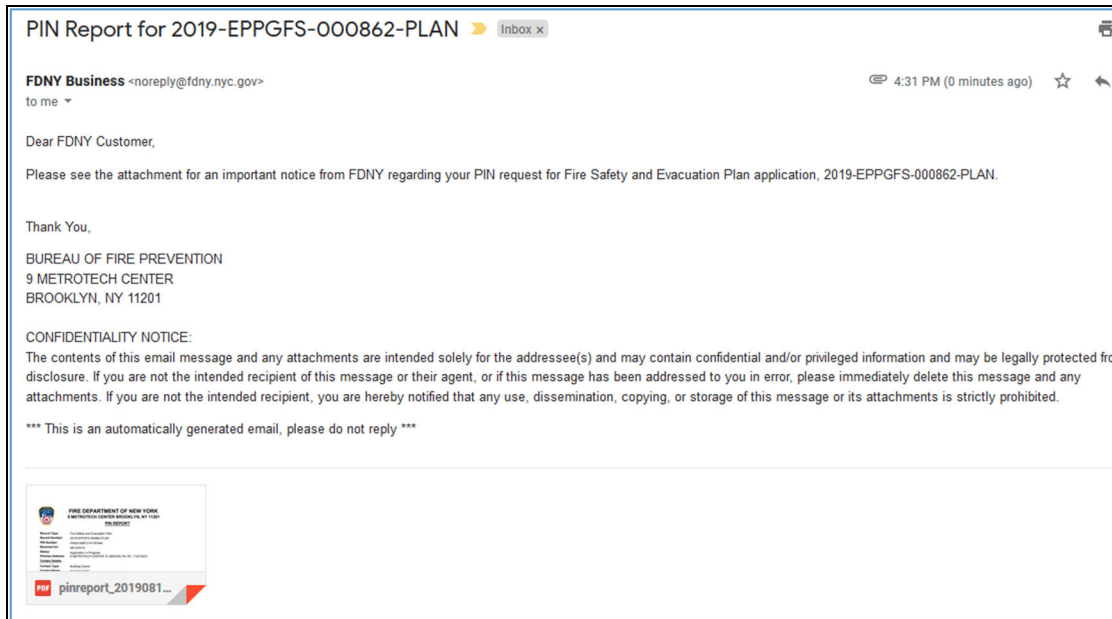
The request is submitted to FDNY for review.

**\*\* Note:**

1. *Payment is not required for PIN requests.*
2. *FDNY will only provide the PIN letter to the Building Owner on record. FDNY may require additional information from the Building Owner before providing the PIN.*

## Using a PIN

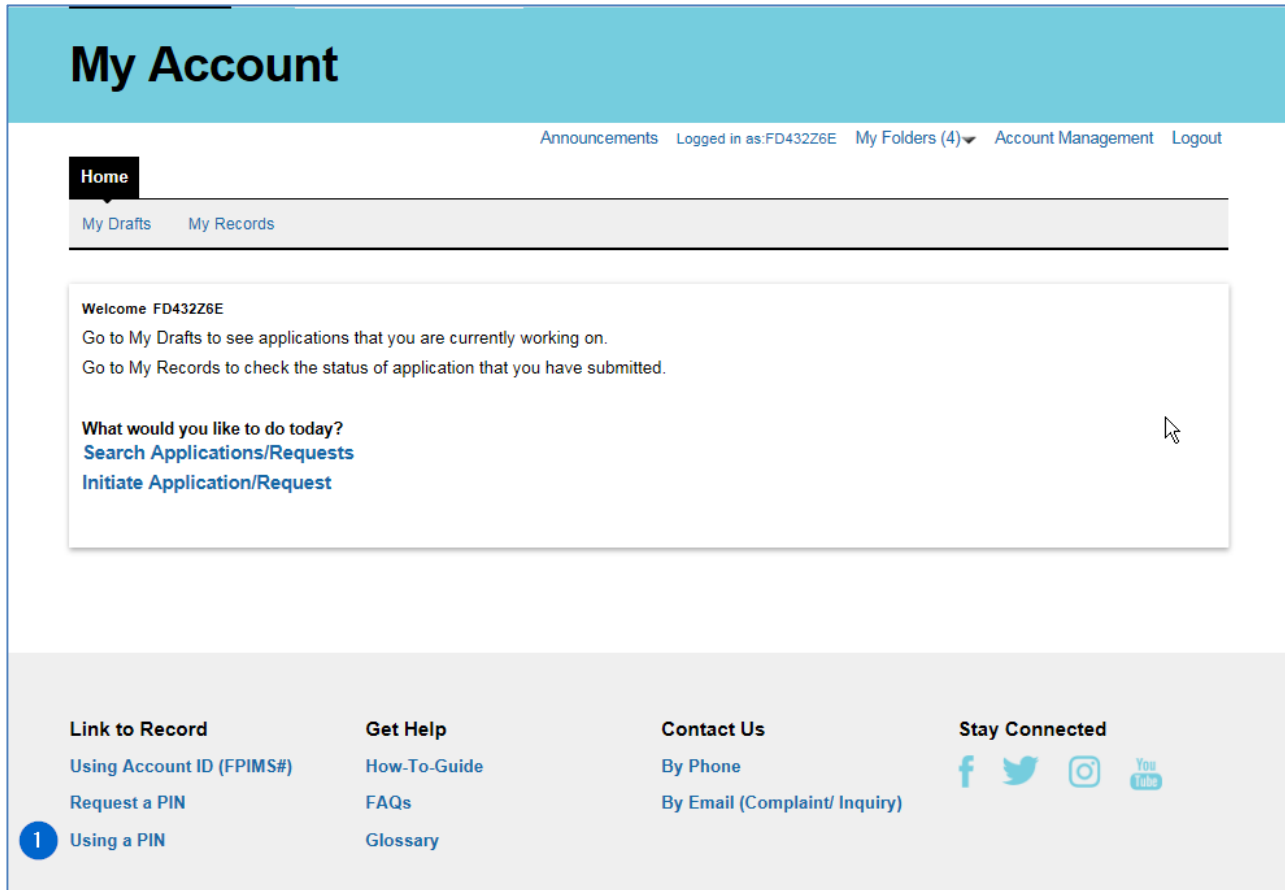
Once FDNY sends the PIN letter to the building owner, the building owner can open the email and use the PIN provided in the report. The building owner may provide the PIN to the Applicant (e.g. Filing Representative, License Professional) who will submit an application on their behalf.



*\*\*Note: If the PIN request is approved, an email with the PIN report will be sent to the Building Owner.*



1. Click the **Using a PIN** link at the bottom of the home page.



**\*\* Note:** You must be logged into the system to use the PIN

2. Enter the **Record Number**.
3. Enter the **PIN Number** received in the E-mail attachment.

*\*\* Note: The PIN will only be sent to the building Owner listed on the application. If you are not the building owner, you must reach out to the individual/organization in order to acquire the PIN.*

4. Click **Continue Application**.

**My Account**

Announcements Logged in as: Rumade Rumade My Folders (0) Account Management Logout

Home

Create an Application Search Applications

**Link to Record – Using a PIN**

1 Pin Validation 2 Review and Submit 3 Confirmation and Payment

**Step 1: Pin Validation > PIN Validation**

\*Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**Record Information**

\* Record Number:

\* PIN Number:

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. Continue Application »

To complete the “PIN Validation,” you must provide your First Name, Last Name and Title/Role.

5. Enter your First name.
6. Enter your Last name.
7. Select your Title/Role.
8. Click **Continue Application**

The screenshot shows the 'My Account' interface. At the top, there are navigation links: 'Announcements', 'Logged in as: Rumade Rumade', 'My Folders (0)', 'Account Management', and 'Logout'. Below this is a 'Home' section with 'Create an Application' and 'Search Applications' buttons. The main content area is titled 'Link to Record – Using a PIN' and features a progress bar with three steps: '1 Pin Validation' (highlighted in yellow), '2 Review and Submit', and '3 Confirmation and Payment'. Below the progress bar, the current step is 'Step 1: Pin Validation > Digital Signature'. A note indicates that asterisks denote required fields and that users can edit details from the 'Review and Submit' page. The 'Digital Signature' form contains three fields: 'First Name' with the value 'John' (marked with a blue circle 5), 'Last Name' with the value 'Doe' (marked with a blue circle 6), and 'Title/Roles' with a dropdown menu showing 'Business Owner' (marked with a blue circle 7). At the bottom, there are three buttons: 'Save and Resume Later', a tip box that says 'Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.', and 'Continue Application' (marked with a blue circle 8).

Accept the Certification to Link the record to My Records

- Review the summary page and if you need to edit the request, click any of the **Edit** buttons.
- Check the 'By checking this box, I agree to the above certification' check box.
- Click **Submit Application**.

**Link to Record – Using a PIN**

1 Pin Validation | 2 Review and Submit | 3 Confirmation and Payment

**Step 2: Review and Submit**

**Record Type**

**Link to Record – Using a PIN**

**Record Information** Edit

Record Number: 2019-EPPGFS-000882-PLAN

PIN Number: PIN20190812141787448

**Digital Signature** Edit

First Name : John

Last Name : Doe

Title/Roles: Business Owner

I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, I may be barred from filing further applications or documents with the Fire Department. I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared or supervised the preparation of this application, and the plans, documents and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and documents, and such other thereon comply with the provisions of the NYC Administrative Code, including the New York City Fire Code and other applicable laws, codes and rules. I understand

By checking this box, I agree to the above certification and electronic signature. Date:

**Save and Resume Later** Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. **Submit Application**

When the record is successfully linked to My Records, the Link to Record confirmation and Payment page is displayed.

The screenshot displays the 'My Account' interface. At the top, there is a teal header with the title 'My Account'. Below the header, a navigation bar includes links for 'Announcements', 'Logged in as: FD432Z6E', 'My Folders (4)', 'Account Management', and 'Logout'. A 'Home' link is also present. Below the navigation bar, there are two buttons: 'Create an Application' and 'Search Applications'. The main content area is titled 'Link to Record – Using a PIN' and features a progress bar with three steps: '1 Pin Validation', '2 Review and Submit', and '3 Confirmation and Payment'. The third step is currently active. Below the progress bar, the heading 'Step 3: Confirmation and Payment' is followed by a green success message: 'Your request has been successfully submitted. No payment is required for the submission.', accompanied by a green checkmark icon.

**\*\*Notes:**

- *Payment is not required for using a PIN.*
- *PIN is for one-time use only. The PIN will expire after it is used to link an account.*

## Link to Record – Using Account ID (FPIMS#)

Records created before 10/03/2019 may be linked using the FPIMS account number. These records are known as “Legacy records”.

1. Click **Add a Row**

Home

Create an Application Search Applications

### Link to Record – Using Account ID (FPIMS #)

1 Account Information 2 Review and Submit 3 Confirmation and Payment

#### Step 1: Account Information > Account ID (FPIMS#)

\* Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

#### Add Account Information

Click "Add a Row" to link 1 account, or click on the downwards arrow to link multiple accounts.

Showing 0-0 of 0

Account ID (FPIMS#)	Premises Zip Code
0 records found.	

**1** Add a Row Edit Selected Delete Selected

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. Continue Application »

**TIP:** You can add multiple rows by clicking the drop-down arrow next to “Add a Row” and select the amount of rows to add. A maximum of ten rows can be added simultaneously

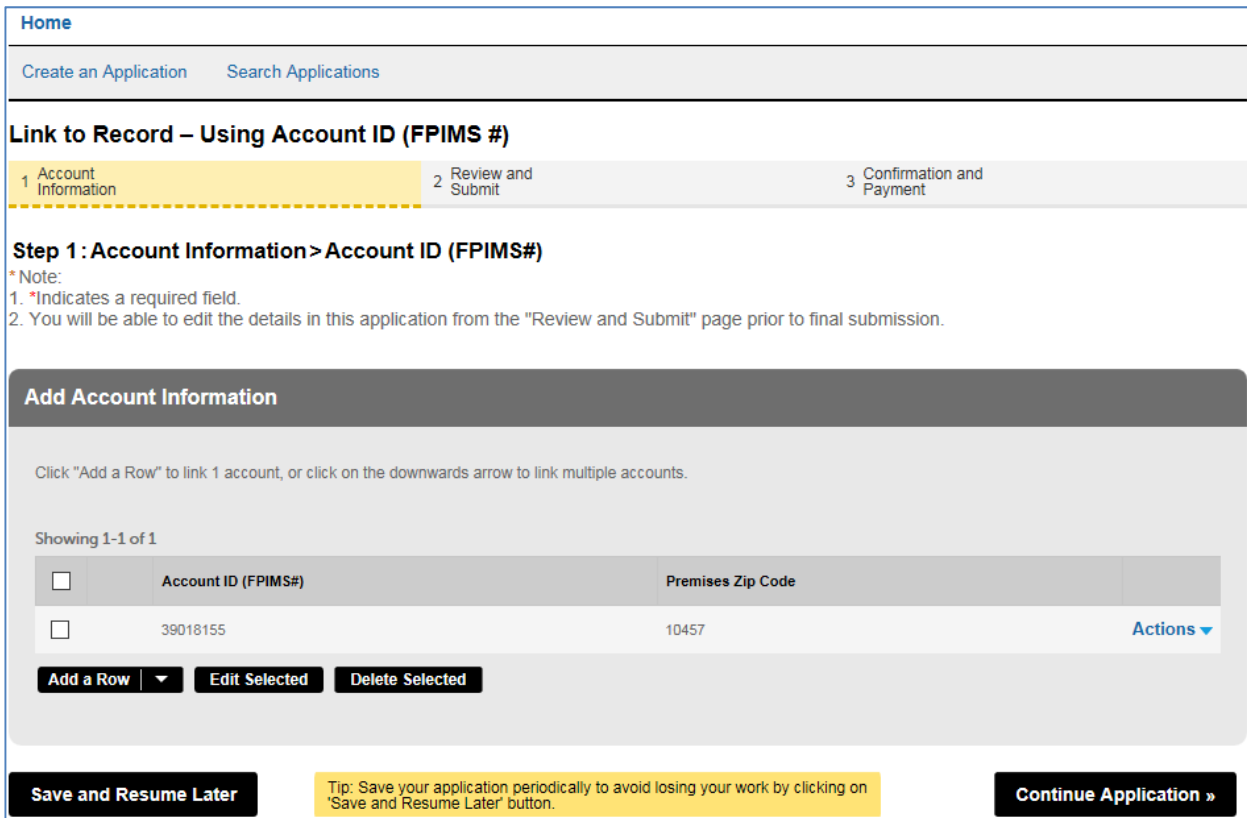
# FDNY Business: User Guide

1. Enter the Account ID (FPIMS#) and Premises Zip Code
2. Click **Submit**



A screenshot of a web form with a close button (X) in the top right corner. On the left, a blue circle with the number '1' is positioned above the 'Account ID (FPIMS#):' label. Below this label is a text input field containing '39018155' and a clear button (X). On the right, a blue circle with the number '2' is positioned above the '\* Premises Zip Code:' label. Below this label is a text input field containing '10457'. At the bottom left of the form is a black button with the text 'Submit' in white.

Verify the information you have entered, then click **Continue Application**.



The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Create an Application', and 'Search Applications'. Below the navigation bar is a section titled 'Link to Record – Using Account ID (FPIMS #)' with three steps: '1 Account Information', '2 Review and Submit', and '3 Confirmation and Payment'. The first step is highlighted with a yellow background. Below this is the heading 'Step 1: Account Information > Account ID (FPIMS#)' followed by a note: '\* Note: 1. \*Indicates a required field. 2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.' The main content area is titled 'Add Account Information' and contains the instruction: 'Click "Add a Row" to link 1 account, or click on the downwards arrow to link multiple accounts.' Below this is a table with the following data:

<input type="checkbox"/>	Account ID (FPIMS#)	Premises Zip Code	
<input type="checkbox"/>	39018155	10457	Actions ▼

Below the table are three buttons: 'Add a Row' with a dropdown arrow, 'Edit Selected', and 'Delete Selected'. At the bottom of the page are three buttons: 'Save and Resume Later', a yellow tip box that reads 'Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.', and 'Continue Application »'.

# FDNY Business: User Guide

To complete the “Link to Record – Using Account ID (FPIMS #),” you must provide your First Name, Last Name and Title/Role.

1. Enter your First name.
2. Enter your Last name.
3. Select your Title/Role.
4. Click **Continue Application**

**Home**

[Create an Application](#) [Search Applications](#)

### Link to Record – Using Account ID (FPIMS #)

1 Account Information    2 Review and Submit    3 Confirmation and Payment

#### Step 1 : Account Information > Digital Signature

\* Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

#### Digital Signature

Provide the information of the person filling out and submitting this application.

\* First Name :  1

\* Last Name :  2

\* Title/Roles:  3

**Save and Resume Later**    Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.    **Continue Application »** 4



# FDNY Business: User Guide

1. Review the summary page and if you need to edit any data, click any the **Edit** button.
2. Check the **By checking this box, I agree to the above certification** check box
3. Click **Submit Application**

**Home**

Create an Application Search Applications

### Link to Record – Using Account ID (FPIMS #)

1 Account Information 2 Review and Submit 3 Confirmation and Payment

#### Step 2: Review and Submit

#### Record Type

### Link to Record – Using Account ID (FPIMS #)

#### Add Account Information Edit

Account ID (FPIMS#)	Premises Zip Code
39018155	10457

1

#### Digital Signature Edit

First Name : Mandar  
Last Name : Patil  
Title/Roles: Building Owner

I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, I may be barred from filing further applications or documents with the Fire Department. I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared or supervised the preparation of this application, and the plans, documents and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and documents,   
2

By checking this box, I agree to the above certification and electronic signature. Date: 08/13/2019

**Save and Resume Later** Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. **Submit Application** 3

The "Confirmation and Payment" page is displayed.

**Home**


[Create an Application](#)   [Search Applications](#)

---

**Link to Record – Using Account ID (FPIMS #)**

1 Account Information	2 Review and Submit	3 Confirmation and Payment
-----------------------	---------------------	----------------------------

**Step 3: Confirmation and Payment**

 Your request has been successfully submitted. You can view the record(s) you have linked under "My Records" tab.

*\*\*Note: Payment is not required for linking a record*

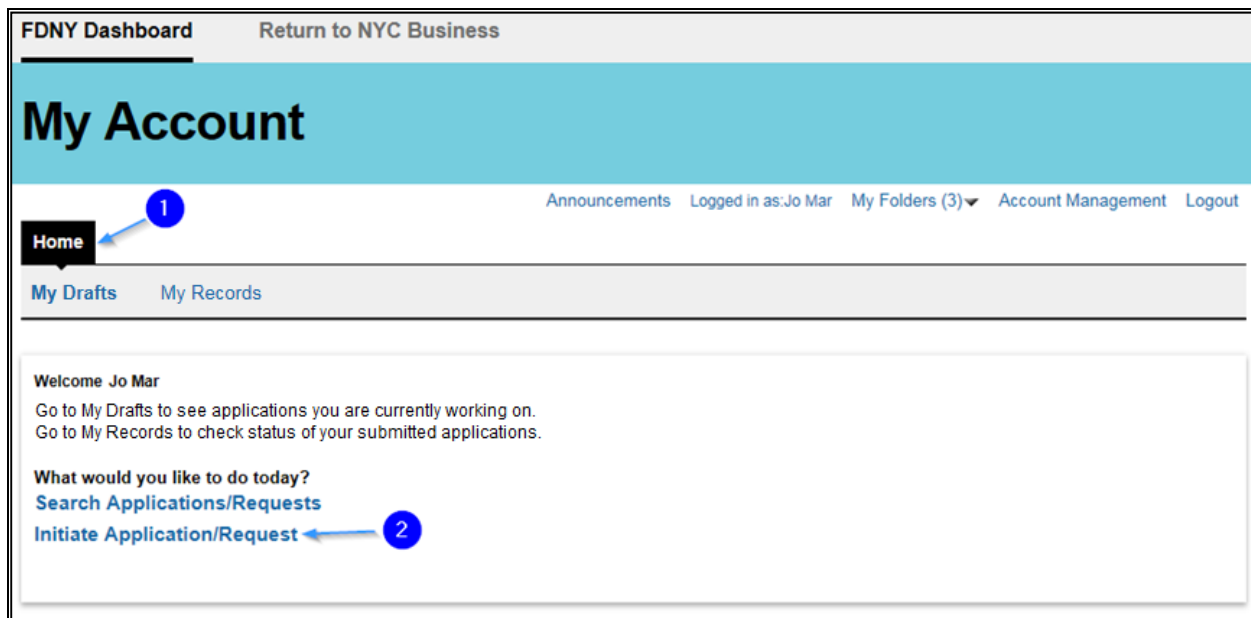
## 3 Initiate an Application via PDF Intake

PDF Intake is a two-step process which helps speeds up online application data entry for the Comprehensive Fire Safety and Emergency Action Plan and the Fire Safety and Evacuation Plan. You can complete the PDF Intake Forms available on FDNY Business, and then upload them using the PDF Intake process to pre-populate your information into the web-forms, streamlining the completion of your online application. After the successful submission of the PDF intake request, your web application must be reviewed and submitted to complete the process. PDF intake can be used only for new applications, and for the first amendment filed on the new FDNY Business system, after which all edits must be made online.

**\*\* Note:** Click [Comprehensive Fire Safety and Emergency Action Plan](#) or [Fire Safety and Evacuation Plan](#), to download the new PDF Intake forms. PDF Intake is not currently available for the Fires Protection Plan or the High Rise Residential (Non-Sequential Floor Numbering) (BIC

To initiate an application or request:

1. Click on **Home** on **My Account** page
2. Click on **Initiate Application/Request** link



## Initiate Application:

1. Expand the **Emergency Planning and Preparedness** menu (click on the right arrow to open the drop-down)
2. Select **PDF Intake** option
3. Click **Continue Application**

The screenshot shows the 'My Account' page with a light blue header. Below the header, there are navigation links: 'Announcements', 'Logged in as: Jo Mar', 'My Folders (3)', 'Account Management', and 'Logout'. A 'Home' link is also present. Below these links, there are two buttons: 'Create an Application' and 'Search Applications'. The main content area is titled 'Select An Application Type' and includes the instruction: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' Below this instruction is a search bar with the placeholder text 'What are you applying for today?' and a 'Search' button. A blue circle with the number '1' points to the search bar. Below the search bar is a dropdown menu for 'Emergency Planning and Preparedness'. This menu is expanded, showing a list of application types with radio buttons. A blue circle with the number '2' points to the 'PDF Intake' option, which is selected. Below the list is a 'Record Linking' link. At the bottom of the page, there is a 'Continue Application »' button, with a blue circle and the number '3' pointing to it.

**\*\* Note:** In order to use **PDF Intake**, you must use version V.090619-1 of the forms. You can view the version number at the bottom of each form to confirm you are using the correct form.

Click [Comprehensive Fire Safety and Emergency Action Plan](#) or [Fire Safety and Evacuation Plan](#), to download the new PDF Intake forms.

# FDNY Business: User Guide

Enter PDF Intake request details:

1. Select the **application type**.  
If you selected **Fire Safety and Evacuation Plan** go to Step 2; otherwise go to Step 3.
2. Select the **category** for e.g. 'Hotel/Motel with 2 way Voice Communication Capabilities'
3. Select a value for **Are you applying for a new plan or amending an existing plan?**  
If you selected Amendment go to Step 4; otherwise go to Step 5
4. Enter the **last accepted application record ID** (legacy only) you want to amend
5. Click **Continue Application**

The screenshot displays the 'PDF Intake' application process. At the top, a progress bar shows three steps: 1. Application Information (highlighted in yellow), 2. Review and Submit, and 3. Confirmation and Payment. Below the progress bar, the heading 'Step 1: Application Information > Application Information' is followed by a button labeled 'Instructions - PDF Intake'. A note section provides instructions: '\*Note: 1. \*Indicates a required field. 2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.' The main form area is titled 'Application Type' and contains four required fields, each with a question mark icon and a blue numbered callout: 1. 'Select the application type:' with a dropdown menu showing 'Fire Safety and Evacuation Plan'. 2. 'Select the category:' with a dropdown menu showing 'Hotel / Motel with 2 way Voice Communication Capabilities'. 3. 'Are you applying for a new plan or amending an existing plan?' with a dropdown menu showing 'Amendment'. 4. 'Enter the last accepted plan record ID you want to amend:' with an empty text input field. At the bottom of the form, there are three buttons: 'Save and Resume Later' (black), a yellow tip box that reads 'Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.', and 'Continue Application »' (black) with a blue callout '5'.

## TIP

Before uploading the fillable forms, you can refer to the instructions by clicking the "Instructions – PDF Intake" button at the top of the page. You will find the links to download the new fillable forms with the necessary instructions.

## Upload Forms:

You must upload all the documents listed as mandatory under the **List of PDF Intake Documents** section.

1. Click **Add**.

The **Choose File Upload** window will open.

### Step 1: Application Information > List of Documents

[Instructions - PDF Intake](#)

**Note:**  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

#### List of PDF Intake Documents

All PDF Intake Requests must be accompanied by a TM -1E form. You may also upload all the relevant completed forms for the selected Plan type and Category. Do not upload any supporting documents such as Floor Plan, Site Plan etc. as part of the PDF Intake Request. Supporting documents must be included as part of the final submission.

Only the New format PDF forms can be uploaded using the PDF Intake method. The system shall not be able to read data from any old forms or scanned images. If you have existing old forms and you would like to submit an amendment request, you must transfer data from the old-format PDFs to the new format PDFs.

**You have selected Fire Safety and Evacuation Plan  
Please upload the below Document(s) which are mandatory to submit this Application:**

TM-1E with supplement.pdf

**Following are the optional Document(s) you may submit.**

- Appendix A-1 Fire Safety Plan.pdf
- A-1\_Tbl1 - Hotel Brigade.pdf
- A-1\_Tbl2 - Combined Table 2.pdf
- A-1\_Att1 - FSD.pdf
- A-1\_Att2 - DFSD.pdf
- BIC.pdf
- AppendixD.pdf

#### Attachment

**\*Required Section**  
Documents can be added/uploaded by following these steps

1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.
4. Finally, click the Upload button to upload the documents to the application.

Maximum size permitted is 25 MB per file.

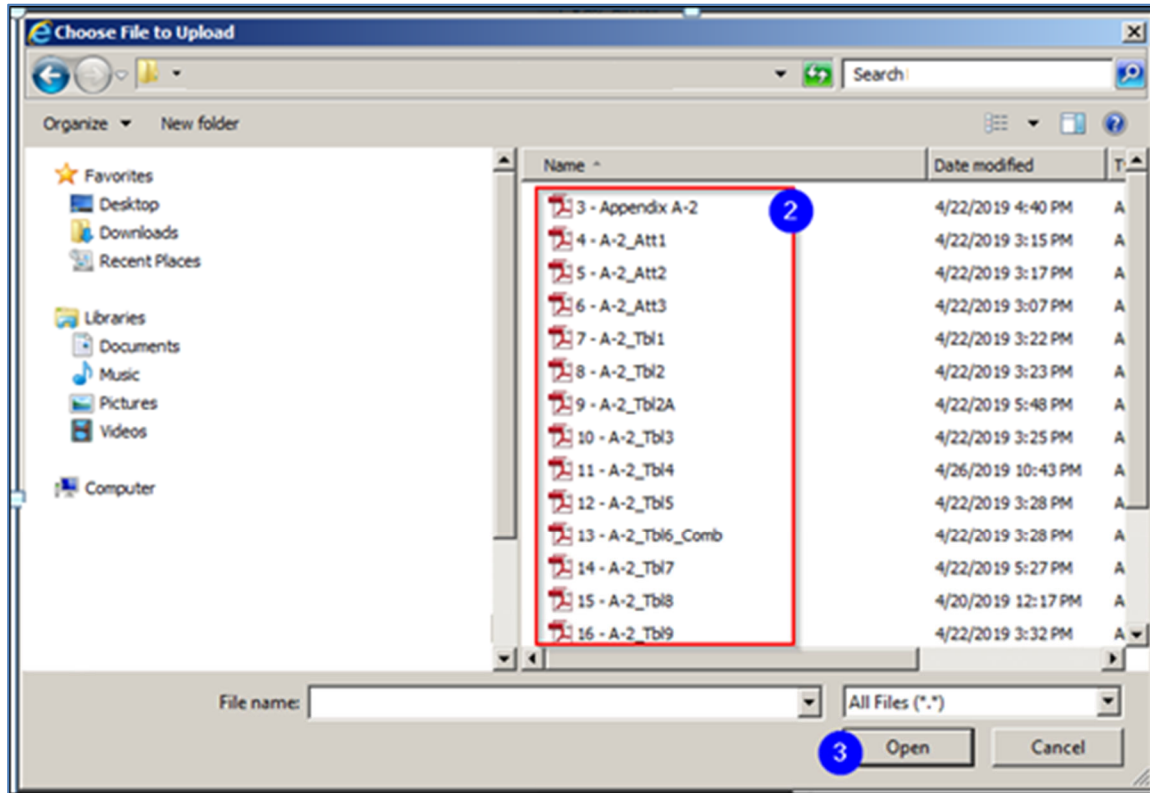
Name	Type	Size	Modified Date	Document Status	Action
No records found.					

**Add** <sup>1</sup>

**Save and Resume Later** **Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.** **Continue Application »**

# FDNY Business: User Guide

2. In your system, navigate to your completed folder and select the file(s) to be uploaded. The file names should include the name of the form, e.g. TM-1E.
3. Click **Open**

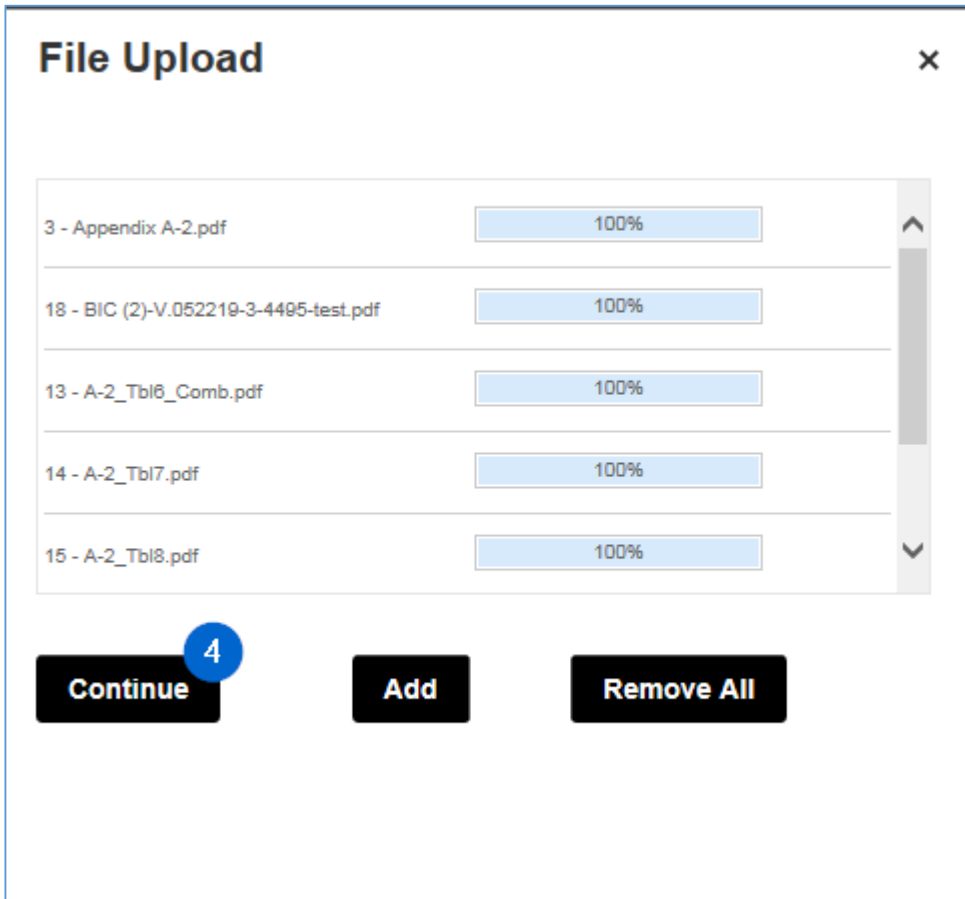


**TIP:** Hold the **Ctrl** key and click to select multiple files

The system will display all the files that you have selected for upload.

4. Click **Continue**.

The **File Upload** window will close.



**TIP:** To remove all files and click **Remove All**. To add additional files, click **Add** and repeat the above steps.



# FDNY Business: User Guide

The system displays all the files that are ready to be uploaded. Scroll down and then:

5. Click **Upload**.

The Document type will be auto-populated as 'Application'.

tm-1-application-for-plan-examination-doc-  
review1.pdf  
100%  
\* Type: Application  
Description and/or additional details about this document and its contents (Optional)  
5 Upload Add Remove All  
Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. Continue Application »

The system displays all the files that you have uploaded under the **Attachment** section. Review for accuracy, then:

6. Click **Continue Application**.

Attachment  
\*Required Section  
Documents can be added/uploaded by following these steps:  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
4. Finally, click the Upload button to upload the documents to the application.  
.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are the file types allowed to be uploaded.  
Maximum size permitted is 25 MB per file.

Name	Type	Size	Latest Update	Document Status	Action
3 - Appendix A-2.pdf	Application	1.57 MB	06/23/2019	Uploaded	Actions ▾
4 - A-2_Att1.pdf	Application	1.05 MB	06/23/2019	Uploaded	Actions ▾
5 - A-2_Att2.pdf	Application	1.05 MB	06/23/2019	Uploaded	Actions ▾
6 - A-2_Att3.pdf	Application	1.05 MB	06/23/2019	Uploaded	Actions ▾
7 - A-2_Tbl1.pdf	Application	1.45 MB	06/23/2019	Uploaded	Actions ▾

< Prev 1 2 3 4 Next >  
Add  
Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. 6 Continue Application »

## Review Details:

In the **Review and Submit** page, you will be able to edit any of the sections by clicking on the **Edit/View** of the specific section of your Application.

### 1. Click **Continue Application**

Your PDF Intake request will be submitted and a temporary Record number will be generated. You can now review your application online (on the web-forms) to confirm accuracy and complete any missing information prior to your submission.

**PDF Intake**

1 Application Information    2 Review and Submit    3 Confirmation and Payment

**Step 2: Review and Submit**

**Record Type**

**PDF Intake**

**Application Type** Edit

Are you applying for a new or amendment for an application?    New

Please Indicate the Application Type:    Comprehensive Fire Safety and Emergency Action Plan

**List of PDF Intake Documents** View

**Attachment** Edit

\*Required Section  
Documents can be added/uploaded by following these steps:  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
4. Finally, click the Upload button to upload the documents to the application.

.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are the file types allowed to be uploaded.  
Maximum size permitted is 25 MB per file.

Name	Type	Size	Latest Update	Document Status	Action
3 - Appendix A-2.pdf	Application	1.57 MB	06/23/2019	Uploaded	Actions ▾
4 - A-2_Att1.pdf	Application	1.05 MB	06/23/2019	Uploaded	Actions ▾
5 - A-2_Att2.pdf	Application	1.05 MB	06/23/2019	Uploaded	Actions ▾
6 - A-2_Att3.pdf	Application	1.05 MB	06/23/2019	Uploaded	Actions ▾
7 - A-2_Tot1.pdf	Application	1.45 MB	06/23/2019	Uploaded	Actions ▾

< Prev    1    2    3    4    Next >

Save and Resume Later    Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.    1 Continue Application »

## Submit PDF Intake Application:

A confirmation page is displayed along with the Temporary Record ID that has been generated for the PDF Intake request. The associated fields in the Temporary record are pre-populated with the information entered in the PDF forms. To finalize your application, you must review and modify it as necessary to ensure accuracy and completion prior to submission to FDNY Business.

To review and finalize your submission:

1. Click the **RECORD TEMP ID** link from the confirmation page.

The screenshot displays the 'My Account' dashboard. At the top, there is a navigation bar with links for 'Announcements', 'Logged in as: Bini Joseph', 'My Folders (1)', 'Account Management', and 'Logout'. Below this is a 'Home' button and a search bar with 'Create an Application' and 'Search Applications' options. The main section is titled 'PDF Intake' and features a progress bar with three steps: '1 Application Information', '2 Review and Submit', and '3 Confirmation and Payment'. The current step is 'Step 3: Confirmation and Payment', which includes a green checkmark icon and the text: 'Your request has been successfully submitted. This request will be deleted after 30 days.' Below this, a message says 'Thank you for using our online services. Your Record Number is REC19-00000-0010F.' A 'Conditions' section is also visible. At the bottom, there is a table with one record: 'Additional Information - 1 Verified', 'RECORD TEMP ID 19TMP-004272', and a blue circle with the number '1' next to the ID. Below the table, there is a note: 'Click My Records to access the above record. Click 'Resume Application' under 'Action' column. Please verify populated data and upload required supporting documents and submit your application. Verified || 09/30/2019'. At the very bottom, a footer note states: 'To view all of your records, click on the Home button, then My Records. From there, you can check on the status of each record by clicking on the record number.'

## Temporary Record Access:

You will be re-directed to the My Records page.

Locate the temporary record ID provided on the confirmation page, then:

1. Click the **Resume Application** link under the **Action** column for the temp record application that you want to complete.

Refer to the section [Submit a New Application](#) or [Submit an Amendment](#) to complete the submission process for the specific application type.

**My Account**

Announcements Logged in as:Jo Mar My Folders (3) Account Management Logout

Home

My Drafts My Records

**Add to My Folders:** Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

**Copy Record:** Check the box next to a record, then click **Copy Record** along the top of the records list. This will allow you to copy information from the checked record into the creation of a new record of the same record type. The copied information can be edited. This feature is **not applicable** to Record Linking, Inspections/Tests, Amendments, Renewals, or Withdrawals, as well as any partially completed records.

**Edit:** In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

Services

Showing 1-10 of 14 | Download results | Add to My Folders

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	06/23/2019	19TMP-002648	Comprehensive Fire Safety and Emergency Action Plan			Resume Application <sup>1</sup>
<input type="checkbox"/>	06/23/2019	REC19-00000-000VB	PDF Intake			
<input type="checkbox"/>	06/21/2019	2019-EPPGFP-000760-PLAN	Fire Protection Plan	Application In Progress	12 BROADWAY, QUEENS, NY, 11414-3956	

**\*\*Note:** You must verify the data and complete the temporary application.

## 4 Initiate application via Web-form

Emergency Planning and Preparedness applications can now only be submitted online on FDNY Business. You can submit a new application, an amendment, and/or a withdrawal request. After an application is submitted, an applicant will be allowed to edit their applications based on the plan examiner's actions.

*\*\*Note: Applications can be edited in the following statuses only: Fee Exemption Pending Approval, Payment Pending, Additional Information Requested, Letter of Deficiency, Amended Letter of Deficiency, Letter of Disapproval, Amended Letter of Disapproval and Special Conditional Acceptance.*

### As an applicant you can:

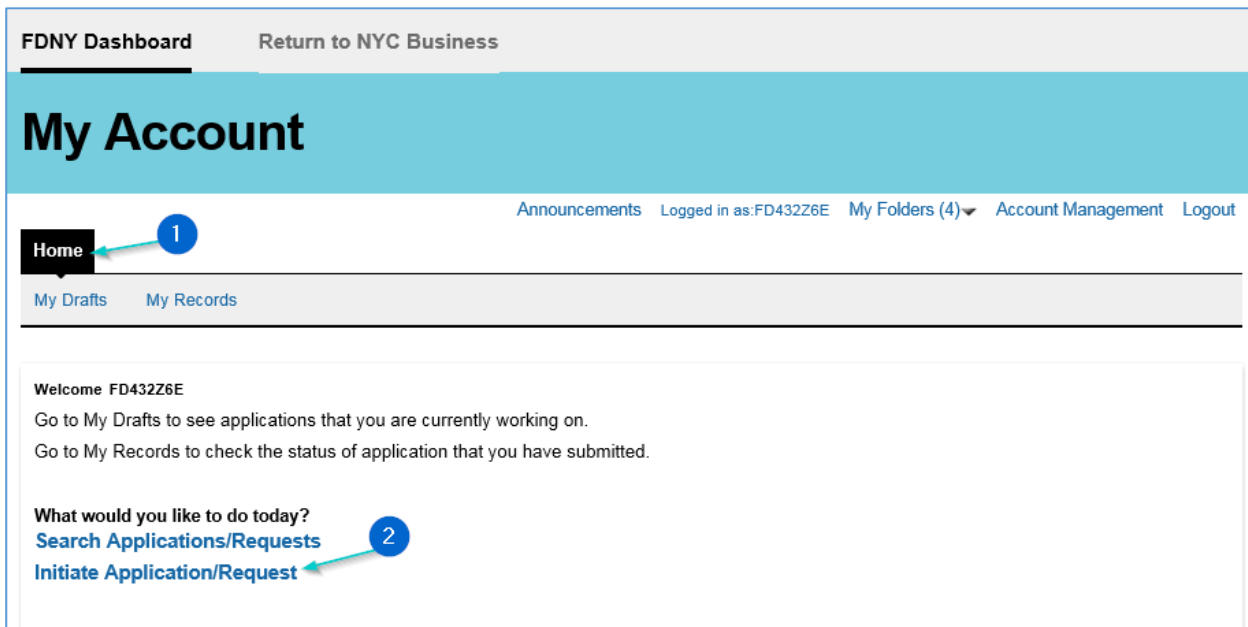
- Submit a new application
- Submit a withdrawal request
- Submit an amendment request

## 4.1 Submit a New Application

### Initiate an Application/Request

To initiate an application/request:

1. Click on **Home** on **My Account** page.
2. Click **Initiate Application/Request** link.



1. Expand the **Emergency Planning and Preparedness** menu (click on the right arrow to expand the drop-down).
2. Select the Application type.
3. Click **Continue Application**.

**My Account**

Announcements Logged in as: FD43226E My Folders (4) Account Management Logout

Home

Create an Application Search Applications

**Select Type of Application**

Choose one of the following application types.  
Need help with FDNY Business? Please click [here](#) for more information.

What are you applying for today? Search

1 Emergency Planning and Preparedness

- Comprehensive Fire Safety and Emergency Action Plan
- Comprehensive Fire Safety and Emergency Action Plan Amendment

2  Fire Protection Plan

- Fire Protection Plan Amendment
- Fire Safety and Evacuation Plan
- Fire Safety and Evacuation Plan Amendment
- High-Rise Residential (Non-Sequential Floor) Plan
- High-Rise Residential (Non-Sequential Floor) Plan Amendment
- PDF Intake
- Withdrawal Request

Record Linking

- Link to Record – Using a PIN
- Link to Record – Using Account ID (FPIMS #)
- Request A PIN

3 Continue Application »

**TIP:** To search for an application type, enter keyword in the “What are you applying for today?” box and click **Search**.

1. Select Yes or No under the City/State Agency affiliation.

**My Account**

Announcements Logged in as: Jo Mar My Folders (3) Account Management Logout

Home

Create an Application Search Applications

**Fire Protection Plan**

1 Building Information 2 Contact Information 3 Application Information 4 Supporting Documents 5 Review and Submit 6

**Step 1: Building Information > Address Information**

\*Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**City/State Agency Affiliation**

\* Are you a City Agency or State Agency Employee who is applying on behalf of the agency?  Yes  No 1

*\*\*Note: To submit an application, you must complete all the required sections on the web-forms. Sections will be displayed based on the type of application you have selected. At any point throughout an application, you may click the "Save and Resume Later" button to save your work. The "Save and Resume Later" button allows you to resume your application if you will be away from your computer, or if the system will be inactive for 15 minutes or more. The system does not automatically save your work before timing out, so it is recommended to save frequently to avoid losing any information.*





## Premises Address Information

### Searching for your Premises Address:

Search for a premises address by entering part or all of the address. The system provides a list of potential matches based on the entered search criteria.

1. Enter address information (enter any criteria.)
2. Click **Search**.

The system will return a list of valid addresses to select and insert.

**Premises Address**

**\*Required Section**  
Search for premises address by entering part or all of the address, then click Search. To avoid "Address Not Found", enter JUST the exact street number and a portion of the street name. For example, enter "440 lafa" instead of "440 Lafayette St, New York". If a matching address is found in the system, it will automatically populate the section or provide a list of potential matches. If you do not find your address, these are your options:  
1. Search with different criteria or try using less criteria to increase the number of potential matches.  
2. If the address is still not found, you can add the address to our registry by selecting "Yes" next to **New Address** and then click **Search**.

Address Type:

Building No.:

\* Address/Landmark:

\* City / Borough:

State:

Zip:

BIN:

Block:

Lot:

Is This a New Address?:  
 Yes  No

**1** (circled in blue) points to the form fields.  
**2** (circled in blue) points to the Search and Clear buttons.

**TIP:** Enter more criteria to get specific address.

# FDNY Business: User Guide

If the address returned by the system is incorrect or different from your premises address:

1. Click the **x** on the right top corner of the window to close the window and refine your search, else
2. Select the radio button against your premises address
3. Click on **Select** button

Required Section

Search for premises address by entering part or all of the address, then click Search. To avoid "Address Not Found", JUST the exact street number and a portion of the street name. For example, enter "440 lafa" instead of "440 lafayette St, New York". If a matching address is found in the system, it will automatically populate the section or provide a list of potential matches. If you do not find your address, these are your options: 1. Search with different criteria or try using less criteria to increase the number of potential matches. 2. If the address is still not found, you can add the address to our registry by selecting "Yes" next to **New Address** and click **Search**.

### Address Search Result List

Addresses

Showing 1-3 of 3

Address	City	State	Zip
<input checked="" type="radio"/> 12 BROADWAY, BROOKLYN, NY, 11249	BROOKLYN	NY	11249
<input type="radio"/> 12 BROADWAY, QUEENS, NY, 11414-3956	QUEENS	NY	11414-3956
<input type="radio"/> 2 BROADWAY TERRACE, MANHATTAN, NY, 10040-2714	MANHATTAN	NY	10040-2714

Select

# FDNY Business: User Guide

After the premises address is validated, the system automatically populates it in the premises address information section and the section is grayed out.

*\*\*Note: If the address is incorrect or you will like to enter a different address:*

1. Click **Clear** and follow the next steps to **Adding a New Premises Address** or go back and follow the previous steps to **Searching for a Premises Address**

### Premises Address

**\*Required Section**  
Search for premises address by entering part or all of the address, then click Search. To avoid "Address Not Found", enter JUST the exact street number and a portion of the street name. For example, enter "440 lafa" instead of "440 Lafayette St, New York". If a matching address is found in the system, it will automatically populate the section or provide a list of potential matches. If you do not find your address, these are your options:  
1. Search with different criteria or try using less criteria to increase the number of potential matches.  
2. If the address is still not found, you can add the address to our registry by selecting "Yes" next to **New Address** and then click **Search**.

Address Type: ?  
--Select--

Building No.: 12      \* Address/Landmark: BROADWAY

\* City / Borough: BROOKLYN      State: NY      Zip: 11249-

BIN: 3393713      Block: 02129      Lot: 0007

Is This a New Address?: ?  
 Yes  No

**Search**      **Clear** 1

**TIP:** Click question mark icon listed next to field to know more detail about that field.

# FDNY Business: User Guide

## Adding a New Premises Address:

If the system is unable to find your premises address, you can add the address to our system by selecting 'Yes' to **New Address** question.

1. Enter address information. Make sure all required (\*) fields are provided.
2. Select **Yes** for **Is This a New Address?** question
3. Click **Search**.

**Premises Address**

**\*Required Section**  
Search for premises address by entering part or all of the address, then click Search. To avoid "Address Not Found", enter JUST the exact street number and a portion of the street name. For example, enter "440 lafa" instead of "440 Lafayette St, New York". If a matching address is found in the system, it will automatically populate the section or provide a list of potential matches. If you do not find your address, these are your options:  
1. Search with different criteria or try using less criteria to increase the number of potential matches.  
2. If the address is still not found, you can add the address to our registry by selecting "Yes" next to **New Address** and then click **Search**.

Address Type:

Building No.:  \* Address/Landmark:

\* City / Borough:  State:  Zip:

BIN:  Block:  Lot:

Is This a New Address?:  Yes  No

**1** (circled) points to the form fields. **2** (circled) points to the "Is This a New Address?" question. **3** (circled) points to the "Search" button.

**\*\*Note:** Before a New Premises Address is added to the system, the information is reviewed by FDNY. This is done to verify and validate the information entered. FDNY may reach out to you for additional information.

# FDNY Business: User Guide

1. Enter additional Address Information (All fields are optional).
2. Click **Continue Application**

The screenshot displays two sections of a web form. The top section, titled "Premises Address", contains a "Required Section" with instructions on how to search for an address. Below the instructions are several input fields: "Address Type" (a dropdown menu), "Building No." (text box with "105"), "Address/Landmark" (text box with "East 15th"), "City / Borough" (text box with "New York"), "State" (text box with "NY"), "Zip" (text box with "10003"), "BIN" (text box), "Block" (text box), and "Lot" (text box). There is also a radio button for "Is This a New Address?" with "Yes" selected. At the bottom of this section are "Search" and "Clear" buttons. The bottom section, titled "Additional Address Information", has a red box around its input fields. The fields are "AKA Address:" (text box with "Training Building"), "Floor#/Apt#/Suite#:" (text box with "Apt 105"), and "Additional Information:" (text box). A yellow tip box at the bottom of this section reads: "Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button." At the bottom right of the form is a "Continue Application" button, and at the bottom left is a "Save and resume later" button.

*\*\*Note: You can use the 'Save and Resume Later' feature to save your request(s)/application(s) for later submission.*

## Adding a Licensed Professional Information

Provide all the required (\*) sections under the Contact Information page:

There are two types of Licensed Professionals accepted for EPP applications:

- State Licensed Professional
- Department of Buildings (DOB) Licensed Professional.

### Adding a State Licensed Professional:

1. Click **Add a State License** button. A new pop-up window will open.

The screenshot shows the 'FDNY Business' dashboard. The main heading is 'My Account'. Below it, there are navigation links: 'Home', 'Create an Application', and 'Search Applications'. The 'Fire Protection Plan' progress bar is visible, with steps: 1. Building Information, 2. Contact Information (highlighted in yellow), 3. Application Information, 4. Supporting Documents, 5. Review and Submit, and 6. The current step is 'Step 2: Contact Information > Contact Information'. A note states: 'All required fields need to be filled in. If you do not have the answer, enter TBD or NA. Any required field submitted as TBD or NA value may result in a Letter of Disapproval.' Below the note, there are two buttons: 'Add a State License' (with a blue circle containing the number 1) and 'Look Up DOB License'.

# FDNY Business: User Guide

Only State Licensed Professional information can be added on this screen.

1. Enter all required (\*) data fields
2. Click **Save and Close**.

The contact information entered will be successfully added.

The screenshot shows a web form titled "Licensed Professional Information" with a close button (X) in the top right corner. Below the title is a note: "Only State Licensed Professional information can be added on this screen. To add DOB Licensed Professional information, click Cancel and use the Look Up a DOB License button." The form contains several input fields, each with an asterisk (\*) indicating it is required. A red rectangular box highlights the entire form area, with a blue circle containing the number "1" in the top right corner of the box. At the bottom of the form, there are three buttons: "Save and Close" (with a blue circle containing the number "2" above it), "Clear", and "Cancel".

**Licensed Professional Information** X

Only State Licensed Professional information can be added on this screen. To add DOB Licensed Professional information, click Cancel and use the Look Up a DOB License button.

\* License Type: --Select-- Professional License Number:

\* First Name: Middle Name: \* Last Name:

\* Name of Business:

\* Email Address:

\* Building No: \* Street Name: Floor#/Apt#/Suite:

\* City: \* State: NY \* Zip:

Business Phone: Mobile Phone: Business Fax:

**Save and Close** **2** **Clear** **Cancel**

**TIP:** The **Clear** button will clear all the fields, while the **Cancel** link will close the window without saving the information entered



# FDNY Business: User Guide

The Licensed Professional information entered will be displayed as “read-only.”

If the License Professional information is incorrect, you can completely remove the Licensed Professional contact by clicking the **Remove** link.

1. Click **Remove**.

**Fire Protection Plan**

1 Building Information   2 Contact Information   3 Application Information   4 Supporting Documents   5 Review and Submit   6

**Step 2 : Contact Information > Contact Information**

All required fields need to be filled in. If you do not have the answer, enter TBD or NA. Any required field submitted as TBD or NA value may result in a Letter of Disapproval.

\* Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**Licensed Professional**

\*Required Section  
Only State Licensed Professional information can be added on this screen. To add DOB Licensed Professional information, click Cancel and use the Look Up a DOB License button.

✔ Licensed professional added successfully.

**John Doe  
Training Corp.**  
License Type:Registered Architect  
License Number:9876543321  
Address:19, Main St. , New York , NY - 10003

Edit/View **Remove**

**TIP:** The **Edit/View** button will open the Licensed Professional Information window and will allow you to edit all the information entered.

The system will display a confirmation pop-up window

1. Click **OK**.

The pop-up window will close and the Licensed Professional contact information will be removed.

**Licensed Professional**

\*Required Section  
Only State Licensed Professional information can be added on this screen. To add DOB Licensed Professional information, click Cancel and use the Look Up a DOB License button.

✔ Licensed professional added successfully.

**John Doe  
Training Corp.**  
License Type:Registered Architect  
License Number:9876543321  
Address:19, Main St. , New York , NY - 10003

Edit/View **Remove**

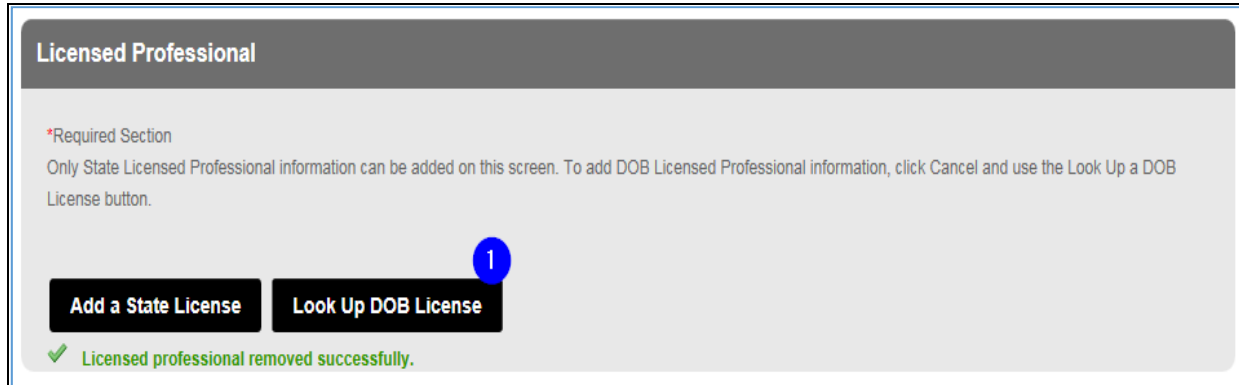
Message from webpage  
? Are you sure you want to delete this record(s)?  
OK Cancel

# FDNY Business: User Guide

## Adding a DOB Licensed Professional:

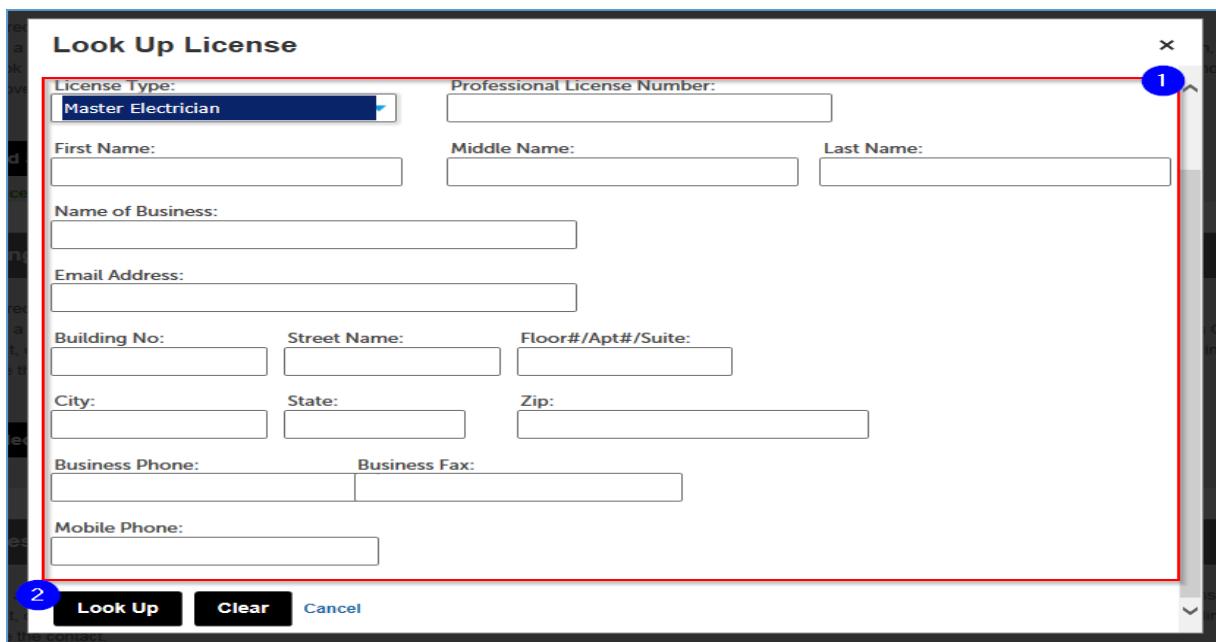
Department of Buildings' (DOB) Licensed Professional information can be looked up and the system will return a list of licensed professionals available based on the criteria provided.

1. Click **Look Up DOB Licensed** button.



To look up a DOB Licensed Professional, at least one field must be entered.

1. Enter information into any of the fields in the Look Up License window.
2. Click **Look Up**.



**TIP:** The **Clear** button will clear all the fields, while the **Cancel** link will close the window without saving the information entered

# FDNY Business: User Guide

The system will return a list of Licensed Professionals available that match the look up criteria provided.

1. Select a Licensed Professional from the list by clicking on the radio button.
2. Click **Continue**.

**Look Up License** ×

Only DOB Licensed Professional information can be entered on this screen. To add State Licensed Professional information, click Cancel and use the Add a State License button

If you do not find your DOB license, verify the criteria and try again. If the DOB License is still not found, please contact FDNY Customer Support Center.

**Revise Search**

Search results:  
Showing 11-18 of 18

License Number	License Type	Licensed Professional Name	E-mail	
<input type="radio"/>	1478523690	Professional Engineer	Add LP	vinoth.damodharan@gcomsoft.com
<input checked="" type="radio"/>	232111111	Professional Engineer	Mahen Venu	fdnytest166@gmail.com
<input type="radio"/>	5646757	Professional Engineer	azam quraishi	aazammq02@gmail.com
<input type="radio"/>	6524136523652	Professional Engineer	test fpp amend LP edit	vinoth.damodharan@gcomsoft.com
<input type="radio"/>	7007007007	Professional Engineer	FPP Tester Test case 4	vinoth.damodharan@gcomsoft.com
<input type="radio"/>	7624	Professional Engineer	Prathamesh Rumale	prathamesh.rumale@gcomsoft.com
<input type="radio"/>	789123	Professional Engineer	Firesafety FPPTester	aazammq02@gmail.com
<input type="radio"/>	ABC	Professional Engineer	fdsafas fdsafas	temp@gmail.com

< Prev 1 2 Next >

**Continue** Cancel

**TIP:** The **Cancel** link will close the window without saving information entered

# FDNY Business: User Guide

Select the license professional from the list.

1. Click **Save and Close**.

### Licensed Professional Information

Only State Licensed Professional information can be added on this screen. To add DOB Licensed Professional information, click Cancel and use the Look Up a DOB License button.

\* License Type: Professional Engineer      \* Professional License Number: 789654

\* First Name: sefa      Middle Name:      \* Last Name: khver

\* Name of Business: FDNY INC

\* Email Address: testsefa@gmail.com

\* Building No: 9      \* Street Name: metrotech      Floor#/Apt#/Suite:

\* City: brooklyn      \* State: NY      \* Zip: 11201

Mobile Phone:      \* Business Phone: 7189994563      Business Fax:

**Save and Close** <sup>1</sup> Cancel

*\*\*Note: If you do not find your DOB license professional, verify the information entered (search criteria) and try again.*

The Licensed Professional information selected will be displayed as “read-only” and added to the application.

### Fire Protection Plan

1 Building Information	2 Contact Information	3 Application Information	4 Supporting Documents	5 Review and Submit	6
------------------------	-----------------------	---------------------------	------------------------	---------------------	---

**Step 2: Contact Information > Contact Information**

All required fields need to be filled in. If you do not have the answer, enter TBD or NA. Any required field submitted as TBD or NA value may result in a Letter of Disapproval.

\*Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

#### Licensed Professional

\*Required Section  
Only State Licensed Professional information can be added on this screen. To add DOB Licensed Professional information, click Cancel and use the Look Up a DOB License button.

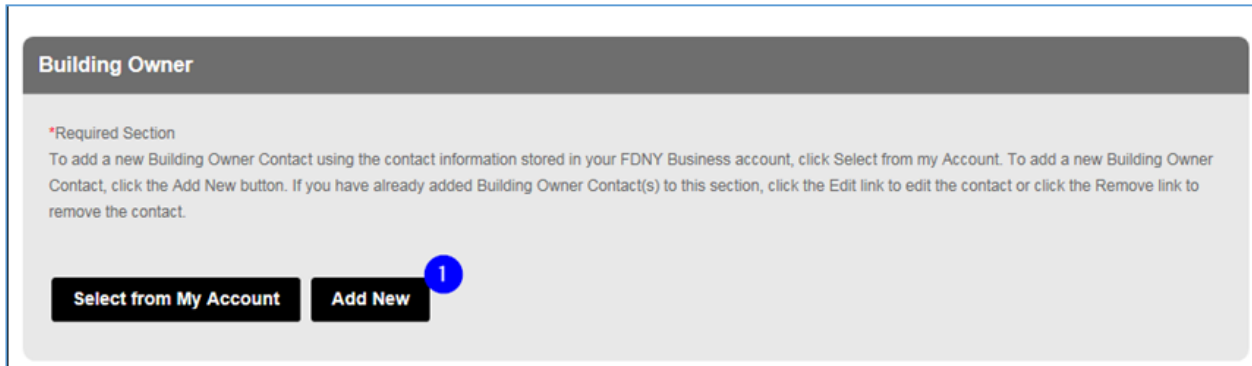
✔ Licensed professional updated successfully.

**Azam Quraishi**  
**AA**  
License Type:Professional Engineer  
License Number:4567321  
Address:1123, New Loudon road , Bronx , NY - 120470654

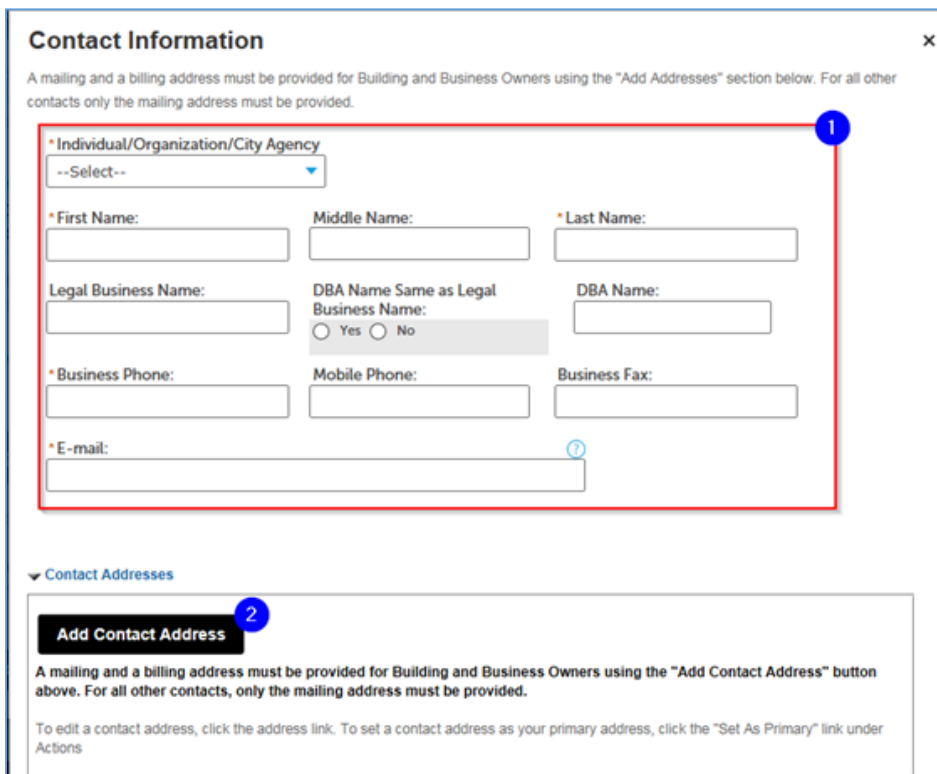
[Edit/View](#) [Remove](#)

## Adding a New Building Owner Contact

1. Click **Add New**.



1. Enter all required (\*) data fields.
2. Click **Add Contact Address**.



# FDNY Business: User Guide

The **Contact Address Information** window will open.

1. Enter all required (\*) data fields.
2. Click **Save and Add Another**.

**Contact Information** [x]

**Contact Address Information** [x]

\* Address Type: Billing Address [v]

\* Building No.: 105

\* Street Name: East 15th

Floor#/Apt#/Suite#: 1st floor

\* City/Borough: New York

\* State: NY

\* Zip: 10003-

Country/Region: United States [v]

Save and Close   **Save and Add Another**   Clear

The system displays all the matching addresses based on the information entered above.

1. Select the correct address.
2. Click **Select**.

**Contact Information** [x]

**Matching Address Results** [x]

▼ Contact Addresses

Showing 1-1 of 1

	Full Address	City	State	ZIP Code
<b>1</b> <input checked="" type="radio"/>	105 E 15TH ST APT 1	NEW YORK	NY	10003-2143

**Select** **2**

# FDNY Business: User Guide

If you would like to add another Contact Address type, click **Save and Add Another**.

Enter all required (\*) data fields (select a different address type (Mailing/Billing) from the one entered in last step).

1. Click **Save and Close**.

**Contact Information**

**Contact Address Information**

\* Address Type: Mailing Address

\* Building No.: 105

\* Street Name: W

Floor#/Apt#/Suite#: 5th floor

\* City/Borough: New York

\* State: NY

\* Zip: 10010-

Country/Region: United States

**Save and Close** **Save and Add Another** **Clear**

The system displays all the matching addresses based on the information entered in the last step.

1. Select the correct address.
2. Click **Select**.

**Contact Information**

**Matching Address Results**

▼ Contact Addresses

Showing 1-1 of 1

	Full Address	City	State	ZIP Code
1	105 E 15TH ST APT 1	NEW YORK	NY	10003-2143

**Select**

**\*\* Note:** A Mailing Address and Billing Address are both required for the Building Owner and for the Business Owner only. For all other contacts, only a mailing address is required.



# FDNY Business: User Guide

After selecting the address, you will be redirected back to the Contact Information window with the list of addresses added.

1. Click **Continue** to complete adding the contact

**Contact Information** [Close]

(212)777-7777

\*E-mail:  [?]

EIN #:  [?]

▼ **Contact Addresses**

**Add Contact Address**

A mailing and a billing address must be provided for Building and Business Owners using the "Add Contact Address" button above. For all other contacts, only the mailing address must be provided.

To edit a contact address, click the address link. To set a contact address as your primary address, click the "Set As Primary" link under Actions

\*Billing Address, Mailing Address

✔ **Contact address added successfully.**

Showing 1-2 of 2

Address Type	Address	Action
Billing Address	105 E 15TH ST	Actions ▼
Mailing Address	105 W 15TH ST	Actions ▼

**1** **Continue** **Clear**

**TIP:** To edit or remove an address or to set an address as primary, click the **Action** dropdown menu. To clear all the data entered, click the **Cancel** button.

# FDNY Business: User Guide

The Contact information is successfully added to the application and is displayed as read-only.

### Building Owner

**\*Required Section**  
To add a new Building Owner Contact using the contact information stored in your FDNY Business account, click Select from my Account. To add a new Building Owner Contact, click the Add New button. If you have already added Building Owner Contact(s) to this section, click the Edit link to edit the contact or click the Remove link to remove the contact.

✔ **Contact added successfully.**

**Jane Doe**  
testing4jo@gmail.com  
(212)777-7777

**Edit Remove**

▼ Contact Addresses

#### Add Contact Address

A mailing and a billing address must be provided for Building and Business Owners using the "Add Contact Address" button above. For all other contacts, only the mailing address must be provided.

To edit a contact address, click the address link. To set a contact address as your primary address, click the "Set As Primary" link under Actions

**\*Billing Address, Mailing Address**

Showing 1-2 of 2

Address Type	Address	Action
Billing Address	105 E 15TH ST	Actions ▼
Mailing Address	105 W 15TH ST	Actions ▼

**TIP:** To edit or remove a Contact, click the **Edit or Remove** links (in the red box). To add another address, click the **Add Contact Address** button.

## Adding a Contact Using Select from My Account

The “Select from My Account” option allows you to add the information stored in your profile (Account Management) as the contact’s information.

1. Click **Select from My Account**.

The screenshot displays a web form with two main sections: 'Filing Representative/Expeditor' and 'Applicant'. The 'Filing Representative/Expeditor' section has a dark header and contains instructions: 'To add a new Filing Representative/Expeditor Contact using the contact information stored in your FDNY Business account, click Select from my Account. To add a new Filing Representative/Expeditor Contact, click the Add New button. If you have already added Filing Representative/Expeditor Contact(s) to this section, click the Edit link to edit the contact or click the Remove link to remove the contact.' Below the text are two buttons: 'Select from My Account' (highlighted with a blue circle and the number '1') and 'Add New'. The 'Applicant' section also has a dark header and instructions: 'The Applicant will be the point of contact for all communications related to this application. Choose a contact from the list below to designate them as the Applicant or choose "Other" to manually enter the Applicant's information on the next page.' Below this is a label '\* Select Applicant:' followed by a dropdown menu showing '--Select--'. At the bottom of the form, there are three buttons: 'Save and resume later', a yellow tip box that reads 'Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.', and 'Continue Application'.



# FDNY Business: User Guide

1. Select the applicable addresses.
2. Click **Continue**.

*\*\* Note: The system will auto-select the address type required for that contact type.*

*For example: The Mailing address is auto checked for the Filing Representative*

### Select Contact from Account ×

Jeffery Dean Morgan  
**Filing Representative/Expeditor**

Select contact addresses for this contact to attach to the record.  
To edit a contact address, click the address link. To set a contact address as your primary address, click the "Set As Primary" link under Actions

\*Mailing Address

Showing 1-2 of 2

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing Address		9 METROTECH CTR
<input type="checkbox"/>	Billing Address		9 METROTECH CTR

**Continue** **Cancel**

# FDNY Business: User Guide

The Contact Information is auto-populated with the information and details from the contact selected.

Make sure all (\*) required fields have been entered.

1. Enter the Registration Number (required only for are adding a Filing Representative/Expeditor.)
1. Click **Continue**.

**Contact Information**

\* E-mail:

EIN #:

\* Registration Number:

▼ Contact Addresses

**Add Contact Address**

A mailing and a billing address must be provided for Building and Business Owners using the "Add Contact Address" button above. For all other contacts, only the mailing address must be provided.

To edit a contact address, click the address link. To set a contact address as your primary address, click the "Set As Primary" link under Actions

\*Mailing Address

Showing 1-2 of 2

Address Type	Address	Action
Mailing Address	99 John St, New York, NY, 10038-2936	Actions ▼
Billing Address	105 E 15TH ST	Actions ▼

**2** **Continue**

# FDNY Business: User Guide

The Contact information is successfully added to the application and is displayed as “read-only.”

To Identify the Applicant:

1. Select an option from the **Select Applicant** drop-down menu.
2. Click **Continue Application**.

The screenshot displays the 'Filing Representative/Expeditor' section of the application. It includes a success message 'Contact added successfully.' for John Doe, with contact details and 'Edit' and 'Remove' links. Below this is the 'Contact Addresses' section, which contains an 'Add Contact Address' button and a table of existing addresses. The table has columns for 'Address Type', 'Address', and 'Action'. Two addresses are listed: a Mailing Address at '99 John St, New York, NY, 10038-2936' and a Billing Address at '105 E 15TH ST'. The 'Applicant' section below features a 'Select Applicant' dropdown menu with a blue circle '1' next to it. The dropdown options are: '--Select--', 'Licensed Professional', 'Building Owner', 'Business Owner', 'Filing Representative/Expeditor', and 'Other'. At the bottom of the page, there are three buttons: 'Save and resume later', a yellow tip box that says 'Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.', and 'Continue Application' with a blue circle '2' next to it.

**Filing Representative/Expeditor**

To add a new Filing Representative/Expeditor Contact using the contact information stored in your FDNY Business account, click Select from my Account. To add a new Filing Representative/Expeditor Contact, click the Add New button. If you have already added Filing Representative/Expeditor Contact(s) to this section, click the Edit link to edit the contact or click the Remove link to remove the contact.

✔ Contact added successfully.

**John Doe**  
testing4jo@gmail.com  
(917)333-3333  
[Edit](#) [Remove](#)

▼ Contact Addresses

**Add Contact Address**

A mailing and a billing address must be provided for Building and Business Owners using the "Add Contact Address" button above. For all other contacts, only the mailing address must be provided.

To edit a contact address, click the address link. To set a contact address as your primary address, click the "Set As Primary" link under Actions

\*Mailing Address

Showing 1-2 of 2

Address Type	Address	Action
Mailing Address	99 John St, New York, NY, 10038-2936	<a href="#">Actions</a> ▼
Billing Address	105 E 15TH ST	<a href="#">Actions</a> ▼

**Applicant**

The Applicant will be the point of contact for all communications related to this application. Choose a contact from the list below to designate them as the Applicant or choose "Other" to manually enter the Applicant's information on the next page.

\* Select Applicant:

--Select--  
Licensed Professional  
Building Owner  
Business Owner  
Filing Representative/Expeditor  
Other

**Save and resume later** **Continue Application**

Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.

# FDNY Business: User Guide

The Applicant contact will be auto-populated with the information from the contact selected in Step 1 above. If you select **Other**, you must enter the Applicant Contact Information in the next page.

2. Click **Continue Application**.

**\*\* Note:** The Applicant must be the person logged into the FDNY Business; the email address must match NYC ID (the email address you used to login to the system.)

### Step 2: Contact Information > Applicant

Only the individual listed in the applicant section can submit this application. Therefore, the applicant's email address must match the email address of your FDNY Business Portal profile. Please note that only the applicant will have access to edit the application and will receive all communications / correspondences from FDNY after submission.

**\* Note:**  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

#### Applicant

**\*Required Section.**  
The Applicant will be the point of contact for all communications related to this application.  
Only the Applicant can submit this application. Therefore, applicant's email address must match the email address of your FDNY Business Portal profile.

**John Doe**  
testing4jo@gmail.com  
9173333333  
[Edit](#) [Remove](#)

▼ **Contact Addresses**

**Add Contact Address**

A mailing and a billing address must be provided for Building and Business Owners using the "Add Contact Address" button above. For all other contacts, only the mailing address must be provided.

To edit a contact address, click the address link. To set a contact address as your primary address, click the "Set As Primary" link under Actions

**\*Mailing Address**

Showing 1-2 of 2

Address Type	Address	Action
Mailing Address	99 John St, New York, NY, 10038-2936	<a href="#">Actions</a> ▼
Billing Address	105 E 15TH ST	<a href="#">Actions</a> ▼

**Save and resume later**      **Tip:** Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.      **1** **Continue Application**



## Completing Application Details

Based on the Application type you have selected, you must complete all applicable sections.

Continue with the application by completing the required sections. After you have completed all the required information for each section, you must upload the mandatory supporting documents.

## Uploading Supporting Documents

All your supporting documents must be uploaded from the “Supporting Documents” page. This Supporting Documents page lists all mandatory and optional supporting documents based on the application type you have selected.

1. See required / optional document list under the **List of Supporting Documents**.
2. Click **Add** to upload documents. For Detailed steps, please refer [Upload Document](#) chapter.
3. Click **Continue Application**.

**Fire Protection Plan**

1 Contact Information 2 Application Information 3 Supporting Documents 4 Review and Submit 5 Confirmation and Payment

**Step 4: Supporting Documents > Supporting Documents**

\*Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**List of Supporting Documents to be Uploaded**

The following list contains supporting documents that are either mandatory or optional to upload as part of this application. Documents can be added/uploaded in the following section. Before uploading your files, please refer to the File Naming Convention link below to ensure your files are named correctly:  
File Naming Convention

**List of Supporting Documents:**

**Please upload the below Document(s) which are mandatory to submit this Plan Review:**

- Proof of Occupancy
- PW-1 Application
- Narrative for Fire Protection signed by Licensed Professional
- Plans signed by Licensed Professional
- Copy of Valid Registration No and/or City/State Agency Letterhead signed

**Following are the optional documents you may submit:**

- Supporting Document
- A copy of original letter dated, signed and sealed by a NYS Licensed Design Professional
- Cover Letter

**Add/Upload Supporting Documents**

\*Required Section  
Documents can be added/uploaded by click following these steps  
1. Click the Add button below, then click Add again.  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
4. Finally, click the Upload button to upload the documents to the application.

.PDF, .DWS, .DWG, .DGN, .STL, .WAVE, .WAV, .AIF, .MP3, .MID, .MPG, .MOV, .WMV, .RM, .TIFF, .JPEG, .GIF, .PNG, .PSD are the file types allowed to be uploaded.  
Maximum size permitted is 25 MB per file.

Name	Type	Size	Latest Update	Document Status	Action
No records found.					

**Select from My Account** **Add**

**Save and resume later** **Continue Application**

Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.

**\*\*Note:** Alternatively, you may also add documents that are stored in “Account Management “by clicking the **Select from my Account”** button.

## Reviewing and Submitting

In the Summary page, you will be able to review and edit any of the previous sections by clicking on the **Edit/View** button against each section.

When you are ready to submit your application, you must check the check box to agree to the certification and the electronic signature:

1. Select “By checking this box, I agree to the above certification and electronic signature” checkbox.
2. Click **Submit Application**

The screenshot shows a web interface for reviewing and submitting an application. It features several sections: 'Edit Information', 'Add/Upload Supporting Documents', 'Digital Signature', and a 'Submit Application' button. A table lists uploaded documents with columns for Name, Type, Size, Latest Update, Document Status, and Action. A checkbox is checked, indicating agreement to the certification and electronic signature. A date field shows '06/06/2019'. A tip box suggests saving the application periodically to avoid losing work.

**Edit Information** Edit

Are you sure you have completed all the EDITS?

**Add/Upload Supporting Documents** Edit

\*Required Section  
Documents can be added/uploaded by following these steps:  
1. Select the file(s) from your computer you want to add, then click Continue.  
2. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
3. Finally, click the Upload button to upload the documents to the application.

.PDF, .DWS, .DWG, .DGN, .STL, .WAVE, .WAV, .AIF, .MP3, .MID, .MPG, .MOV, .WMV, .RM, .TIFF, .JPEG, .GIF, .PNG, .PSD are the file types allowed to be uploaded.  
Maximum size permitted is 25 MB per file.

Name	Type	Size	Latest Update	Document Status	Action
Copy of Valid Registration.docx	Copy of Valid Registration No	12.31 KB	06/06/2019	Uploaded	Actions ▾
Narrative_signed_by_LP.pdf	Narrative for Fire Protection signed by Licensed Professional	134.48 KB	06/06/2019	Uploaded	Actions ▾
PLAN_STAMPED_BY_LP.pdf	Plans signed by Licensed Professional	439.33 KB	06/06/2019	Uploaded	Actions ▾
Proof of Occupancy.pdf	Proof of Occupancy	33.02 KB	06/06/2019	Uploaded	Actions ▾
PVI1 Application.pdf	PVI-1 Application	1.09 MB	06/06/2019	Uploaded	Actions ▾

**Digital Signature** Edit

\* First Name : Jo  
\* Last Name : Mar  
\* Title/Role : Filing Representative

that I have read and complied with all instructions pertaining to this application and with supplementary schedules submitted.

**Electronic Signature**  
By checking this box below, I have affixed my electronic signature above hereto and certify that I have not shared my password with anyone and that I am responsible for the entries made in this application filed on the date captured below, that I have personally reviewed all of the information contained in the application and it is true and complete to the best of my knowledge.

By checking this box, I agree to the above certification and electronic signature. Date: 06/06/2019

**1** Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. **2** Submit Application

# FDNY Business: User Guide

Your application will be submitted and a Record number will be automatically created. You will receive an email confirmation with next steps.

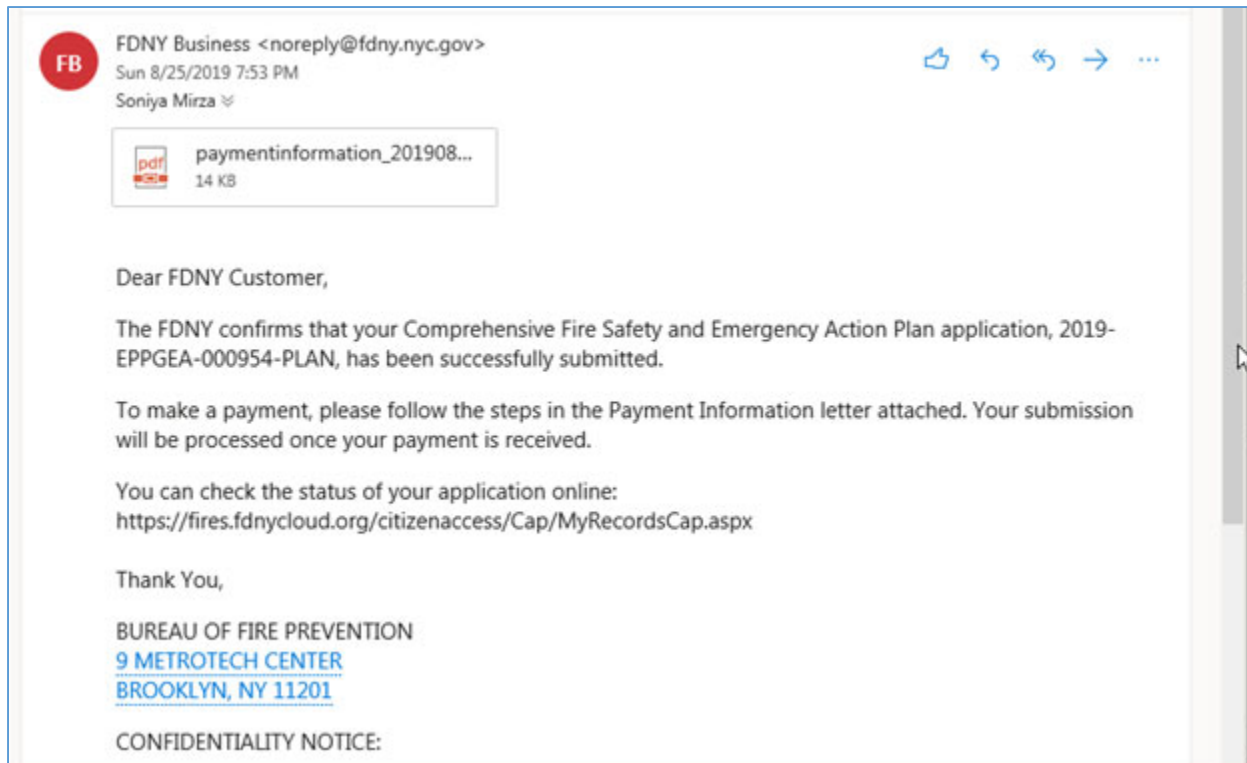
A confirmation page is displayed with instructions on how to make your payment (if applicable) via CityPay.

The screenshot shows the 'FDNY Business' interface. At the top, there are links for 'FDNY Dashboard' and 'Return to NYC Business'. The main heading is 'My Account'. Below this, there are navigation links: 'Home', 'Announcements', 'Logged in as: Jo Mar', 'My Folders (3)', 'Account Management', and 'Logout'. There are also buttons for 'Create an Application' and 'Search Applications'. The main content area is titled 'Fire Protection Plan' and shows a progress bar with six steps: 1, 2 Contact Information, 3 Application Information, 4 Supporting Documents, 5 Review and Submit, and 6 Confirmation and Payment. Step 6 is highlighted, and a green checkmark icon is shown next to the text: 'Your application has been successfully submitted, but processing will not occur until payment is made (if applicable)'. Below this, there is a 'Thank you for using our online services.' message, followed by the record number: 'Your Record Number is 2019-EPPGFP-000589-PLAN.'. There is a note about online payment instructions and a button labeled 'Online Payment Instruction'. At the bottom, there is a footer note: 'To view all of your records, click on the Home button, then My Records. From there, you can check on the status of each record by clicking on the record number.'

**TIP:** If payment is not required or the applicant requested a fee exemption, the **Online Payment Instruction** button will not appear on the confirmation page.

# FDNY Business: User Guide

The applicant will receive an email notification along with the payment instructions.

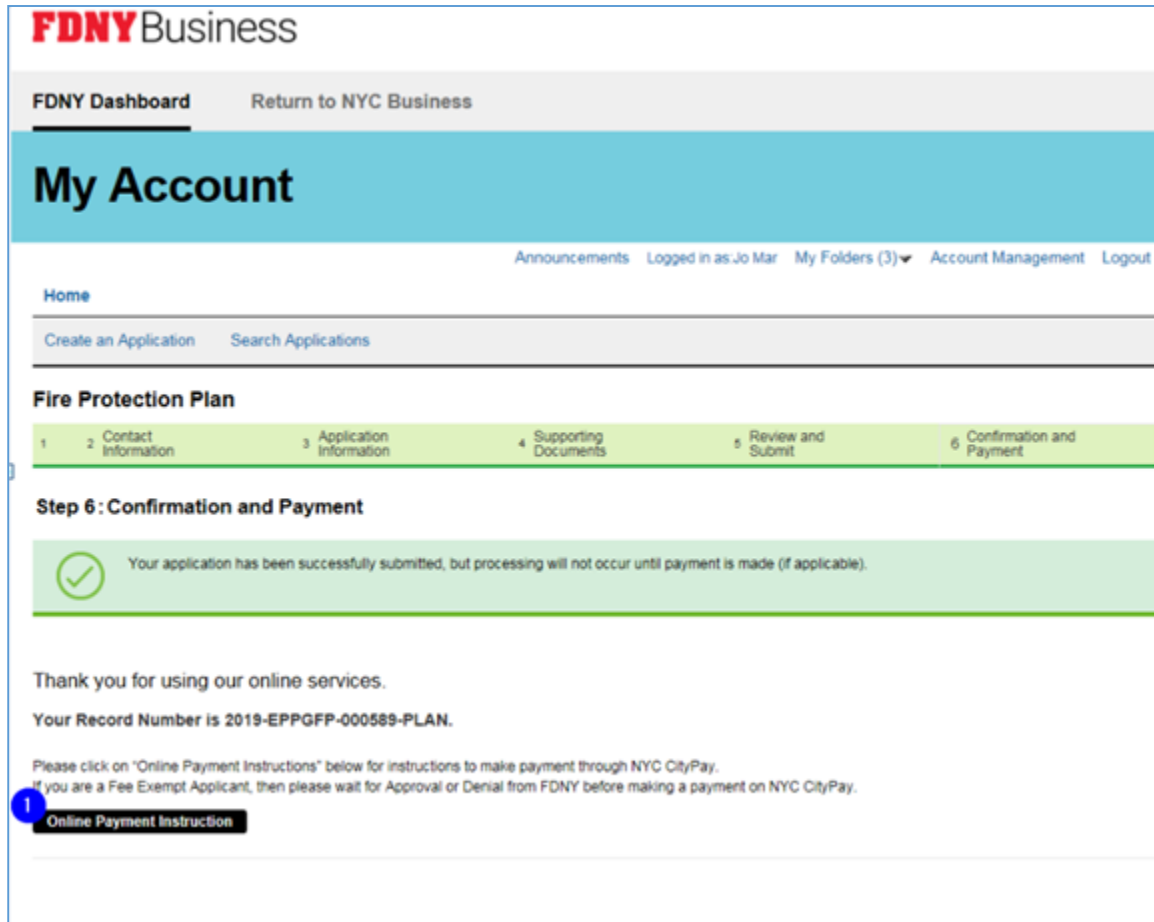


You can follow the instructions in the Payment Instruction documents and make your payment on CityPay Website. Note: You can find this payment instructions document on the receipt page displayed immediately after application submission.

## Making a Payment via CityPay

In order to make a payment after submitting an application, you will need to:

1. Click the **Online Payment Instruction** link on the Confirmation and Payment page or make payment later by selecting the link in the email confirmation you will receive.



Payment instructions window is displayed.

**TIP:** You will also receive payment instructions as an attachment along with the confirmation email

1. Copy the **Account Number** by selecting the entire 8 digits number, press Ctrl + C keys to copy the Account number.
2. Click the [Click here](#) link. You will be redirected to the City Pay website where you can process your credit card payment online.



## FIRE DEPARTMENT OF NEW YORK 9 METROTECH CENTER BROOKLYN, NY 11201

### Payment Information

Payment can be made online on the NYC CityPay website using the 8 digit Account Number listed below. Please note the payment made online on NYC CityPay website will be reflected within 2 to 5 business days. Once the payment is posted, status of your application will be changed from "Payment Pending" to "Application Submitted" on FDNY Public Portal.

To make the payment online, please follow the instruction below:

**Account Number** 39073333

1) Copy the above 8 digit Account Number. Use this Account Number on the NYC CityPay website to complete the payment.

2) [Click here](#) to go NYC CityPay website.

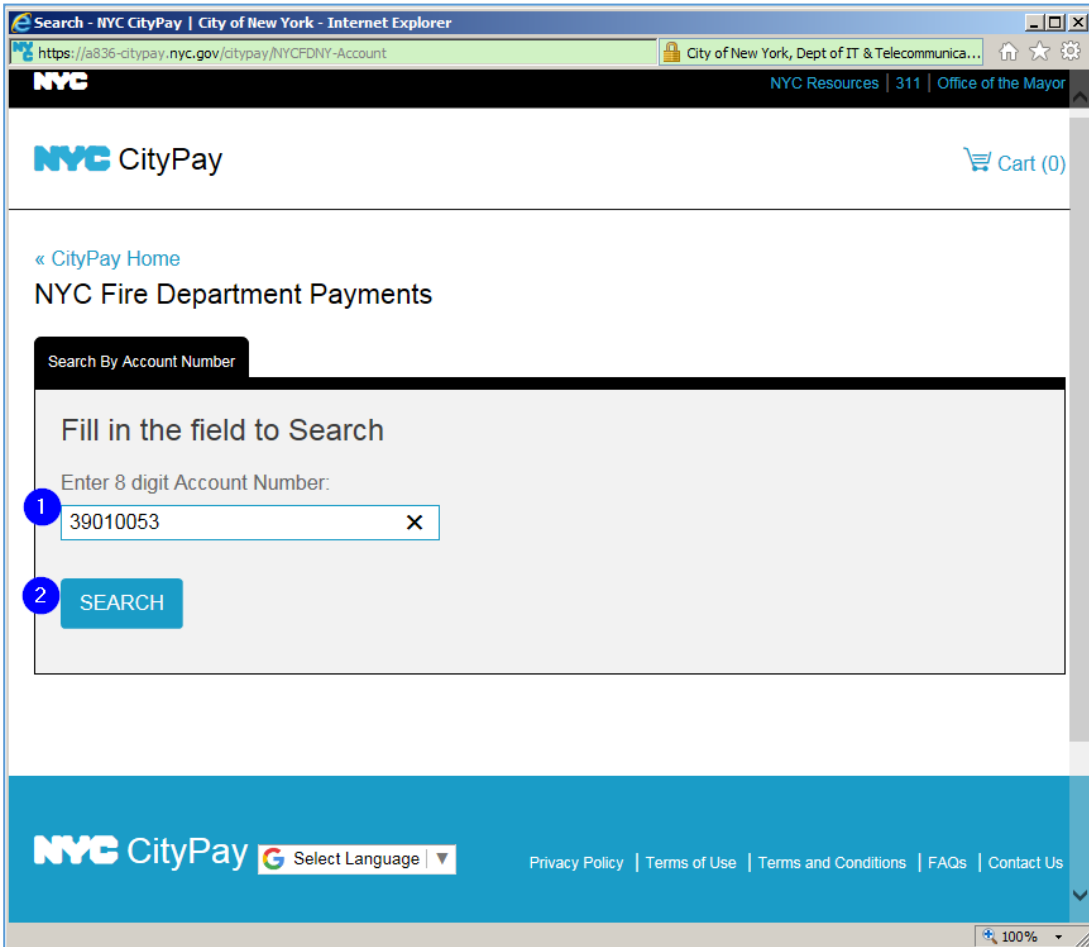
If the link does not work, you can copy the link below manually. If the 8 digit Account Number is blank, please contact the FDNY Customer Support Center at 311.

NYC City Pay website link: <http://a836-citypay.nyc.gov/citypay/NYCFDNY-Account>

**TIP:** You may also make an E-Check payment via Citypay

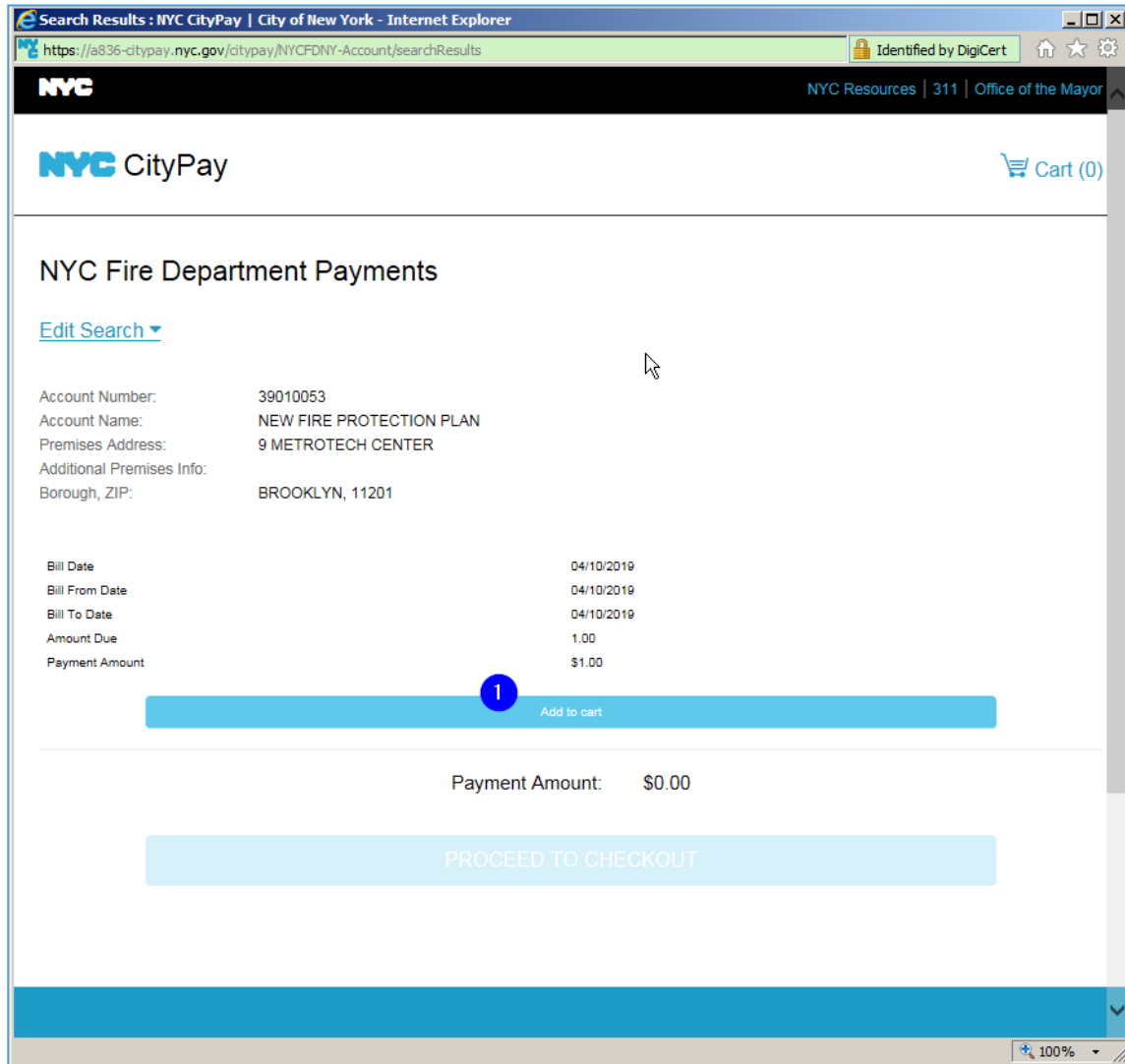
# FDNY Business: User Guide

1. Type or paste the **Account Number** in to the **Enter 8 digit Account Number** field (press Ctrl + V keys to paste your account number into the field).
2. Click **Search**. The system will locate your account in CityPay and display the payment amount that is due.



# FDNY Business: User Guide

1. Click **Add to cart**.





# FDNY Business: User Guide

1. Click 'PROCEED TO CHECKOUT' button.

The screenshot shows the NYC CityPay website interface. At the top, there is a navigation bar with the NYC logo and links for 'NYC Resources', '311', and 'Office of the Mayor'. Below this is the 'NYC CityPay' header and a shopping cart icon labeled 'Cart (1)'. The main content area is titled 'NYC Fire Department Payments' and includes an 'Edit Search' link. A table displays account details:

Account Number:	39010053
Account Name:	NEW FIRE PROTECTION PLAN
Premises Address:	9 METROTECH CENTER
Additional Premises Info:	
Borough, ZIP:	BROOKLYN, 11201

Bill Date	04/10/2019
Bill From Date	04/10/2019
Bill To Date	04/10/2019
Amount Due	1.00
Payment Amount	\$1.00

Below the table, there is a 'Remove' button with an 'x' icon. The total 'Payment Amount' is displayed as '\$1.00'. A large blue button labeled 'PROCEED TO CHECKOUT' with a circled '1' is prominently displayed. The footer contains the NYC CityPay logo, a 'Select Language' dropdown menu, and links for 'Privacy Policy', 'Terms of Use', 'Terms and Conditions', 'FAQs', and 'Contact Us'. The browser window title is 'Search Results : NYC CityPay | City of New York - Internet Explorer' and the address bar shows 'https://a836-citypay.nyc.gov/citypay/NYCFDNY-Account/searchResults'.

## Paying by Credit Card:

1. Click **Credit Card**.
2. Provide your Billing Information as required
3. Click **Continue**

*\*\* Note: You can also pay eCheck*

Payment Details: NYC CityPay | City of New York - Internet Explorer  
https://a836-citypay.nyc.gov/citypay/NYCFDNY-Account/enterPaymentDetails#/credit-card

NYC CityPay

Enter Payment Details

1. Select Items 2. Enter Payment 3. Review and Pay

Item Total: \$1.00  
Service Fee: \$0.02  
Payment Amount: \$1.02

Account #: 36010553  
Bill Date: 04/10/2019  
Description: TOTAL INVOICE AMOUNT \$1.00

Credit Card

Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.

Billing Information

If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card.

1. Credit Card

2. Billing Information

3. CONTINUE

You can review the payment before it's final.

**TIP:** You may need to zoom out by using the tools icon on the top right corner or directly on the right bottom corner of the screen to view the payment details window.

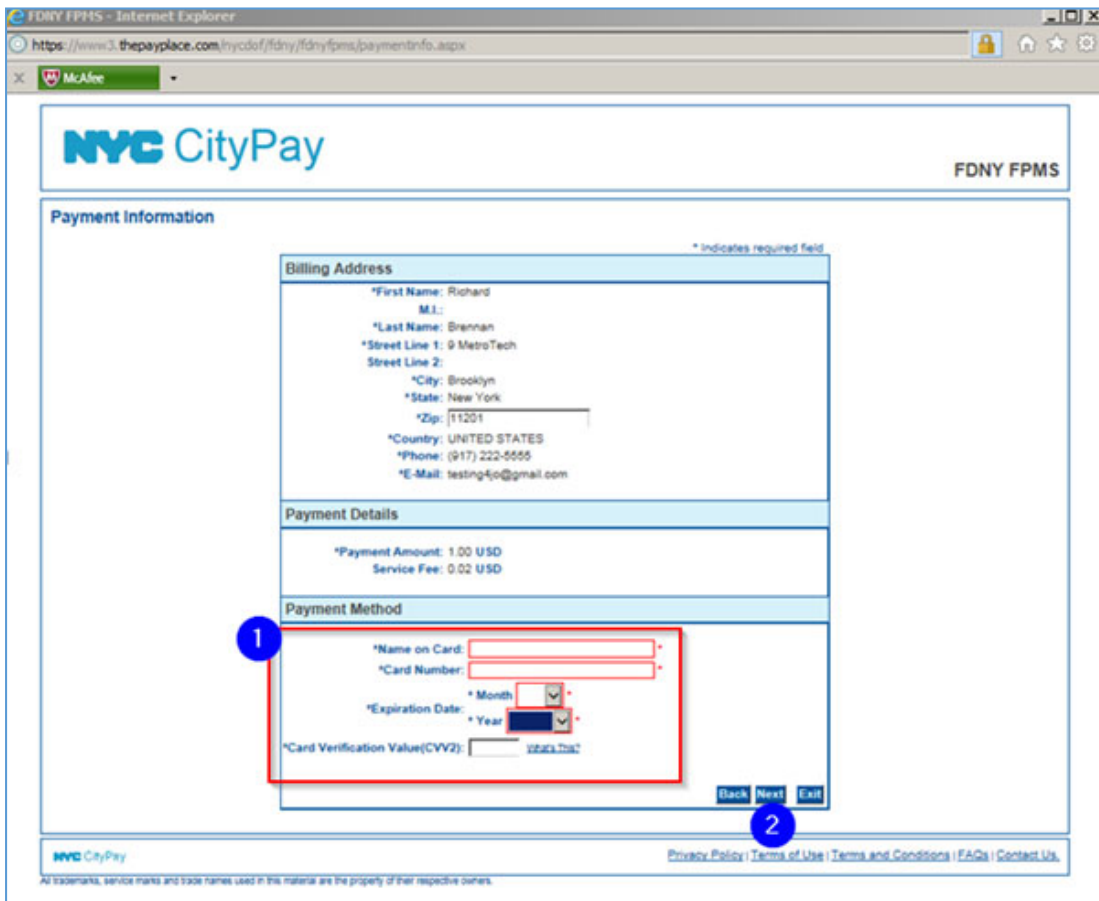
# FDNY Business: User Guide

1. On the **Pay by Credit Card** screen, Click **Next**



Payment information window is displayed

1. Enter all required (\*) credit card payment information.
2. Click **Next**.



# FDNY Business: User Guide

Review and confirm if all the information is correct, then:

1. Click **Pay Now**.

FDNY FPMS - Internet Explorer  
https://www3.thepayplace.com/nycdof/fdny/fdnyfpms/paymentreview.aspx

**NYC CityPay** FDNY FPMS

### Payment Review

By clicking "**Pay Now**" you:

1. confirm that you are authorized to instruct this payment using the credit card, debit card or checking account included in your payment instructions;
2. authorize the City of New York to charge your account for the payment amount and, if applicable, the Service Fee;
3. confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith;
4. acknowledge that you have read and agree to the Terms and Conditions for using this site.

Address	
Billing Address: Richard Brennan @ MetroTech Brooklyn, NY 11201 (917) 222-5555 testing4o@gmail.com	
Payment Method	
Credit Card Richard Brennan x2332 12/20	
Payment Amount	
Amount:	1.00 USD
Service Fee:	0.02 USD
<b>Total:</b>	<b>1.02 USD</b>

**1**  
[Back](#) [Pay Now](#) [Exit](#)

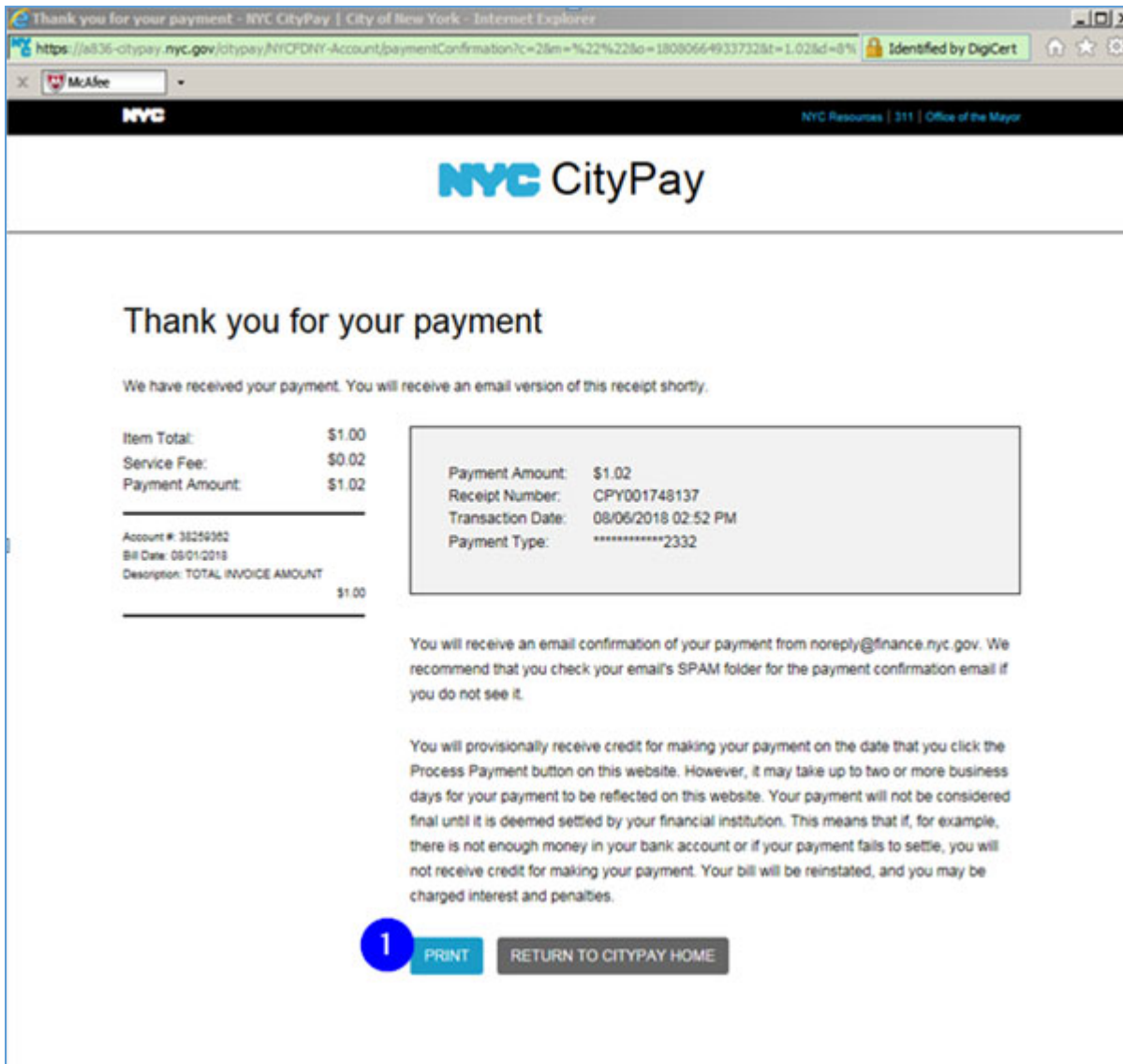
NYC CityPay [Privacy Policy](#) | [Terms of Use](#) | [Terms and Conditions](#) | [FAQs](#) | [Contact Us](#)

All trademarks, service marks and trade names used in this material are the property of their respective owners.

# FDNY Business: User Guide

A confirmation page will be displayed confirming your payment has been made. An email confirmation will also be sent to the email you provided.

1. Click **Print** if you want to print a copy of the payment confirmation.



# FDNY Business: User Guide

## Paying using an eCheck:

1. Click **eCheck**.
2. Provide your Billing Information as required.
3. Click **Continue**

Payment Details : NYC CityPay | City of New York - Internet Explorer  
https://a836-citypay.nyc.gov/citypay/NYCFDNY-Account/enterPaymentDetails#/credit-card City of New York, Dept of IT & Telecommunicati... NYC Resources | 311 | Office of the Mayor

### NYC CityPay

Cart (1)

## Enter Payment Details

1. Select Items 2. Enter Payment 3. Review and Pay

Item Total: \$1.00  
Service Fee: \$0.02  
Payment Amount: \$1.02

Account #: 39010053  
Bill Date: 04/10/2019  
Description: TOTAL INVOICE AMOUNT \$1.00

**1** eCheck Credit Card

Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.

### Billing Information

If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card.

**2** First Name \*  
Last Name \*  
Country \* United States  
Address \*  
City \*  
State \* Select State  
Postal Code \*  
Phone \*  
Email \*  
Re-enter Email \*

**3** CONTINUE

You can review the payment before it's final.

**TIP:** You may need to zoom out by using the tools icon on the top right corner or directly on the right bottom corner of the screen.

## Editing an Application

The application will be editable at certain application statuses. These statuses vary based on the Plan Type:

Plan Type	Application Status when edit is allowed
<b>Comprehensive Fire Safety and Emergency Action Plan</b>	Payment Pending, Additional Information Requested, Letter of Deficiency, Special Conditional Acceptance
<b>Comprehensive Fire Safety and Emergency Action Plan Amendment</b>	Additional Information Requested, Amended Letter of Deficiency
<b>Fire Safety and Evacuation Plan</b>	Payment Pending, Additional Information Requested, Letter of Deficiency, Special Conditional Acceptance
<b>Fire Safety and Evacuation Plan Amendment</b>	Payment Pending, Additional Information Requested, Amended Letter of Deficiency
<b>Fire Protection Plan</b>	Payment Pending, Additional Information Requested, Letter of No Objection
<b>Fire Protection Plan Amendment</b>	Payment Pending, Additional Information Requested, Amended Letter of No Objection
<b>High Rise Residential (Non-sequential Floor) Plan</b>	Payment Pending, Additional Information Requested, Letter of Deficiency
<b>High Rise Residential (Non-sequential Floor) Amendment</b>	Payment Pending, Additional Information Requested, Amended Letter of Deficiency

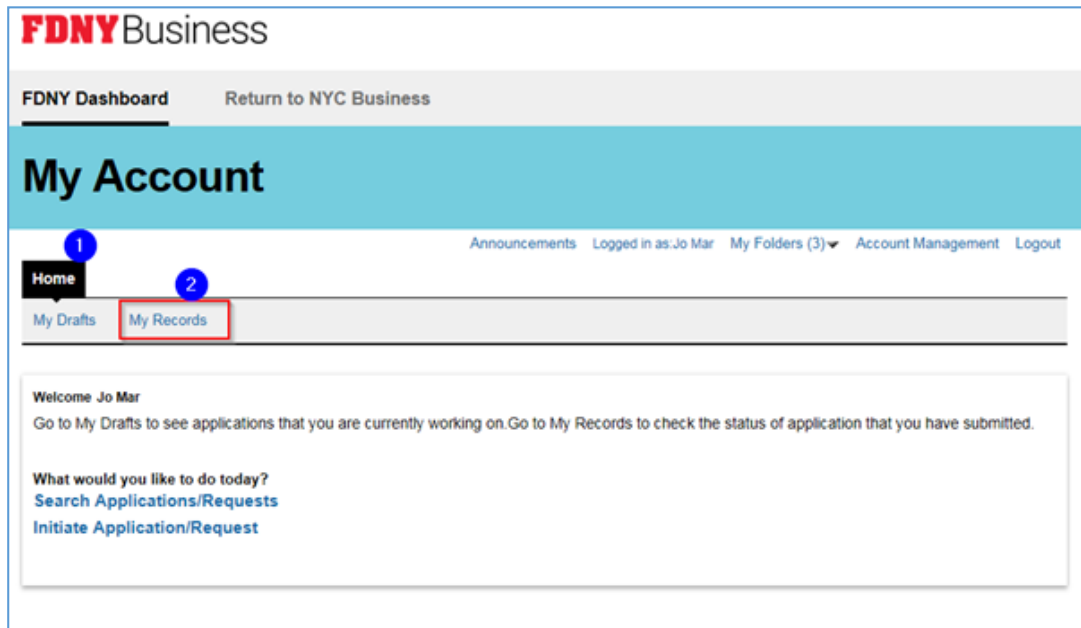
*\*\*Note: For more information on what can be changed in a specific status, please refer [“Editing Premises Address and Contact”](#) chapter.*

# FDNY Business: User Guide

To edit a recently submitted application:

1. Click **Home**.
2. Click **My Records**.

*\*\* Note: You will not be able to perform any edits after the payment is complete or after FDNY review has begun.*



**TIP:** You can only edit an application if the **Edit** link is available for a record under **My Records** tab



Locate the Application record you want to edit, then:

1. Click the **Edit** link.

**\*\*Note:** If there is no **Edit** link displayed next to a record, that record is no longer available for edit.

**My Account**

Announcements Logged in as:FD432Z6E My Folders (4) Account Management Logout

Home

My Drafts My Records

**Add to My Folders:** Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

**Edit:** In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

Services

Showing 1-9 of 9 | Download results | Add to My Folders

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	10/01/2019	2019-EPPGFP-001338-PLAN	Fire Protection Plan	Payment Pending	12 BROADWAY, BROOKLYN, NY, 11211-1201	<a href="#">Edit</a>
<input type="checkbox"/>	09/25/2019	19TMP-004222	Fire Safety and Evacuation Plan		12 BROADWAY, BROOKLYN, NY, 11211-1201	<a href="#">Resume Application</a>
<input type="checkbox"/>	09/25/2019	<a href="#">REC19-00000-001NS</a>	PDF Intake		12 BROADWAY, Brooklyn, NY, 112111201	

# FDNY Business: User Guide

Locate the section you will like to edit, then:

1. Click the **Edit** button on the section header.

### Fire Protection Plan

1 Contact Information   2 Application Information   3 Supporting Documents   4 Review and Submit   5 Confirmation and Payment

#### Step 5: Review and Submit

Please review all information below. Click the "Edit" button(s) to make changes to sections or "Submit Updated Information" to submit.

**Record Type**

**Fire Protection Plan**

**City/State Agency Affiliation** Edit

Are you a City Agency or State Agency Employee who is applying on behalf of the agency?   No

**Premises Address** Edit

106 East 15th, New York, NY, 10003

**Additional Address Information** Edit

AKA Address:  
Floor#/Apt#/Suite#:  
Additional Information:

**Licensed Professional** View

azam quraishi   Business Phone:2345657869  
ABCL   NY Professional Engineer NY -5646757  
1123   aazammq02@gmail.com  
New Loudon Road  
Albany, NY, 12047  
azam quraishi  
E-mail:aazammq02@gmail.com

# FDNY Business: User Guide

The system will redirect you to the page/section which you want to edit.

1. Edit your information.
2. Click **Continue Application**.

The screenshot shows a web form titled "Additional Address Information". Below the title is a grey header bar with the text "Additional Address Information". Underneath is a sub-header: "Enter any additional information that might be helpful for FDNY to accurately identify the location of this site". The form contains three input fields: "AKA Address:" with the value "Training Building", "Floor#/Apt#/Suite#:" with the value "Unit 105", and "Additional Information:" which is empty. A red box highlights the input fields, with a blue circle containing the number "1" pointing to the "AKA Address" field. At the bottom right of the form is a black button with the text "Continue Application" and a right-pointing arrow, with a blue circle containing the number "2" pointing to the button.

# FDNY Business: User Guide

In the Summary page you will be able to edit any of the sections by clicking on the **Edit** button of each section.

You will need to agree to the certification and electronic signature before re-submitting your application:

1. To do so, check the check box.
2. Click **Submit Updated Information**

**Digital Signature** Edit

\* First Name : Jo  
\* Last Name : Mar  
\* Title/Role: Building Owner

I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, I may be barred from filing further applications or documents with the Fire Department. I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared or supervised the preparation of this application, and the plans, documents and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and documents, and specifications herewith submitted, comply with the provisions of the NYC Administrative Code, including the New York City Fire Code and other applicable laws, codes and rules. I understand that...

**1**  By checking this box, I agree to the above certification and electronic signature. Date: 06/06/2019

**2** **Submit Updated Information**

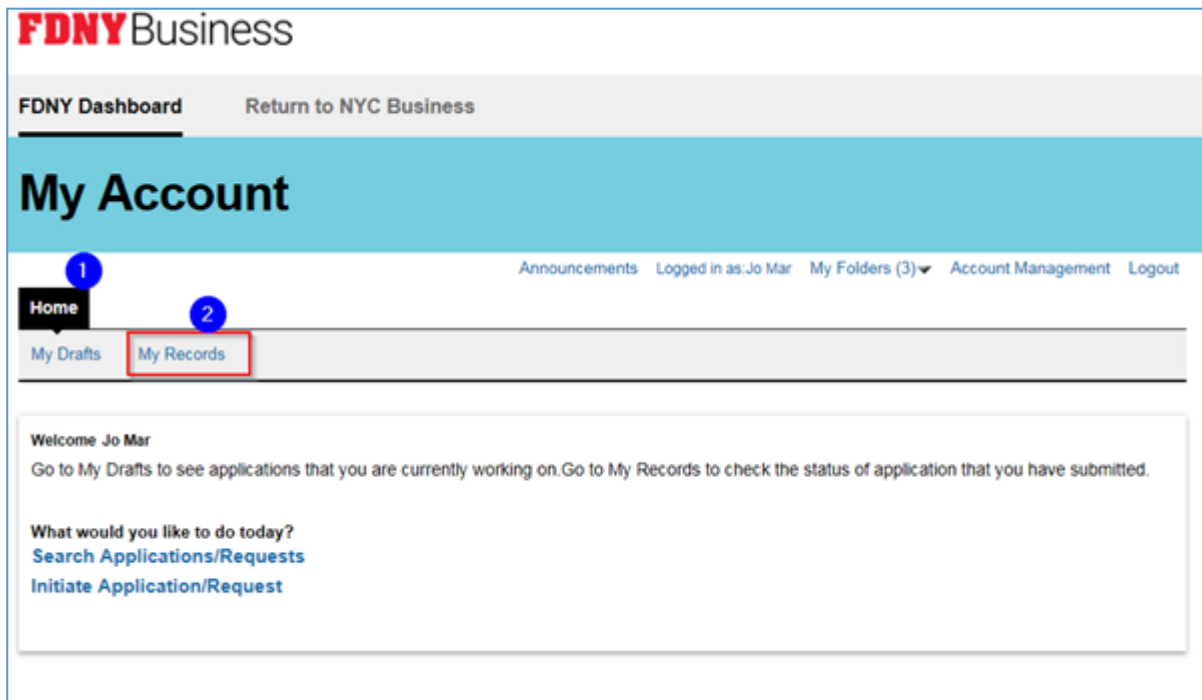
A confirmation message is displayed.

The screenshot displays the 'My Account' interface. At the top, there is a navigation bar with links for 'Announcements', 'Logged in as: Jo Mar', 'My Folders (3)', 'Account Management', and 'Logout'. Below this is a 'Home' section with buttons for 'Create an Application' and 'Search Applications'. A prominent green message box with a checkmark icon states: 'Updated information for the record (2019-EPPGFP-000599-PLAN) has been successfully submitted.' Below the message is a 'General Search' section with a dropdown menu set to 'General Search'. The search filters include: 'Record Number:' (empty text box), 'Record Type:' (dropdown menu with '--Select--'), 'Start Date:' (text box with '06/06/2016' and a calendar icon), and 'End Date:' (text box with '06/06/2019' and a calendar icon).

## Downloading Supporting Documents or System generated output documents

To download the output forms from an application previously submitted and/or approved online, follow the below steps:

1. Click **Home**.
2. Click **My Records**.



# FDNY Business: User Guide

Locate the application from which you would like to download the output document/supporting documents, then:

1. Click the **Record Number** (link).

**My Account**

Announcements Logged in as: Anil Aturi My Folders (3) Account Management Logout

Home

My Drafts My Records

**Add to My Folders:** Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

**Edit:** In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

Services

Showing 1-10 of 85 | Download results | Add to My Folders | Copy Record

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	06/06/2019	2019-EPPGEA-000592-PLAN	Comprehensive Fire Safety and Emergency Action Plan	Payment Pending	12 BROADWAY, QUEENS, NY, 11414-3956	Edit
<input type="checkbox"/>	06/04/2019	19TMP-001988	Fire Safety and Evacuation Plan		12 BROADWAY, BROOKLYN, NY, 11249	Resume Application
<input type="checkbox"/>	06/04/2019	REC19-00000-000N0	PDF Intake			
<input type="checkbox"/>	06/04/2019	19TMP-001990	Fire Safety and Evacuation Plan		503 LENOX AVENUE, Manhattan, NY, 100371801	Resume Application
<input type="checkbox"/>	06/04/2019	2019-EPPGEA-000575-PLAN	Comprehensive Fire Safety and Emergency Action Plan	Additional Info Received	12 BROADWAY, QUEENS, NY, 11414-3956	

The record details will be displayed.

1. Click on **“Record Info”** menu, click on the down arrow next to Record Info
2. Click on **Supporting Documents**.

The Supporting Documents section will display a list of all supporting documents associated with the record at the bottom of the page. Supporting Documents will contain files uploaded by the applicant, and also system-generated files once the application review has been completed.

**My Account**

Announcements Logged in as: Anil Aturi My Folders (3) Account Management Logout

Home

Create an Application Search Applications

**Record 2019-EPPGEA-000575-PLAN:** [Add to collection](#)

**Comprehensive Fire Safety and Emergency Action Plan**

**Record Status: Additional Info Received**

Record Info ▼

Record Details

Related Records

**Supporting Documents**

Work Location

12 BROADWAY, QUEENS, NY, 11414-3956

**Record Details**

**Applicant:** Anil Aturi **Licensed Professional:** Licenced Professional anil.aturi@gmail.com

**TIP:** If you access the output PDF forms under “Supporting Documents” while your application is under review, then all the output PDF forms will be marked as ‘Draft’.

**IMPORTANT:** After a plan and/or amendment has been accepted, you can download the final output documents by scrolling down in “Supporting Documents” to select “Output Documents”.

The “Draft” watermark is removed from Output documents which can be provided to the Building Owner for their records.



# FDNY Business: User Guide

Locate the form under the **Name** column, then:

1. Click the **Name** (link).
2. Save as/download window is displayed at the bottom of the browser giving you the option to open or save the downloaded file, click the down arrow next to the **Save** button.
3. Click **Save as**.

A Save As pop-up window will open.

Record 2019-EPPGEA-000575-PLAN: Add to collection

### Comprehensive Fire Safety and Emergency Action Plan

Record Status: Additional Info Received

Record Info ▼

To Upload Documents : Please click on "Record Info" and select "Supporting Documents".

For faster creation of another record of the same type you can click "Copy Record" above to copy data from the application you've just submitted into the creation of a new record. The copied information can be edited. This feature is **not applicable** to Record Linking, Inspections/Tests, Amendments, Renewals, or Withdrawals, as well as any partially completed records.

#### Supporting Documents

\*Required Section  
Documents can be added/uploaded by following these steps:  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
4. Finally, click the Upload button to upload the documents to the application.

.PDF, .DWS, .DWG, .DGN, .STL, .WAVE, .WAV, .AIF, .MP3, .MID, .MPG, .MOV, .WMV, .RM, .TIFF, .JPEG, .GIF, .PNG, .PSD are the file types allowed to be uploaded. Maximum size permitted is 25 MB per file.

#### View People Attachments

Name	Type	Size	Latest Update	Document Status	Upload Date	Review Status
17 - A-2_Tb10.pdf	Output Document	1.05 MB		Generated by system	06/06/2019	
3 - Appendix A-2.pdf	Output Document	1.73 MB		Generated by system	06/06/2019	
14 - A-2_Tb17.pdf	Output Document	1.07 MB		Generated by system	06/06/2019	
18 - BIC.pdf	Output Document	182.80 KB		Generated by system	06/06/2019	
13 - A-2_Tb16_Comb.pdf	Output Document	1.05 MB		Generated by system	06/06/2019	

< Prev 1 2 3 Next >

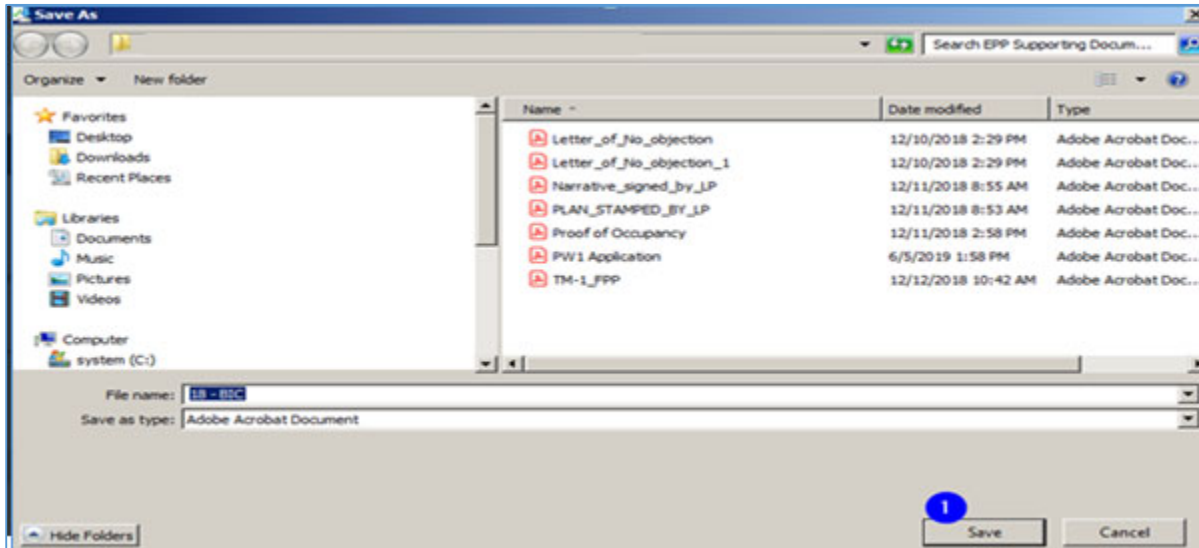
Select from My Account Add

Open Save Save as Save and open

# FDNY Business: User Guide

Locate the path on your computer where you want to save the file(s), then:

1. Click **Save**. Repeat these steps to download any additional files as needed.



## 4.2 Submit a Withdrawal Request

After submission of the application, the withdrawal option will be available depending on the type of application submitted.

The application will be allowed to be withdrawn when in certain application statuses, which vary based on the Plan Type:

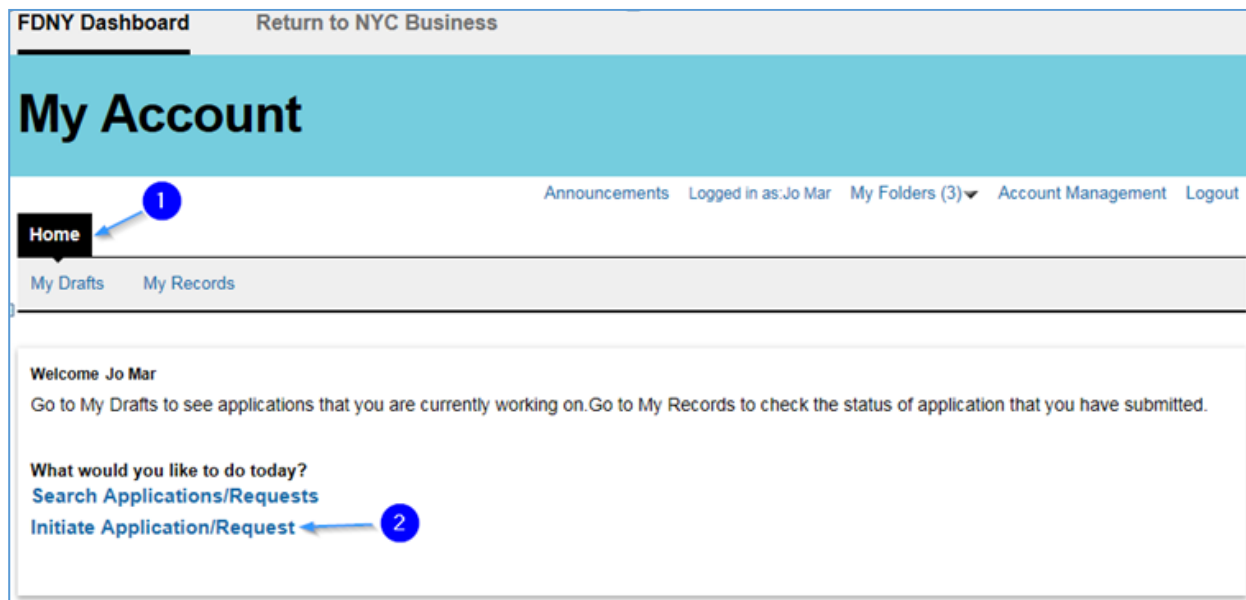
Plan Type	Application Status when Withdrawal is allowed
Comprehensive Fire Safety and Emergency Action Plan	Payment Pending, Fee Exemption Pending Approval, Not Required
Comprehensive Fire Safety and Emergency Action Plan Amendment	Fee Exemption Pending Approval, Not Required
Fire Safety and Evacuation Plan	Payment Pending, Fee Exemption Pending Approval, Not Required
Fire Safety and Evacuation Plan Amendment	Payment Pending, Fee Exemption Pending Approval, Not Required
Fire Protection Plan	Payment Pending, Fee Exemption Pending Approval, Not Required
Fire Protection Plan Amendment	Payment Pending, Fee Exemption Pending Approval, Not Required
High Rise Residential (Non-sequential Floor) Plan	Not Required

*\*\* Note: Once plan review has begun, you will not be able to submit a Withdrawal request.*

# FDNY Business: User Guide

Log into FDNY Business, and then follow the steps below to withdraw your application:

1. Click on **Home**.
2. Click on **Initiate Application/Request** link.



# FDNY Business: User Guide

1. Expand the **Emergency Planning and Preparedness** menu (click on the right arrow to expand the drop-down list).
2. Select **Withdrawal Request**
3. Click **Continue Application**.

The screenshot displays the 'My Account' interface. At the top, there is a navigation bar with links for 'Announcements', 'Logged in as: Jo Mar', 'My Folders (3)', 'Account Management', and 'Logout'. Below this is a 'Home' section with buttons for 'Create an Application' and 'Search Applications'. The main content area is titled 'Select An Application Type' and includes a prompt: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' A search input field contains the placeholder text 'What are you applying for today?' and a 'Search' button. A dropdown menu is expanded under the 'Emergency Planning and Preparedness' category, showing a list of application types with radio buttons. The 'Withdrawal Request' option is selected. At the bottom, there is a 'Continue Application »' button. Three blue callout boxes with numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the dropdown arrow, 2 points to the 'Withdrawal Request' radio button, and 3 points to the 'Continue Application' button.

**My Account**

Announcements Logged in as: Jo Mar My Folders (3) Account Management Logout

Home

Create an Application Search Applications

**Select An Application Type**

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

What are you applying for today? Search

Emergency Planning and Preparedness

- Comprehensive Fire Safety and Emergency Action Plan
- Comprehensive Fire Safety and Emergency Action Plan Amendment
- Fire Protection Plan
- Fire Protection Plan Amendment
- Fire Safety and Evacuation Plan
- Fire Safety and Evacuation Plan Amendment
- High-Rise Residential (Non-Sequential Floor) Plan
- High-Rise Residential (Non-Sequential Floor) Plan Amendment
- PDF Intake
- Withdrawal Request

Record Linking

Continue Application »

Withdrawal Request information page is displayed.

1. Enter **Plan Record ID** (required).
2. Enter **Reason for Withdrawal** (required).
3. Click **Continue Application**.

Home

Create an Application Search Applications

### Withdrawal Request

1 Withdrawal Information 2 Supporting Documents 3 Review and Submit 4 Confirmation and Payment

#### Step 1: Withdrawal Information > FDNY Record Number

\*Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

#### Withdrawal Information

Applications are Non-refundable.

\* Plan Record ID:  
1

\* Reason for Withdrawal:  
2

3 **Continue Application »**

**Save and Resume Later** Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.

# FDNY Business: User Guide

On the Supporting Documents page, attach any document(s) if needed (optional). To upload a document, refer to [Upload Document](#) section, then:

1. Click **Continue Application**.

**Withdrawal Request**

1 Withdrawal Information   2 Supporting Documents   3 Review and Submit   4 Confirmation and Payment

**Step 2: Supporting Documents > Attachment**

\*Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**Attachment**

\*Required Section  
Documents can be added/uploaded by following these steps:  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
4. Finally, click the Upload button to upload the documents to the application.

.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are the file types allowed to be uploaded.  
Maximum size permitted is 25 MB per file.

Name	Type	Size	Latest Update	Document Status	Action
No records found.					

**Select from My Account**   **Add**

**Save and Resume Later**   Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.   **Continue Application »**

# FDNY Business: User Guide

In order to continue with the Application, you must complete the Digital Signature section:

1. Enter your **First Name, Last Name**. This needs to match with the first and last name in your account profile.  
Enter the **Title/Role**.
2. Click **Continue Application**

**FDNY Business**

FDNY Dashboard    Return to NYC Business

## My Account

Announcements    Logged in as: Jo Mar    My Folders (3) ▾    Account Management    Logout

Home

Create an Application    Search Applications

### Withdrawal Request

1 Withdrawal Information    2 Supporting Documents    3 Review and Submit    4 Confirmation and Payment

#### Step 2: Supporting Documents > Digital Signature

\* Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

#### Applicant Certification

\* First Name :

\* Last Name :

\* Title/Roles :

**Save and Resume Later**    Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.    **Continue Application »**

**\*\*Note:** This information (First name and Last name) must match with the logged in user details.



# FDNY Business: User Guide

You will be directed to the Summary page.

In the Summary page you will be able to edit any of the sections by clicking on the Edit/View button against each section.

Finally, you will need to certify and provide electronic signature before submitting your application:

1. Check the box.
2. Click **Submit Application** to complete the Withdrawal request.

The withdrawal will be submitted and a Record number will be automatically generated for your withdrawal request.

### Attachment Edit

**\*Required Section**  
Documents can be added/uploaded by following these steps:  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
4. Finally, click the Upload button to upload the documents to the application.

PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are the file types allowed to be uploaded.  
Maximum size permitted is 25 MB per file.

Name	Type	Size	Latest Update	Document Status	Action
No records found.					

### Applicant Certification Edit

\* First Name : Jo  
\* Last Name : Mar  
\* Title/Roles : Building Owner

I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, I may be barred from filing further applications or documents with the Fire Department. I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared or supervised the preparation of this application, and the plans, documents and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and documents, and specifications herewith submitted, comply with the provisions of the NYC Administrative Code, including the New York City Fire Code and other applicable laws, codes and safety regulations.

1  By checking this box, I agree to the above certification and electronic signature. Date: 06/06/2019

**Save and Resume Later** Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. **Submit Application** 2

A Withdrawal request confirmation page is displayed.

The screenshot displays the 'My Account' interface. At the top, there is a navigation bar with links for 'Announcements', 'Logged in as: Jo Mar', 'My Folders (3)', 'Account Management', and 'Logout'. Below this is a 'Home' button and a search bar for applications. The main section is titled 'Withdrawal Request' and features a progress bar with four steps: 1. Withdrawal Information, 2. Supporting Documents, 3. Review and Submit, and 4. Confirmation and Payment. Step 4 is currently active. Below the progress bar, a green confirmation message states: 'Your request has been successfully submitted. No payment is required for the submission.' This message is accompanied by a green checkmark icon. Below the message, there is a thank you note: 'Thank you for using our online services.' At the bottom of the page, a footer provides instructions: 'To view all of your records, click on the Home button, then My Records. From there, you can check on the status of each record by clicking on the record number.'

# FDNY Business: User Guide

Upon submission of the withdrawal request, an email notification will be sent out to the applicant.

From: **FDNY Business** <[noreply@fdny.nyc.gov](mailto:noreply@fdny.nyc.gov)>  
Date: Wed, May 29, 2019 at 12:15 PM  
Subject: Application 2019-EPPGHR-000078-PLAN withdrawn  
To: <[fdnytest166@gmail.com](mailto:fdnytest166@gmail.com)>

Dear FDNY Customer,

The Fire Department of New York confirms that the Plan application 2019-EPPGHR-000078-PLAN has been successfully withdrawn. You can check the status of your application online: <https://fires-tst-apps.fdnyccloud.org/citizenaccess/Cap/MyRecordsCap.aspx>

Thank You,

BUREAU OF FIRE PREVENTION

9 METROTECH CENTER, BROOKLYN, N. Y. 11201 385

CONFIDENTIALITY NOTICE:

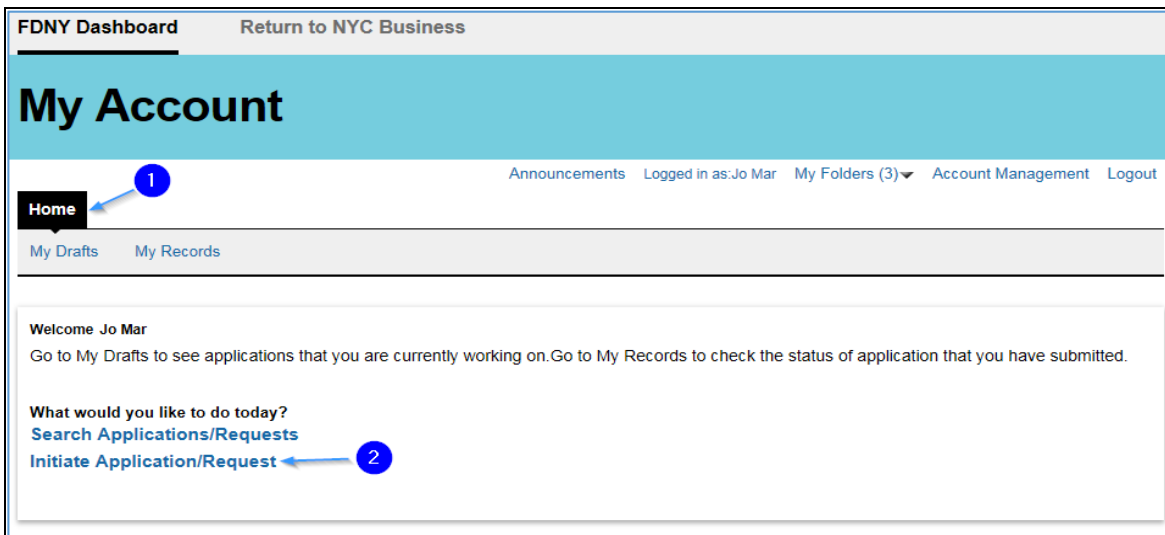
## 4.3 Submit an Amendment

An amendment can be submitted via the FDNY Business. An amendment can only be submitted to a previously accepted plan which has a letter of acceptance issued by the FDNY. Follow these steps to complete your amendment application.

### Initiate an Amendment

Log in to the FDNY Business Portal

1. Click on **Home**.
2. Click **Initiate Application/Request** link.



1. Expand the **Emergency Planning and Preparedness** menu (click on the right arrow to expand the drop-down).
2. Select an Amendment Application type (see below).
3. Click **Continue Application**.

**My Account** Announcements

**Home**

Create an Application Search Applications

**Select Type of Application**

Choose one of the following application types.  
Need help with FDNY Business? Please click [here](#) for more information.

What are you applying for today?

**1**  Emergency Planning and Preparedness

- Comprehensive Fire Safety and Emergency Action Plan
- 2**  Comprehensive Fire Safety and Emergency Action Plan Amendment
- Fire Protection Plan
- Fire Protection Plan Amendment
- Fire Safety and Evacuation Plan
- Fire Safety and Evacuation Plan Amendment
- High-Rise Residential (Non-Sequential Floor) Plan
- High-Rise Residential (Non-Sequential Floor) Plan Amendment
- PDF Intake
- Withdrawal Request

▶ Record Linking

**3**

**TIP**: To search for an application type, enter keyword in the “What are you applying for today?” box and click **Search**.

1. Select Yes or No under the City/State Agency affiliation

**My Account**

Announcements Logged in as: Rink B My Folders (0) Account Management Logout

Home

Create an Application Search Applications

**Fire Safety and Evacuation Plan Amendment**

1 Building Related Info 2 Equipment and Utilities 3 Building Components 4 Route and Procedures 5 Building Staff Info 6 7 8

**Step 1: Building Related Info > Building Information**

\* Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**Fee Exempt**

\* Are you a City Agency or State Agency Employee who is applying on behalf of the agency?  Yes  No **1**

# FDNY Business: User Guide

## Adding the Premises Address Information

1. Enter address information (enter any criteria)
2. Click **Search**. System will return all valid addresses based on entered criteria.

### Premises Address

**\*Required Section**  
Search for premises address by entering part or all of the address, then click Search. To avoid "Address Not Found", enter JUST the exact street number and a portion of the street name. For example, enter "440 lafa" instead of "440 Lafayette St, New York". If a matching address is found in the system, it will automatically populate the section or provide a list of potential matches.

If you do not find your address, search with different criteria or try using less criteria to increase the number of potential matches.

Address Type: ?  
--Select--

Building No.:       \* Address/Landmark:  X

\* City / Borough:       State:       Zip:

BIN:  ?      Block:       Lot:

**2**

# FDNY Business: User Guide

1. If the address you are looking for is not available, click the “x” on the right top corner of the window to close and enter new search criteria, otherwise:
2. Click on the correct address from the result list.
3. Click **Select**

Required Section

Search for premises address by entering part or all of the address, then click Search. To avoid “Address Not Found”, JUST the exact street number and a portion of the street name. For example, enter “440 lafa” instead of “440 lafayette St, New York”. If a matching address is found in the system, it will automatically populate the section or provide a list of potential matches. If you do not find your address, these are your options: Search with different criteria or try using less criteria to increase the number of potential matches. If the address is still not found, you can add the address to our registry by selecting “Yes” next to **New Address** and click **Search**.

### Address Search Result List

Addresses

Showing 1-3 of 3

	Address	City	State	Zip
2	<input checked="" type="radio"/> 12 BROADWAY, BROOKLYN, NY, 11249	BROOKLYN	NY	11249
	<input type="radio"/> 12 BROADWAY, QUEENS, NY, 11414-3956	QUEENS	NY	11414-3956
	<input type="radio"/> 2 BROADWAY TERRACE, MANHATTAN, NY, 10040-2714	MANHATTAN	NY	10040-2714

3 **Select**



# FDNY Business: User Guide

Upon selecting an address from the list, the system will use that address and automatically fill all fields displayed as “Premises Address”.

1. If the wrong address is selected in error you can select “**clear**” and the system will clear the selected address so the applicant may search again and select the correct address.

### Premises Address

\*Required Section

The plan must be filed under the address linked to the central alarm reporting company. This address is to be used throughout the plan. All Certificates of Fitness related to the plan must also be issued under the same said address.

Search for premises address by entering part or all of the address, then click **Search**. To avoid “Address Not Found”, enter JUST the exact street number and a portion of the street name. For example, enter “440 lafa” instead of “440 Lafayette St, New York”. If a matching address is found in the system, it will automatically populate the section or provide a list of potential matches.

If you do not find your address, search with different criteria or try using less criteria to increase the number of potential matches.

**Address Type:** ?  
Building/Address

*Building No.: 9	* Address/Landmark: METROTECH CENTER	
*City / Borough: BROOKLYN	State: NY	Zip: 11201-5431
*BIN: 3058187	Block: 02047	Lot: 0011

**Search** **Clear** 1

**TIP:** The “**Clear**” button is used to clear the selected address so the applicant may search again and select the correct address. The system does not allow adding a NEW address for an Amendment application.

# FDNY Business: User Guide

1. The “Additional Address Information” section is optional for all plan types except “FSP- Fire Safety and Evacuation”

*\*\*Note: For FSP Plans, additional questions related to Co-op are mandatory.*

2. Select “Is this a Condo Co-op?” (Required for Fire Safety and Evacuation applications only)

3. Select “Continue Application”

**Additional Address Information**

Enter any additional information that might be helpful for FDNY to accurately identify the location of this site.

AKA Address:  1

Floor#/Apt#/Suite#:

Additional Information:

\*Is this a Condo Co-Op?:  Yes  No 2

Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. 3

# FDNY Business: User Guide

## Provide the Last Accepted Plan Record ID

1. Enter the **Plan Record ID** (the last accepted plan) you are amending  
*\*\*Note: If you are the applicant on the last accepted plan (the record you are amending,) the Record ID of the previously accepted plan for the provided premises address will be auto-populated.*
2. Click **Continue Application**

**My Account**

Announcements Logged in as: Jo Mar My Folders (3) Account Management Logout

Home

Create an Application Search Applications

**Fire Protection Plan Amendment**

1 Building Information 2 Building Related Info 3 Application Information 4 Supporting Documents 5 Review and Submit 6

**Step 1: Building Information > Record Details**

\* Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**Amendment Record Details**

This Record ID is valid. Please proceed by clicking "Continue Application" button.

\* Plan Record ID: 2019-EPPGFP-000708-PLAN

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button. Continue Application »

Home

Create an Application Search Applications

**Fire Safety and Evacuation Plan Amendment**

1 Building Related Info 2 Equipment and Utilities 3 Building Components 4 Route and Procedures 5 Building Staff Info 6 7 8

**Step 1: Building Related Info > Record Details**

\* Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**Amendment Record Details**

The system was unable to locate the record you specified. Please verify and re-enter the record ID.

\* Plan Record ID: 2019-EPPGFS-000757-PLAN

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button. Continue Application »

*\*\* Note: If the plan was not approved or is the incorrect plan, then the system will show the error message as shown above.*

# FDNY Business: User Guide

## Confirming Supporting Documents to be copied

1. Deselect the boxes for any documents you **do not** want to copy to your amendment application from the original plan application.

**\*\* Note:** By default all boxes will be checked. The system will give you an option to upload new documents prior to submission if needed. If the information is the same, leave all boxes selected to carry over documents from the previous approved plan.

2. Click **Continue Application**.

**\*\*Note:** As the Applicant, you are responsible to provide all required supporting documents. If the Plan Examiner identifies obsolete, incorrect or duplicate supporting documents, you may receive a Letter of deficiency or a Letter of disapproval.

**My Account**

Announcements Logged in as:Jo Mar My Folders (3) Account Management Logout

Home

Create an Application Search Applications

**Fire Protection Plan Amendment**

1 Building Information 2 Building Related Info 3 Application Information 4 Supporting Documents 5 Review and Submit 6

**Step 1: Building Information > Document Types**

\*Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**Document Types**

All supporting documents selected below will be copied in to the Amendment record. You can clear the checkbox for the document(s) you do not want to be copied.

Narrative for Fire Protection signed by Licensed Professional:

PW-1 Application:

Plans signed by Licensed Professional:

Proof of Occupancy:

**Save and Resume Later** Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. **Continue Application »**

**\*\*Note:** This screen is not applicable for the legacy (old) plans submitted prior to 10/03/2019

## Validating and Updating the Copied Data

As this is an amendment to a previously accepted plan, most of the information will already be available and copied from the previously accepted application. The applicant must review/update all sections on the web-forms.

- Update and validate data throughout application.
- Use the “**Edit/View**” or “**Remove**” links to update the information where needed.
- In some sections, the applicant will have to “**Delete**” the existing information and add new information.

### **\*\*Notes:**

- *If you are the applicant on the last accepted plan (the record you are amending), most of the information will be available and copied from the previously accepted application. If you are a new applicant, you will have to manually enter all information in the amendment application.*
- *For the Comprehensive Fire Safety and Emergency Action Plan amendments, the applicant is required to pay the full fees if the applicant has changed since the last accepted plan.*
- *All information except for the Job number (for Fire Protection Plan Amendment) is allowed to be amended.*

# FDNY Business: User Guide

## Validating or Uploading New Supporting Documents

As the applicant proceeds to the supporting document section, the applicant will have the option to review existing documents and delete/update documents as needed. See below.

1. Open the **Actions** menu.
2. Select **View Details** or **Delete** for any document you want to review or delete.
1. Use the **Select from My Account** or **Add** button to add more documents if necessary. Refer to the **Upload Document** section for more details on how to upload document.
3. Click **Continue Application**.

**Add/Upload Supporting Documents**

**\*Required Section**  
Documents can be added/uploaded by click following these steps  
1. Click the Add button below, then click Add again.  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
4. Finally, click the Upload button to upload the documents to the application.

.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are the file types allowed to be uploaded.  
Maximum size permitted is 25 MB per file.

Please remove all outdated supporting documents. Obsolete/outdated documents may result in a Letter of Deficiency/Disapproval.

Name	Type	Size	Latest Update	Document Status	Action
Floor Plan.pdf	Plans signed by Licensed Professional	579.39 KB	06/20/2019	Uploaded	Actions
Floor Plan.pdf	Plans signed by Licensed Professional	579.39 KB	06/20/2019	Uploaded	Actions
Narrative_signed_by_LP.pdf	Narrative for Fire Protection signed by Licensed Professional	134.48 KB	06/20/2019	Uploaded	Actions
PW1 Application.pdf	PW-1 Application	1.09 MB	06/20/2019	Uploaded	Actions
Proof of Occupancy.pdf	Proof of Occupancy	33.02 KB	06/20/2019	Uploaded	Actions

< Prev 1 2 Next >

**Select from My Account** **Add**

**Save and Resume Later** **Continue Application »**

Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.

**\*\*Note:** To open document in order to verify, click hyperlink for the document under **"Name"** column.

# FDNY Business: User Guide

Finally, before submitting the application, you will:

- Check the box under **Digital Signature**. This is mandatory for application submission.
- Click **Save Updated Information** to save and finalize all content.

The screenshot shows the 'Digital Signature' section of the application form. At the top right is an 'Edit' button. Below the title, there are input fields for 'First Name', 'Last Name', and 'Title/Role' (with 'Filing Representative/Expeditor' selected). A large text area contains a certification statement: 'including the New York City Fire Code or of a rule of any agency, I may be barred from filing further applications or documents with the Fire Department. I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared or supervised the preparation of this application, and the plans, documents and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and documents, and work shown thereon comply with the provisions of the NYC Administrative Code, including the New York City Fire Code and other applicable laws, codes and rules. I acknowledge that I have read and complied with all instructions pertaining to this application and with supplementary schedules submitted.' Below this is an 'Electronic Signature' section with a checkbox and the text: 'By checking this box below, I have affixed my electronic signature above hereto and certify that I have not shared my password with anyone and that I am responsible for the entries'. A red box highlights the checkbox and the text, with a blue circle containing the number '1' next to it. To the right is a 'Date:' label. At the bottom right, a 'Save Updated Information' button is highlighted with a red box and a blue circle containing the number '2'.

The Applicant will be redirected to the final “Supporting Documents Digital Signature” page.

- Enter your First Name, Last Name. This needs to match the first and last name in your account profile.
- Enter the Title/Role

1. Select “Continue Application”.

The screenshot shows the 'Fire Protection Plan' application page. At the top, there are links for 'Home', 'Create an Application', and 'Search Applications'. Below is a progress bar with six steps: 1. Contact Information, 2. Application Information, 3. Supporting Documents (highlighted in yellow), 4. Review and Submit, and 5. Confirmation and Payment. The main heading is 'Step 4: Supporting Documents > Digital Signature'. Below this is a note: '\* Note: 1. \*Indicates a required field. 2. You will be able to edit the details in this application from the “Review and Submit” page prior to final submission.' The 'Digital Signature' section contains a form with three fields: 'First Name' (with 'Jo' entered), 'Last Name' (with 'Mar' entered), and 'Title/Role' (with 'Building Owner' selected from a dropdown menu). At the bottom right, a 'Continue Application >' button is highlighted with a blue circle containing the number '1'.

## Reviewing and Submitting

You will have to agree to the certification and the electronic signature before submitting the application:

2. Check the box.
3. Click **Submit Application**

The application will be submitted and a Record number will be automatically generated.

### Edit Information Edit

Are you sure you have completed all the EDITs?

### Add/Upload Supporting Documents Edit

**\*Required Section**  
Documents can be added/uploaded by following these steps:  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
4. Finally, click the Upload button to upload the documents to the application.

PDF; DWS; DWG; DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are the file types allowed to be uploaded.  
Maximum size permitted is 25 MB per file.

Name	Type	Size	Latest Update	Document Status	Action
Floor Plan.pdf	Plans signed by Licensed Professional	579.39 KB	06/20/2019	Uploaded	Actions ▼
Floor Plan.pdf	Plans signed by Licensed Professional	579.39 KB	06/20/2019	Uploaded	Actions ▼
Narrative_signed_by_LP.pdf	Narrative for Fire Protection signed by Licensed Professional	134.48 KB	06/20/2019	Uploaded	Actions ▼
PW-1 Application.pdf	PW-1 Application	1.09 MB	06/20/2019	Uploaded	Actions ▼
Proof of Occupancy.pdf	Proof of Occupancy	33.02 KB	06/20/2019	Uploaded	Actions ▼

< Prev 1 2 Next >

### Digital Signature Edit

\* First Name : Jo  
\* Last Name : Mar  
\* Title/Role: Business Owner

I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the NYC Administrative Code, including the New York City Fire Code or a rule of any agency, I may be barred from filing further applications or documents with the Fire Department. I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared or supervised the preparation of this application, and the plans, documents and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and documents, \_\_\_\_\_

By checking this box, I agree to the above certification and electronic signature. Date: 06/20/2019

**1** Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. **2** Submit Application



A confirmation page will be displayed with the payment related instruction (if applicable) via CityPay. For more details on how to make a payment, refer to the [Making a Payment via CityPay](#) section.

## FDNY Business

[FDNY Dashboard](#) [Return to NYC Business](#)

# My Account

[Announcements](#) [Logged in as: Jo Mar](#) [My Folders \(3\)](#) [Account Management](#) [Logout](#)


[Home](#)

[Create an Application](#) [Search Applications](#)

### Fire Protection Plan Amendment

1	2 Building Related Info	3 Application Information	4 Supporting Documents	5 Review and Submit	6 Confirmation and Payment
---	-------------------------	---------------------------	------------------------	---------------------	----------------------------

#### Step 6 : Confirmation and Payment

 Your application has been successfully submitted, but processing will not occur until payment is made (if applicable).

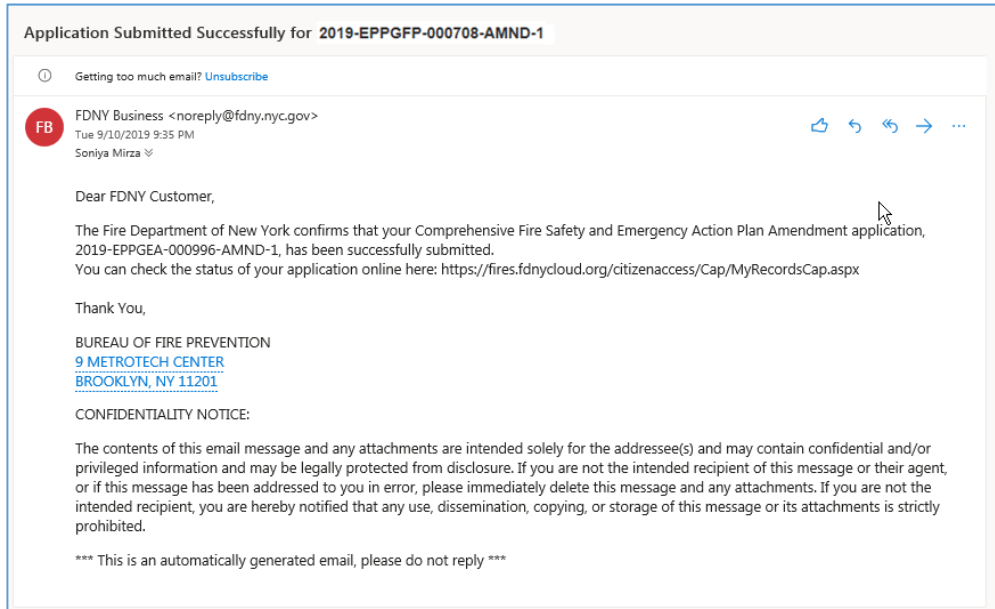
Thank you for using our online services.

Your Record Number is 2019-EPPGFP-000708-AMND-1.

To view all of your records, click on the Home button, then My Records. From there, you can check on the status of each record by clicking on the record number.

# FDNY Business: User Guide

System will send out email notification for the submission.



## \*\*Notes:

- *There is no fee for High Rise Residential (Non-Sequential Floor) Plan Amendment.*
- *For Comprehensive Fire Safety and Emergency Action Plan Amendment, fees will be charged based on FDNY's review time, you will be receiving invoice later.*
- *Upon approval of the amendment, the previous plan status will be set as either "Letter of Acceptance – OLD" or "Amended Letter of Acceptance – OLD" or "Letter of No Objection – OLD" or "Amended Letter of No Objection –OLD" depending upon the type of the amendment application.*

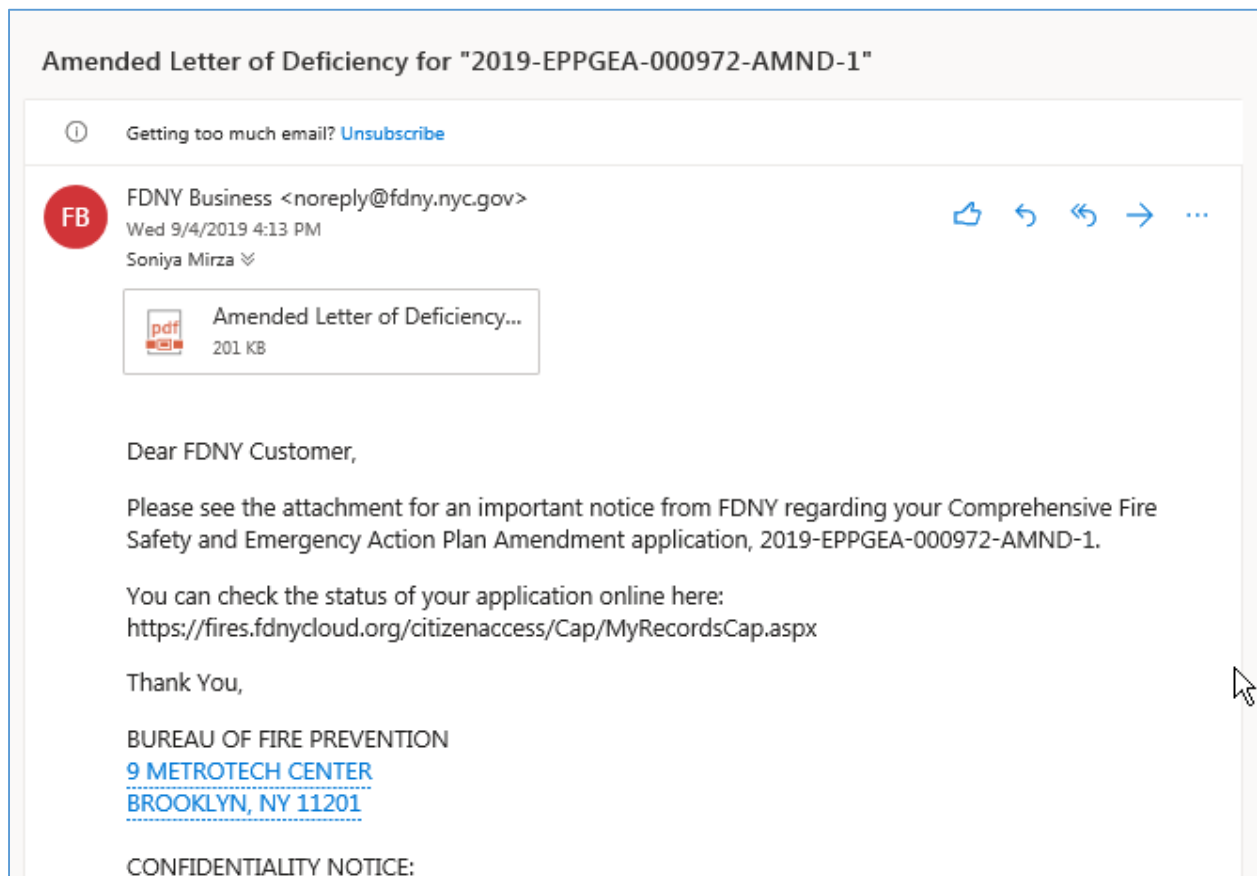
## 5 Resubmission

When an application is returned (the record status will reflect Additional Information Requested, Letter of Disapproval or Letter of Deficiency,) the applicant will receive an email notification with instructions and reason(s). Based on this information, the applicant will be able to edit the application once they login to the FDNY Business Portal using the link provided in the email notification.

If one of the below statuses are issued:

- Additional Information Requested
- Letter of Disapproval
- Letter of Deficiency

Go to your inbox, locate the email from FDNY Business and click the link (or copy and paste into your browser) provided in the email.



*\*\*Note: Only the applicant will receive this email*

# FDNY Business: User Guide

You'll be re-directed to **My Records** page of the FDNY Business.

*\*\*Note: Record ID can be located in the PDF attachment in the Email*

1. Locate the record ID (number) and click the **Edit** link under the **Action** column, to the right of the record.

**Home**

My Drafts My Records

**Add to My Folders:** Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

**Copy Record:** Check the box next to a record, then click **Copy Record** along the top of the records list. This will allow you to copy information from the checked record into the creation of a new record of the same record type. The copied information can be edited. This feature is **not applicable** to Record Linking, Inspections/Tests, Amendments, Renewals, or Withdrawals, as well as any partially completed records.

**Edit:** In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

**Services**

Showing 1-10 of 14 | Download results | Add to My Folders

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	06/23/2019	REC19-00000-000VB	PDF Intake			
<input type="checkbox"/>	06/23/2019	19TMP-002648	Comprehensive Fire Safety and Emergency Action Plan			Resume Application
<input type="checkbox"/>	06/21/2019	2019-EPPGFP-000760-PLAN	Fire Protection Plan	Application In Progress	12 BROADWAY, QUEENS, NY, 11414-3956	
<input type="checkbox"/>	06/20/2019	2019-EPPGFP-000708-AMND-1	Fire Protection Plan Amendment	Application In Progress	12 BROADWAY, QUEENS, NY, 11414-3956	
<input type="checkbox"/>	06/18/2019	19TMP-002503	Fire Protection Plan		12 BROADWAY, QUEENS, NY, 11414-3956	Resume Application
<input type="checkbox"/>	06/18/2019	2019-EPPGFP-000708-PLAN	Fire Protection Plan	Amendment In Progress	12 BROADWAY, QUEENS, NY, 11414-3956	
<input type="checkbox"/>	06/18/2019	2019-EPPGFP-000707-PLAN	Fire Protection Plan	Letter of Disapproval	12 BROADWAY, BROOKLYN, NY, 11249	<b>Edit</b>

3048 ERDCER 106 East 16th, New York

# FDNY Business: User Guide

The application will open on the **Review and Submit** page.

1. You will be able to update each section as needed.

The screenshot displays the 'My Account' page in the FDNY Business system. At the top, there is a navigation bar with 'FDNY Business' and 'Return to NYC Business' links. Below this is a progress bar for the application process, with eight steps: 1. Home, 2. Create an Application, 3. Search Applications, 4. Route and Procedures, 5. Building Staff Info, 6. Supporting Documents, 7. Review and Submit (highlighted in yellow), and 8. Confirmation and Payment. The main content area is titled 'Step 7: Review and Submit' and includes instructions to review information and click 'Edit' or 'Submit Updated Information'. The form contains several sections, each with an 'Edit' button: 'Record Type' (Fire Safety and Evacuation Plan), 'Fee Exempt' (Are you a City Agency or State Agency Employee...? No), 'Premises' (9 METROTECH, BROOKLYN, NY, 11201-5431), 'Additional Address Information' (AKA Address: BICtney Museum of American Art...), 'Licensed Professional' (Bini Joseph, NY Professional Engineer NY -7845127899), and 'Building Owner'.

# FDNY Business: User Guide

- To submit new or updated Supporting Documents (e.g. Floor Plans, Cover letter, Rise Diagram, BIC schematics, etc.), click the **“Edit”** button under **“Add/Upload Supporting Documents”**.

**Add/Upload Supporting Documents** Edit

**\*Required Section**  
Documents can be added/uploaded by following these steps:  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
4. Finally, click the Upload button to upload the documents to the application.

.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are the file types allowed to be uploaded.  
Maximum size permitted is 25 MB per file.

Name	Type	Size	Latest Update	Document Status	Action
Copy of Valid Registration.docx	Copy of Valid Registration No	12.31 KB		Uploaded	Actions ▼
PLAN_STAMPED_BY_LP.pdf	Plans signed by Licensed Professional	439.33 KB		Uploaded	Actions ▼
PWI1 Application.pdf	PWI-1 Application	1.09 MB		Uploaded	Actions ▼
Proof of Occupancy.pdf	Proof of Occupancy	33.02 KB		Uploaded	Actions ▼
Narrative_signed_by_LP.pdf	Narrative for Fire Protection signed by Licensed Professional	134.45 KB		Uploaded	Actions ▼

< Prev 1 2 Next >

*\*\* Note: It is required that you submit a cover letter with any revision of the application. That cover letter will be uploaded under “Add/Upload Supporting Documents”.*

# FDNY Business: User Guide

1. Select **“Add”**. This will allow you to upload all supporting documents that are required.

Note: Refer to chapter [Upload Document](#) for more details on how to upload documents.

2. Once all the attachments have been uploaded, click the **Continue Application**.

**Add/Upload Supporting Documents**

**\*Required Section**  
Documents can be added/uploaded by following these steps

1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.
4. Finally, click the Upload button to upload the documents to the application.

Maximum size permitted is 25 MB per file.

Name	Type	Size	Modified Date	Document Status	Action
Ra.pdf	Letter dated, signed and sealed by a NYS Licensed Design Professional	17.01 KB	09/27/2019	Uploaded	Actions ▾
narrative.pdf	Cover Letter	56.78 KB	09/27/2019	Review Complete	Actions ▾
Floor plan.pdf	Floor Plan	35.90 KB	09/27/2019	Uploaded	Actions ▾
Floor plan.pdf	Cover Letter	35.90 KB	10/01/2019	Uploaded	Actions ▾
Owner Cert.pdf	Owner's Certification	58.44 KB	09/27/2019	Uploaded	Actions ▾

< Prev 1 2 3 4 5 6 Next >

Select from My Account **Add** 1

**Continue Application »** 2

# FDNY Business: User Guide

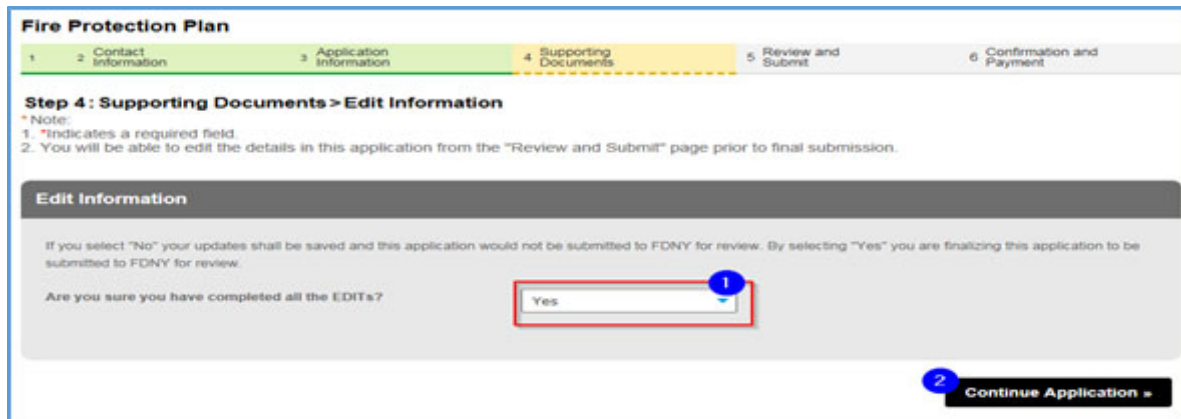
1. Once all edits are done, and the application is ready to be submitted, you must update the answer under the “Edit Information” section.



**Edit Information** 1

Are you sure you have completed all the EDITs?

1. Select “Yes” once you have completed all the necessary updates.
2. Click **Continue Application**.



**Fire Protection Plan**

1 2 Contact Information 3 Application Information 4 Supporting Documents 5 Review and Submit 6 Confirmation and Payment

**Step 4: Supporting Documents > Edit Information**

\*Note:  
1 \*Indicates a required field.  
2. You will be able to edit the details in this application from the “Review and Submit” page prior to final submission.

**Edit Information**

If you select “No” your updates shall be saved and this application would not be submitted to FDNY for review. By selecting “Yes” you are finalizing this application to be submitted to FDNY for review.

Are you sure you have completed all the EDITs?  1

2

**TIP:** If “No” is selected, after clicking “Continue Application,” your application will be saved and **not** submitted to FDNY for Review. Selecting “No” is essentially saving for your application for additional updates.



You will be redirected to the “Supporting Documents Digital Signature” page. The Applicant’s First Name, Last Name and Title/Role will be pre-populated.

1. Verify the information is correct then click the **Continue Application**.

The screenshot displays the 'Fire Protection Plan' application process. At the top, there are links for 'Home', 'Create an Application', and 'Search Applications'. A progress bar shows six steps: 1. Contact Information, 2. Application Information, 3. Supporting Documents (highlighted in yellow), 4. Review and Submit, and 5. Confirmation and Payment. Below the progress bar, the current step is 'Step 4: Supporting Documents > Digital Signature'. A note indicates that asterisks denote required fields and that users can edit details from the 'Review and Submit' page. The 'Digital Signature' section contains three pre-populated fields: 'First Name' (Jo), 'Last Name' (Mar), and 'Title/Role' (Building Owner). A 'Continue Application' button with a blue '1' icon is located at the bottom right of the form area.

**TIP:** The person logged into FDNY Business and the person listed under the digital signature must be the same. If not, the application cannot be submitted.

The application will be returned back to the “Review and Submit” page where you will be able to review the entire application before submission.

The screenshot displays the 'My Account' page for a 'Fire Safety and Evacuation Plan' application. The page is titled 'FDNY Business' and includes a navigation bar with 'FDNY Dashboard' and 'Return to NYC Business'. A progress bar at the top shows eight steps: 1. Home, 2. Create an Application, 3. Search Applications, 4. Route and Procedures, 5. Building Staff Info, 6. Supporting Documents, 7. Review and Submit (highlighted in yellow), and 8. Confirmation and Payment. Below the progress bar, the 'Step 7: Review and Submit' section contains a message: 'Please review all information below. Click the "Edit" button(s) to make changes to sections or "Submit Updated Information" to submit.' The main content area is divided into several sections, each with an 'Edit' button: 'Record Type' (Fire Safety and Evacuation Plan), 'Fee Exempt' (Are you a City Agency or State Agency Employee who is applying on behalf of the agency? No), 'Premises' (9 METROTECH, BROOKLYN, NY, 11201-5431), 'Additional Address Information' (AKA Address: BICtney Museum of American Art Transient Whitney Museum of American Ar; Floor#/Apt#/Suite#: ; Additional Information: ; Is this a Condo Co-Op? No), 'Licensed Professional' (Bini Joseph, Bini Corp, 50 willow st, Brooklyn, NY, 11201; Business Phone: (718) 999-2050; NY Professional Engineer NY -7845127899; binijose3@gmail.com), and 'Building Owner'.

# FDNY Business: User Guide

Prior to submitting the application, you will need to:

1. Certify the submission by selecting the “**By checking the box, I agree to the above certification and electronic signature**” check box.
2. Click the **Submit Updated Information** button to save all changes made to the application.

The screenshot displays a web application interface with several sections:

- Edit Information:** A header with an "Edit" button. Below it, a confirmation question "Are you sure you have completed all the EDITs?" is answered "Yes".
- Add/Upload Supporting Documents:** A header with an "Edit" button. It includes a "Required Section" with instructions on how to upload documents. A list of supported file types is provided: .PDF, .DWS, .DWG, .DGN, .STL, .WAVE, .WAV, .AIF, .MP3, .MID, .MPG, .MOV, .WMV, .RM, .TIFF, .JPEG, .GIF, .PNG, .PSD. A table lists five uploaded documents with columns for Name, Type, Size, Latest Update, Document Status, and Action.
- Digital Signature:** A header with an "Edit" button. It contains fields for First Name (jo), Last Name (Mar), and Title/Role (Building Owner). Below these is a large text area containing a legal disclaimer and certification text. A "Date:" label is present to the right.
- Agreement and Submission:** At the bottom, a checkbox (labeled with a blue circle 1) is next to the text "By checking this box, I agree to the above certification and electronic signature." To the right of this is a "Submit Updated Information" button (labeled with a blue circle 2).

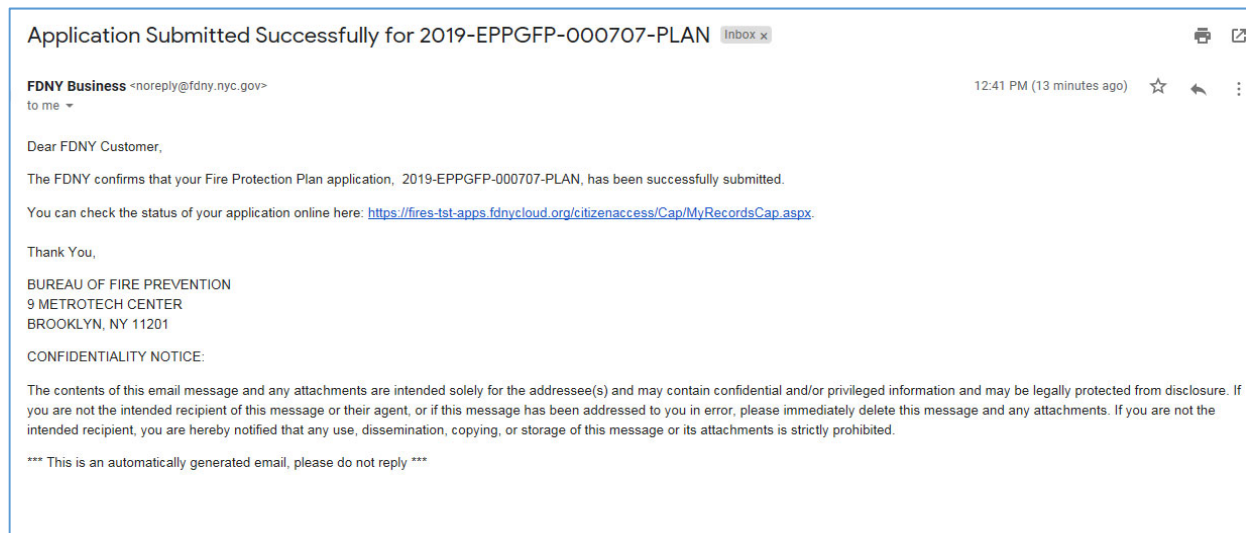
Name	Type	Size	Latest Update	Document Status	Action
Copy of Valid Registration.docx	Copy of Valid Registration No	12.31 KB		Uploaded	Actions ▾
PLAN_STAMPED_BY_LP.pdf	Plans signed by Licensed Professional	439.33 KB		Uploaded	Actions ▾
PW1 Application.pdf	PW-1 Application	1.09 MB		Uploaded	Actions ▾
Proof of Occupancy.pdf	Proof of Occupancy	33.02 KB		Uploaded	Actions ▾
Narrative_signed_by_LP.pdf	Narrative for Fire Protection signed by Licensed Professional	134.48 KB		Uploaded	Actions ▾

The confirmation page is displayed and the system will send an email confirmation to you.

The screenshot displays the 'My Account' page in the FDNY Business system. At the top, the 'FDNY Business' logo is visible, along with navigation links for 'FDNY Dashboard' and 'Return to NYC Business'. The main heading is 'My Account', with a secondary navigation bar containing 'Announcements', 'Logged in as: Jo Mar', 'My Folders (3)', 'Account Management', and 'Logout'. Below this, a 'Home' section includes 'Create an Application' and 'Search Applications' buttons. A prominent green confirmation banner states: 'Updated information for the record (2019-EPPGFP-000707-PLAN) has been successfully submitted.' Below the banner is a 'General Search' section with a dropdown menu. The search filters include: 'Record Number' (text input), 'Record Type' (dropdown menu with '--Select--'), 'Start Date' (calendar icon, input '06/24/2016'), 'End Date' (calendar icon, input '06/24/2019'), 'License Type' (dropdown menu with '--Select--'), and 'State License Number' (text input).

# FDNY Business: User Guide

See sample Email confirmation to be sent upon submission below:



*\*\*Note: If you are submitting the application after the allotted timeframe, you will be subjected to pay the full fee to FDNY.*

1. For the Fire Protection Plan, the deadline to resubmit the application is 180 days from your initial submission date. If you submit after that date, you will be subjected to the full fee of \$420.
2. For the Fire Safety and Evacuation Plan, the deadline to resubmit the application is 180 days from your initial submission date. If you submit after that date, you will be subjected to the full fee of \$210.
3. For the Comprehensive Fire Safety and Emergency Action Plan, the deadline to resubmit the application is 30 days from your Letter of Deficiency / Amended Letter of Deficiency issuance date. If you submit after that date, you will be subjected to the full fee of \$630.
4. For all application types, if you receive a Letter of Deficiency/Disapproval or Additional Information Requested and did not resubmit your application within 180 days of the mentioned status, your application will be abandoned. If your application is abandoned, you must submit a new application which is subjected to a full application fee respective to the application type. This also applies to Amendments; if you do not resubmit your amendment revisions within 180 days; you will be required to submit a new amended application that is subjected to a full fee respective to the application type.

## 6 Upload document

You can upload documents:

- To your profile under Account Management. Refer to the section [Add Documents to Profile](#) for more details.
- While submitting / resubmitting the application / request

Tips before uploading documents, please ensure:

- The maximum size of each file does not exceed 25MB.
- Floor plans must be uploaded with each floor as an individual file (e.g. Flr\_1.pdf, Flr\_2.pdf, etc.)
- Floor Plans or Site plans must be in .PDF, .DWG, .DWF format.
- Follow the file naming convention for Plan / Drawing / Technical Document as per the instruction document listed under **file naming convention** link, which is displayed in New/Amendment Plan applications under the **Document Upload** page.

Documents upload (supporting documents or forms) option is available for the following applications/requests:

- New Plan application
- Amendment Plan application
- Withdrawal request
- PDF Intake request

## Add New Documents

Please follow the steps below to upload documents to your application/request:

1. See required / optional document list under the **List of Supporting Documents.(if applicable)**
2. Click **Add** to upload documents.

**List of Supporting Documents to be Uploaded**

The following list contains supporting documents that are either mandatory or optional to upload as part of this application. Documents can be added/uploaded in the following section. Before uploading your files, please refer to the [File Naming Convention](#) link below to ensure your files are named correctly:

[File Naming Convention](#)

**List of Supporting Documents:**

**Please upload the below Document(s) which are mandatory to submit this Plan Review:**

- Proof of Occupancy
- PW-1 Application
- Narrative for Fire Protection signed by Licensed Professional
- Plans signed by Licensed Professional

**Following are the optional documents you may submit:**

- Supporting Document
- Letter dated, signed and sealed by a NYS Licensed Design Professional
- Cover Letter (All plan revisions must be accompanied by a detailed Cover/Transmittal Letter explaining the amended sections)

**Add/Upload Supporting Documents**

\*Required Section

Documents can be added/uploaded by following these steps

1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.
4. Finally, click the Upload button to upload the documents to the application.

Maximum size permitted is 25 MB per file.

Name	Type	Size	Modified Date	Document Status	Action
No records found.					

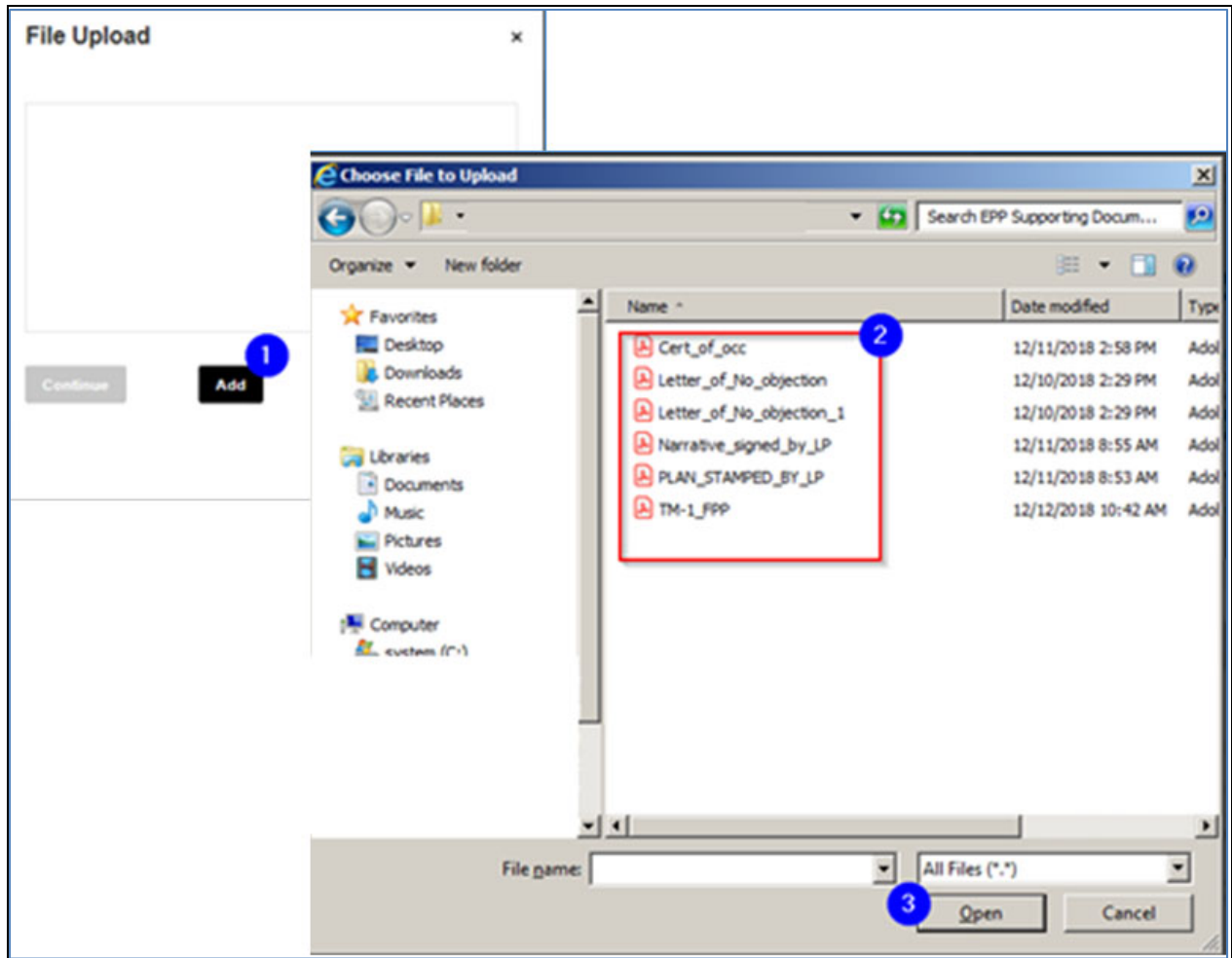
**Select from My Account** **Add**

*\*\*Note: Alternatively, you may also add documents that are stored in "Account Management" by clicking the **Select from my Account** button.*



# FDNY Business: User Guide

1. Click **Add**.
2. Locate the folder in your computer/laptop where your supporting documents are stored and select the document(s) to be uploaded.
3. Click **Open**.



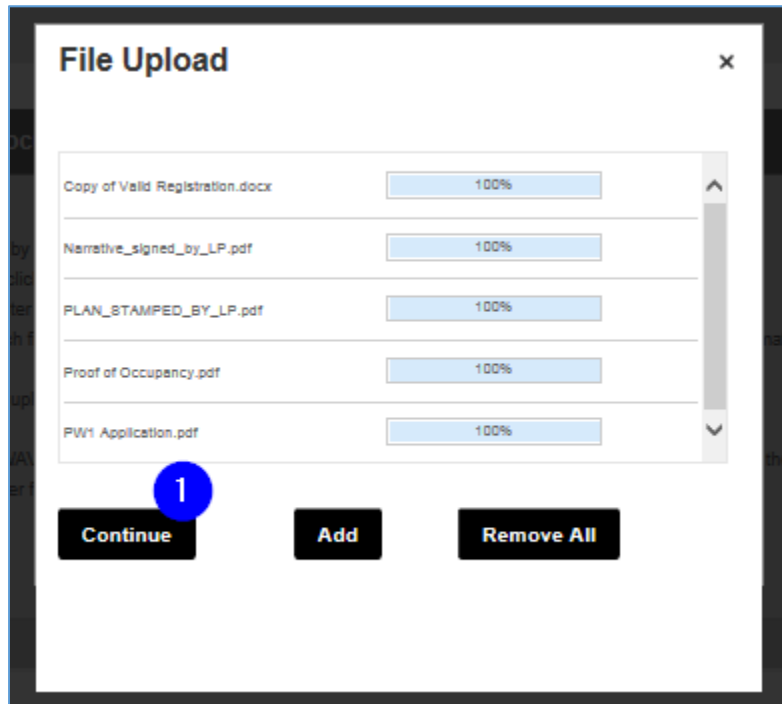
**TIP:** To select multiple files, press and hold down **CTRL** on keyboard while clicking on the desired files.

# FDNY Business: User Guide

The system will display all the files that are selected to be uploaded.

1. Click **Continue**.

The **File Upload** window will close.



*\*\*Note: Wait for each of the document bar to reach 100%.*

**TIP:** To remove all files, click **“Remove All”** or to add more files, click **“Add”** and to cancel the action click **“X”** on the top right corner of the window.

# FDNY Business: User Guide

The system will display all the files that are ready to be uploaded.

1. Select the **“Type”** of document from the drop-down menu.
1. Enter a description for the document to be uploaded (Optional).  
Repeat Steps 1 and 2 for each document to be uploaded.
2. Click **Upload**.

The screenshot displays a web interface for uploading documents. It features two document entries, each with a 'File' section and a 'Description' section. The first entry is for a 'Proof of Occupancy' document, with a 'Type' dropdown set to 'Proof of Occupancy' and a 'Proof Of Occupancy Type' dropdown set to 'Valid Certificate of Occupancy'. The second entry is for a 'PW-1 Application' document, with a 'Type' dropdown set to 'PW-1 Application'. Both documents show a 100% upload progress bar. A 'Remove' link is visible to the right of each document's file name. At the bottom, there is a control bar with buttons for 'Upload', 'Select from My Account', 'Add', and 'Remove All'. A yellow tip box at the bottom center reads: 'Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.' To the left of the tip is a 'Save and resume later' button, and to the right is a 'Continue Application' button. Blue numbered callouts (1, 2, 3) are placed over the 'Type' dropdown, the description text area, and the 'Upload' button respectively.

**TIP:** To remove a document, click the **“Remove”** link to the right of each document. The **“Remove All”** button removes only the documents currently being uploaded.


The “The attachment(s) has/have been successfully uploaded” message will be displayed.

[Home](#)

---

[Create an Application](#)   [Search Applications](#)

---

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before the changes are reflected.

---

1   2   3   4 **Equipment and Utilities**   5 **People Information**   6 **Supporting Documents**   7 **Review and Submit**   8 **Confirmation and Payment**

**Step 6: Supporting Documents > Supporting Documents**

If structural changes (floor plans) have been made to building and/or Licensed Professional has been changed, please provide new copy of original letter dated, signed and sealed by a NYS Licensed Design Professional.

Please remove all outdated supporting documents. Obsolete/outdated documents may result in a Letter of Deficiency/Disapproval.

## Select Document(s) From Account

You may also add documents previously saved in your account profile:

1. Click **Select from My Account**. A **Select Files from Account** window will open.

### Add/Upload Supporting Documents

**\*Required Section**  
Documents can be added/uploaded by click following these steps  
1. Click the Add button below, then click Add again.  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
4. Finally, click the Upload button to upload the documents to the application.

.PDF; .DWS; .DWG; .DGN; .STL; .WAVE; .WAV; .AIF; .MP3; .MID; .MPG; .MOV; .WMV; .RM; .TIFF; .JPEG; .GIF; .PNG; .PSD are the file types allowed to be uploaded.  
Maximum size permitted is 25 MB per file.

Name	Type	Size	Latest Update	Document Status	Action
Copy of Valid Registration.docx	Copy of Valid Registration No	12.31 KB	06/05/2019	Uploaded	Actions ▾
Narrative_signed_by_LP.pdf	Narrative for Fire Protection signed by Licensed Professional	134.48 KB	06/05/2019	Uploaded	Actions ▾
PLAN_STAMPED_BY_LP.pdf	Plans signed by Licensed Professional	439.33 KB	06/05/2019	Uploaded	Actions ▾
Proof of Occupancy.pdf	Proof of Occupancy	33.02 KB	06/05/2019	Uploaded	Actions ▾
PW1 Application.pdf	PW-1 Application	1.09 MB	06/05/2019	Uploaded	Actions ▾

**1** **Select from My Account** **Add**

**Save and resume later** **Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.** **Continue Application**

**\*\* Note:** Refer chapter [Add Documents to Profile](#) for more details.

# FDNY Business: User Guide

The system displays the files saved to your account profile

1. Select the file(s) to be added from the list of documents displayed.
2. Click **Continue**.

### Select Files from Account

Select the file(s) you want to attach to your application.

<input type="checkbox"/>	Name	Entity Type	Size	Latest Update	Document Status	Upload Date	Entity
<input type="checkbox"/>	20180822165520000.jpg	Contact	43.19 KB		Uploaded	05/17/2019	Business Owner - Jo Mar
<input type="checkbox"/>	20180822165644000.jpg	Contact	19.44 KB		Uploaded	05/17/2019	Business Owner - Jo Mar
<input checked="" type="checkbox"/>	Construction_Class_1.pdf	Contact	58.35 KB		Uploaded	05/17/2019	Business Owner - Jo Mar
<input type="checkbox"/>	Construction_Class_2.pdf	Contact	65.61 KB		Uploaded	05/17/2019	Business Owner - Jo Mar
<input type="checkbox"/>	https.docx	Contact	13.64 KB		Uploaded	05/17/2019	Business Owner - Jo Mar

< Prev 1 2 Next >

**Continue** Cancel

**TIP:** It is recommended to save commonly used documents in your profile so you can easily select them for upload when entering a new / amended application.

# FDNY Business: User Guide

1. You must select the “**Type**” of document from the drop-down menu for each document.
2. Enter the document name. Note: Document Name is only applicable to the supporting documents section.
3. Click **Upload**.

All documents uploaded will be added to your application and can be viewed under the **Add/Upload Supporting Documents** section.

Name	Type	Size	Latest Update	Document Status	Action
Copy of Valid Registration.docx	Copy of Valid Registration No	12.31 KB	06/05/2019	Uploaded	Actions ▾
Narrative_signed_by_LP.pdf	Narrative for Fire Protection signed by Licensed Professional	134.48 KB	06/05/2019	Uploaded	Actions ▾
PLAN_STAMPED_BY_LP.pdf	Plans signed by Licensed Professional	439.33 KB	06/05/2019	Uploaded	Actions ▾
Proof of Occupancy.pdf	Proof of Occupancy	33.02 KB	06/05/2019	Uploaded	Actions ▾
PW1 Application.pdf	PW-1 Application	1.09 MB	06/05/2019	Uploaded	Actions ▾

**File:** Remove  
Construction\_Class\_1.pdf  
100%

\* Type:  
1 Supporting Document ▾

Description and/or additional details about this document and its contents (Optional)

\* Specify the document name:  
2

3 **Upload** **Select from My Account** **Add** **Remove All**

**TIP:** It is important you review all attachments prior to submission to ensure document types match the document specified.

# FDNY Business: User Guide

Once you have uploaded all the required documents:

1. Click **Continue Application**.

### Add/Upload Supporting Documents

**\*Required Section**  
Documents can be added/uploaded by click following these steps  
1. Click the Add button below, then click Add again.  
2. Select the file(s) from your computer you want to add, then click Continue.  
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.  
4. Finally, click the Upload button to upload the documents to the application.

.PDF, .DWS, .DWG, .DGN, .STL, .WAVE, .WAV, .AIF, .MP3, .MID, .MPG, .MOV, .WMV, .RM, .TIFF, .JPEG, .GIF, .PNG, .PSD are the file types allowed to be uploaded.  
Maximum size permitted is 25 MB per file.

Name	Type	Size	Latest Update	Document Status	Action
Copy of Valid Registration.docx	Copy of Valid Registration No	12.31 KB	06/05/2019	Uploaded	Actions ▾
Narrative_signed_by_LP.pdf	Narrative for Fire Protection signed by Licensed Professional	134.48 KB	06/05/2019	Uploaded	Actions ▾
PLAN_STAMPED_BY_LP.pdf	Plans signed by Licensed Professional	439.33 KB	06/05/2019	Uploaded	Actions ▾
Proof of Occupancy.pdf	Proof of Occupancy	33.02 KB	06/05/2019	Uploaded	Actions ▾
PW1 Application.pdf	PW-1 Application	1.09 MB	06/05/2019	Uploaded	Actions ▾

< Prev 1 2 Next >

Select from My Account Add

Save and resume later Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button. **1** Continue Application

**\*\*Note:** If you do not submit the required supporting documents, you may receive a Letter of Deficiency/Disapproval from FDNY.



## After Document Upload

Once document is uploaded you can:

1. Open the document
2. Delete the document

**\*\* Note:** You can only delete an attached document prior to submitting the application.

To open the document, follow below steps:

1. Click on the **document link**. The download message will be displayed at the bottom of the screen.
2. Select appropriate option to save/open or cancel.

The screenshot displays two main sections of the application interface. The top section, titled "List of Supporting Documents to be Uploaded", provides instructions and lists mandatory and optional documents. The bottom section, titled "Add/Upload Supporting Documents", provides a step-by-step guide for uploading files and includes a table of uploaded documents. A file named "PLAN\_STAMPED\_BY\_LP.pdf" is highlighted in the table, and a download dialog box is open at the bottom of the screen.

**List of Supporting Documents to be Uploaded**

The following list contains supporting documents that are either mandatory or optional to upload as part of this application. Documents can be added/uploaded in the following section. Before uploading your files, please refer to the File Naming Convention link below to ensure your files are named correctly.  
[File Naming Convention](#)

List of Supporting Documents:

**Please upload the below Document(s) which are mandatory to submit this Plan Review:**

- Proof of Occupancy
- PW-1 Application
- Narrative for Fire Protection signed by Licensed Professional
- Plans signed by Licensed Professional

**Following are the optional documents you may submit:**

- Supporting Document
- Letter dated, signed and sealed by a NYS Licensed Design Professional
- Cover Letter (All plan revisions must be accompanied by a detailed Cover/Transmittal Letter explaining the amended sections)

**Add/Upload Supporting Documents**

\*Required Section  
Documents can be added/uploaded by following these steps

1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.
4. Finally, click the Upload button to upload the documents to the application.

Maximum size permitted is 25 MB per file.

Name	Type	Size	Modified Date	Document Status	Action
PLAN_STAMPED_BY_LP.pdf	Plans signed by Licensed Professional	439.33 KB		Uploaded	Actions ▾

**Select from My Account** **Add**

Do you want to open or save PLAN\_STAMPED\_BY\_LP.pdf from fires.fdnyccloud.org?

To delete the documents:

1. Click on the **Action**.
2. Select **Delete**.
3. Click **OK** to delete the document.

The screenshot shows the 'Add/Upload Supporting Documents' interface. A modal dialog box titled 'Message from webpage' is open, asking 'Are you sure you want to delete this record(s)?' with 'OK' and 'Cancel' buttons. A blue circle with the number '3' points to the 'OK' button. In the background, a table lists documents. A blue circle with the number '1' points to the 'Actions' dropdown menu for the first document, and a blue circle with the number '2' points to the 'Delete' option in the dropdown. Below the table are 'Select from My Account' and 'Add' buttons.

**Add/Upload Supporting Documents**

\*Required Section

Documents can be added/uploaded by following these steps

1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.
4. Finally, click the Upload button to upload the documents to the application.

Maximum size permitted is 25 MB per file.

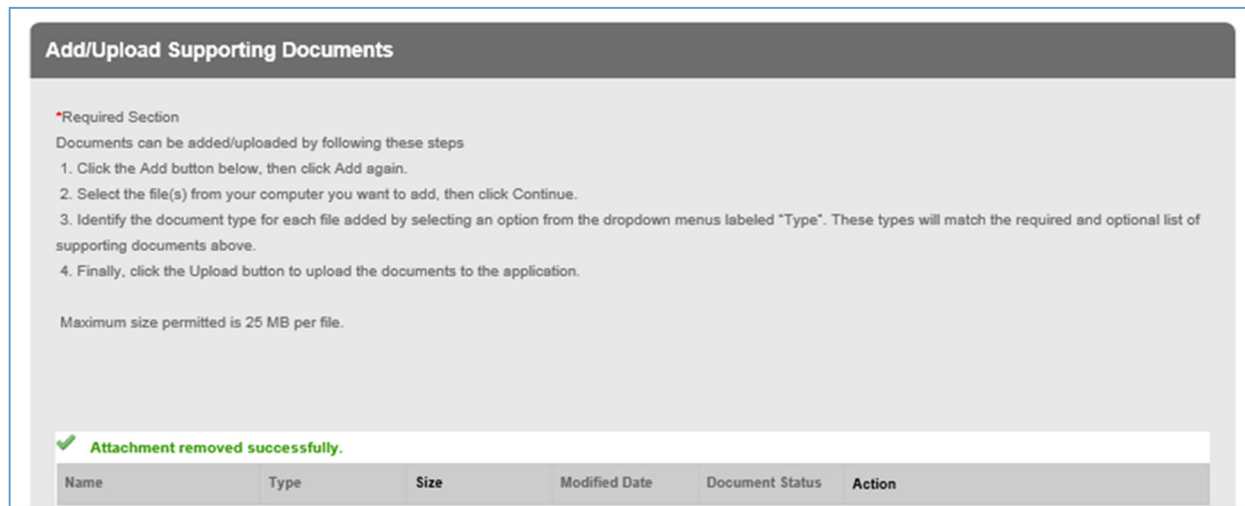
Name	Type	Size	Modified Date	Document Status	Action
PLAN_STAMPED_BY_LP.pdf	Plans signed by Licensed Professional	439.33 KB		Uploaded	Actions View Details Delete

Select from My Account Add

**\*\*Note:** You can click **Cancel** or **X** in top of the message window to cancel the delete action.

**TIP:** To view document details such as file size, date of upload, file name etc., click **View Details** under Actions.

The “Attachment removed successfully.” message will be displayed.



**Add/Upload Supporting Documents**

**\*Required Section**

Documents can be added/uploaded by following these steps

1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.
4. Finally, click the Upload button to upload the documents to the application.

Maximum size permitted is 25 MB per file.

✓ Attachment removed successfully.

Name	Type	Size	Modified Date	Document Status	Action
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Return to:

1. [Initiate Application](#)
2. [Submit a Withdrawal Request](#)
3. [Submit an Amendment](#)
4. [Resubmission](#)

## 7 Editing Premises Address and Contacts

You can edit certain sections of your application such as contacts, premises address etc. only when your application is in certain statuses. Please refer to the table below for more details:

### 1. Comprehensive Fire Safety and Emergency Action Plan. (New and Amendment Plan)

	<b>Record Status</b>			
<b>Sections in the application</b>	<b>Payment Pending</b>	<b>Letter of Deficiency/Amended Letter of Deficiency</b>	<b>Additional Info Requested</b>	<b>Special Conditional Acceptance</b>
<b>Premise Address</b>	Allowed to edit	Allowed to edit as long as address is for the same building	Allowed to edit as long as address is for the same building	Allowed to edit as long as address is for the same building
<b>Building Owner / Business Owner / Filing Representative / Expeditor</b>	Allowed to edit	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.
<b>Applicant</b>	Allowed to edit	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.
<b>Licensed Professional</b>	Allowed to edit	Allowed to edit existing information except for First Name, Last Name, and Licensed Number.	Allowed to edit existing information except for First Name, Last Name, and Licensed Number.	Allowed to edit existing information except for First Name, Last Name, and Licensed Number.
<b>Data</b>	Allowed to edit	Allowed to edit	Allowed to edit	Allowed to edit
<b>Documents</b>	Allowed to edit	Allowed to edit	Allowed to edit	Allowed to edit

Note: "Payment Pending" and "Special Conditional Acceptance" statuses are not applicable to an amendment.

## 2. Fire Safety and Emergency Action Plan (New and Amendment Plan)

	<b>Record Status</b>			
<b>Sections in the application</b>	<b>Payment Pending</b>	<b>Letter of Deficiency / Amended Letter of Deficiency</b>	<b>Additional Info Requested</b>	<b>Special Conditional Acceptance</b>
<b>Premise Address</b>	Allowed to edit	Allowed to edit as long as address is for the same building	Allowed to edit as long as address is for the same building	Allowed to edit as long as address is for the same building
<b>Building Owner / Business Owner / Filing Representative / Expeditor</b>	Allowed to edit	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.
<b>Applicant</b>	Allowed to edit	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.
<b>Licensed Professional</b>	Allowed to edit	Allowed to edit existing information except for First Name, Last Name, and Licensed Number.	Allowed to edit existing information except for First Name, Last Name, and Licensed Number.	Allowed to edit existing information except for First Name, Last Name, and Licensed Number.
<b>Data</b>	Allowed to edit all data except for category	Allowed to edit all data except for category	Allowed to edit all data except for category	Allowed to edit all data except for category
<b>Documents</b>	Allowed to edit	Allowed to edit	Allowed to edit	Allowed to edit

Note: "Special Conditional Acceptance" status is not applicable to an amendment.

## 3. Fire Protection Plan (New and Amendment Plan)

	<b>Record Status</b>		
<b>Sections in the application</b>	<b>Payment Pending</b>	<b>Letter of Disapproval / Amended Letter of Disapproval</b>	<b>Additional Info Requested</b>
<b>Premise Address</b>	Allowed to edit	Allowed to edit as long as address is for the same building	Allowed to edit as long as address is for the same building
<b>Building Owner / Business Owner / Filing Representative / Expeditor</b>	Allowed to edit	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.
<b>Applicant</b>	Allowed to edit	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.
<b>Licensed Professional</b>	Allowed to edit	Not allowed to edit or remove	Not allowed to edit or remove
<b>Data</b>	Allowed to edit all data	Allowed to edit all data except for Job Number	Allowed to edit all data except for Job Number
<b>Documents</b>	Allowed to edit	Allowed to edit	Allowed to edit

## 4. High-Rise Residential (Non-Sequential Floor) Plan (New and Amendment Plan)

	Record Status	
Sections in the application	Letter of Deficiency / Amended Letter of Deficiency	Additional Info Requested
<b>Premise Address</b>	Allowed to edit as long as address is for the same building	Allowed to edit as long as address is for the same building
<b>Building Owner / Business Owner / Filing Representative / Expeditor</b>	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.
<b>Applicant</b>	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.	Allowed to edit existing information except for First Name, Last Name, Email address and Business Name.
<b>Licensed Professional</b>	Allowed to edit existing information except for First Name, Last Name, and Licensed Number.	Allowed to edit existing information except for First Name, Last Name, and Licensed Number.
<b>Data</b>	Allowed to edit all data	Allowed to edit all data
<b>Documents</b>	Allowed to edit	Allowed to edit

*\*\*Note: A contact cannot be removed if the contact is the same as the applicant.*

## 8 Glossary

#	Term	Definition
1	Abandoned	Applications/Records are set to "Abandoned" if you do not submit a response to a Letter of Deficiency, Amended Letter of Deficiency, Letter of Disapproval, Amended Letter of Disapproval or Additional Information Requested to FDNY within 180 days from the status issuance date. On the 181st day, the record will not be editable requiring a new submission. The listed applicant on such a record will receive an email notification alerting them of the abandoned record.
2	Account Management	Profile Management for FDNY Business users. From Account Management you will be able to manage your contact related information. Frequently used attachments may also be uploaded to your profile.
3	Additional info received	When you as an applicant successfully submit a response to an Additional Information Requested from FDNY, the system sets the status as "Additional Info. Received" allowing the Plan Examiner to continue with their review.
4	Additional Info Requested	FDNY may require Additional information for your application. The Additional Information Requested status requires minor modifications to your application. The edit link will be enabled so that you can provide the additional information and resubmit the application to FDNY.
5	Amendment	Significant change to your application after it was Approved/Accepted, and for which a revised application is required. For example: structural changes, category changes to a Fire Safety and Evacuation Plan, building critical staff changes (Warden, Deputy Warden, Searcher...etc.) requires an Amended application submission.
6	Applicant	An agent (person/entity) submitting an EPP application/request. An Applicant may be acting on behalf of the Premises owner wherein a mutual agreement was established between both parties. An Applicant statement is required to submit an application/request on FDNY Business.
7	Application In Progress	Application is set to "Application In Progress" status when your application is under review with FDNY. On this status, you cannot edit or withdraw your submission.
8	Application	Specific to EPP, an Application is a request submitted on FDNY Business by an applicant. Applications/plans/records are used interchangeably. In EPP, there are four types of Plans: Comprehensive Fires Safety and Emergency Action Plan (EAP), Fire Safety and Evacuation Plan (FSP), Fire Protection Plan (FPP), and High-Rise Residential (HRR). Each application/plan type has distinctive characteristics/requirements governed by the Fire Code.



#	Term	Definition
9	CityPay	NYC CityPay is the Department of Finance’s website that provides payment services for the application/request submitted on FDNY Business. After a record is created and requires payment, you will receive an email notification with the payment-related instructions.
10	Contact	A contact is one of the actors on the record such as the Applicant, business owner, building owner (managing agent,) licensed professional and or filing representative. Some contacts (Applicant, Building Owner) will have access to the record through the FDNY Business Portal.
11	Contact Type	There are two distinct contact types referenced on FDNY Business. On Account Management, a contact type is one of the following: License Professional, Building Owner, Business Owner, Filing Representative or Applicant. A transactional contact type defines one of the contacts listed above. Each may be one of the following: City Agency, Individual or Organization, for example; as a building owner; you will be an Individual, Organization, or City agency.
12	FDNY Business	FDNY Business is an online transactional system established to streamline how you as an applicant (or public user) interact with FDNY. Through FDNY Business, you can submit and track the status (in real-time) of your application/request/record
13	Fee Exemption Pending Approval	A fee exemption may be granted to you if you are a city or state employee acting as an applicant and on behalf of a governmental agency. When you submit the application as a city or state employee, the initial status is set to "Fee Exemption Pending." Each Fee Exemption request is reviewed by FDNY. As the applicant, you will receive a fee exemption or approval notification once FDNY completes the review.
14	FPIMS	FPIMS is FDNY’s payment management system. When a record is created on FDNY Business you will receive an FPIMS account number. This FPIMS account number is used to make electronic payments on CityPay.
15	Legacy Record	A record created before 10/15/2019. Such records will only have an associated FPIMS record ID. In order to view your legacy records on FDNY Business, you must utilize the “Link to Record- Using Account ID (FPIMS#)” link provided.
16	Letter of Acceptance - OLD / Amended Letter of Acceptance - OLD / Letter of No Objection - OLD / Amended Letter of No Objection – OLD	Status assigned to the previous application record (last accepted plan) once a new amended plan is accepted.

#	Term	Definition
17	Letter of Deficiency/ Amended Letter of Deficiency/Letter of Disapproval/Amended Letter of Disapproval	FDNY issues Letter of Deficiency or Disapproval when the plan does not comply or meet the minimum requirements, as set forth in New York City Fire Code and Fire Department Rules.
18	My Drafts	My Drafts is a page on FDNY which will show all your partially completed records with the creation date and action to complete the record.
19	My Folders	'My Folders' gives you the flexibility in organizing your records. If you have several records listed under "My Records," you can group common records into individual folders. For example, you may create a folder for each plan type, client, address, etc. My Folders is similar to how you would organize Folders/Files on your computer. <i>**Note: Temporary records cannot be added to My Folders.</i>
20	My Records	My Records is a page on FDNY Business which will show all your records (completed or drafts) submitted to FDNY with the record number, status, creation date, and premises address.
21	New Applicant	New applicant is an individual who was not an applicant on the previously accepted/approved plan.
22	New record	New records are the applications/records directly submitted in FDNY Business from 10/15/2019 onwards.
23	Not Required	Application status is set to 'Not Required' by a Plan Examiner if the type of application submitted is not applicable or not required for the specified building/premises.
24	NYC ID	To conduct business with FDNY online (submit and manage the plan applications/requests), you will need to create and NYC ID account.
25	Payment Pending status	Application status is set as Payment Pending when an application is submitted. At this status, you will be able to make a payment on CityPay. <i>**Note: This status is not applicable to High-Rise Residential (Non-Sequential Floor) Plan, High-Rise Residential (Non-Sequential Floor) Plan Amendment, Comprehensive Fire Safety and Emergency Action Plan Amendment.</i>
26	PDF Intake	PDF Intake is an alternate way of initiating an application online. You can upload new <b>fillable</b> PDF forms for Comprehensive Fire Safety and Emergency Action Plan and the Fire Safety and Evacuation Plan (for New and Amendment request), and your data from these PDF forms will be extracted and pre-populated to the respective online application. You can verify the populated data and complete the application on FDNY Business' web-form. <i>** Note: PDF intake can be used only for new applications, and for the first amendment filed on the new FDNY Business system, after which all edits must be made online.</i>

#	Term	Definition
27	PIN	A Personal Identification Number (PIN) allows you to link a record created on FDNY Business to your dashboard. To receive a PIN, a "Request a PIN" must be submitted to FDNY. FDNY reviews each PIN request, and if approved, only the Building Owner will receive the PIN.
28	Record	A record is a transaction between you (applicant) and FDNY through FDNY Business. Transactions are identified by their Record IDs.
29	Record ID	This is a unique identification number for your record/Application. When an application/request is submitted on FDNY Business, the system generates a Record ID. This record ID is the reference number you will use to track the progress of your application/request.
30	Record Linking	Record Linking allows you to link your FDNY Business record with your registered account to view the status of your all submitted legacy records (created before 10/15/2019) on FDNY Business. In order to link a Legacy record to your profile, you will need to submit request via "Using Account ID (FPIMS#)". In order to link a New record (created after 10/15/2019) to your profile, you will need to submit request "Using a PIN". <i>**Note: In order to receive a PIN, you will need to submit a "Request a PIN" record. PIN requests are reviewed individually by FDNY</i>
31	Record Type	A record type is simply a service provided by FDNY. Record Types are available under the service catalog after selecting "Initiate Application/Request" from FDNY Business' Home page. Examples of record types are: Fire Protection Plan Application, Fire Protection Plan Amendment, PDF Intake, Request a PIN, etc.
32	Revision Received	The system sets the Application status as 'Revision Received' when a revision to your application is submitted as a response to a letter of deficiency/disapproval.
33	Special Conditional Acceptance	Special Conditional Acceptance status is issued by FDNY when a building is under construction and you as the applicant needs to obtain a TCO (Temporary Certificate of Occupancy) from the Department of Buildings or for Onsite Test purposes.
34	Temporary Record	Temporary records are created when your application is saved as draft before submission. If you initiate an application on FDNY Business but you are not ready to submit it, click ' <b>Save and Resume Later</b> ' prior to exiting the application to save your draft as a temporary record. Your temporary record will be stored in your account under My Drafts (contains only drafts) and is also visible under My Records. Temporary Records can be identified by the letters "TMP" in the Record Number.

#	Term	Definition
		<p><i>**Note: Once PDF Intake record is submitted, system creates Temporary record for the applicant to complete their web-form submission.</i></p>
35	Withdrawal	<p>A Withdrawal request can be used to withdraw an application submitted on FDNY Business. The Withdrawal option is available when the Application Status is 'Payment Pending' or 'Not Required'.  <i>**Note: For High-Rise Residential (Non-Sequential Floor) Plan, High-Rise Residential (Non-Sequential Floor) Plan Amendment, Comprehensive Fire Safety and Emergency Action Plan Amendment, withdrawal option will not be available after submission.</i></p>

For additional assistance with FDNY Business with items not covered in this guide, contact the FDNY Customer Service Center:

- Call us at 311 (212-NEW-YORK outside NYC) and ask for FDNY Business Support
- Email us at [FDNY.BusinessSupport@fdny.nyc.gov](mailto:FDNY.BusinessSupport@fdny.nyc.gov)