



**FIRE DEPARTMENT OF THE CITY OF NEW YORK**

# **FDNY** Business

**Requesting a Fire Life Safety Director (FLSD) Onsite Exam  
User Guide**

**v1.1** (Entering Inspection Record ID / Account #)

**September 2021**

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## TABLE OF CONTENTS

IMPORTANT INFORMATION.....	2
INTRODUCTION.....	3
About this Guide.....	3
1. Request a FLSD Onsite Exam.....	4
2. Request Cancellation of an Onsite Exam** .....	29

## **IMPORTANT INFORMATION**

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

# INTRODUCTION

## About this Guide

The *Requesting a Fire Life Safety Director (FLSD) Onsite Exam* User Guide is designed to assist users in completing this application on FDNY Business.

Submitting a Request for an Onsite Exam can be done from any computer with an Internet connection and using any browser.

Effective 10/01/2021, all Requests for *Fire Life Safety Director (FLSD) Onsite Exams* must be submitted online on FDNY Business. Scheduling requests for onsite exams will no longer be accepted via email.

Once an Onsite Exam has been requested and has been scheduled by FDNY, if you need to postpone your Inspection you MUST request a Cancellation. Cancellations should be requested at least three (3) business days before your scheduled Onsite Exam or you may be charged the Exam Fee. Cancellation requests can be sent via email to the High-Rise Unit [High-Rise@fdny.nyc.gov](mailto:High-Rise@fdny.nyc.gov) until online cancellations are available.

Once you have received confirmation that your request for Cancellation has been accepted, you will need to create a new Request for an Onsite Exam to reschedule.

For more information about requirements for an Onsite Exam see Notice of Exam and Study Material for F-89 Fire and Life Safety Director Exam.

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

For additional assistance, dial 311 and ask for FDNY Business Support or send an email to [FDNY.BusinessSupport@FDNY.nyc.gov](mailto:FDNY.BusinessSupport@FDNY.nyc.gov).

# 1. Request a FLSD Onsite Exam

You can now complete and submit a **Request an Onsite Exam** online through FDNY Business. Once your request has been submitted, it will be reviewed by FDNY.

Upon review, FDNY will provide you with a date/time for your Onsite Exam, or you will be notified if additional information is needed before the Onsite Exam can be scheduled.

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

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

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

The screenshot shows the 'Create Account' form with the following sections and callouts:

- EMAIL OR USERNAME:** Callout 1 points to the 'Email Address or Username' and 'Confirm Email Address or Username' input fields.
- PASSWORD:** Callout 2 points to the 'Password' and 'Confirm Password' input fields. A 'Password Strong' indicator is visible next to the password field.
- SECURITY:** Callout 3 points to the 'Security Question' dropdown menu, and Callout 4 points to the 'Answer' input field. Below these fields is a 'Display Answers' section with 'Show' and 'Hide' radio buttons.
- TERMS:** Callout 5 points to the checkbox for accepting terms, and Callout 6 points to the 'CREATE ACCOUNT' button.

Fig. 1: NYC ID — Create Your Account

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

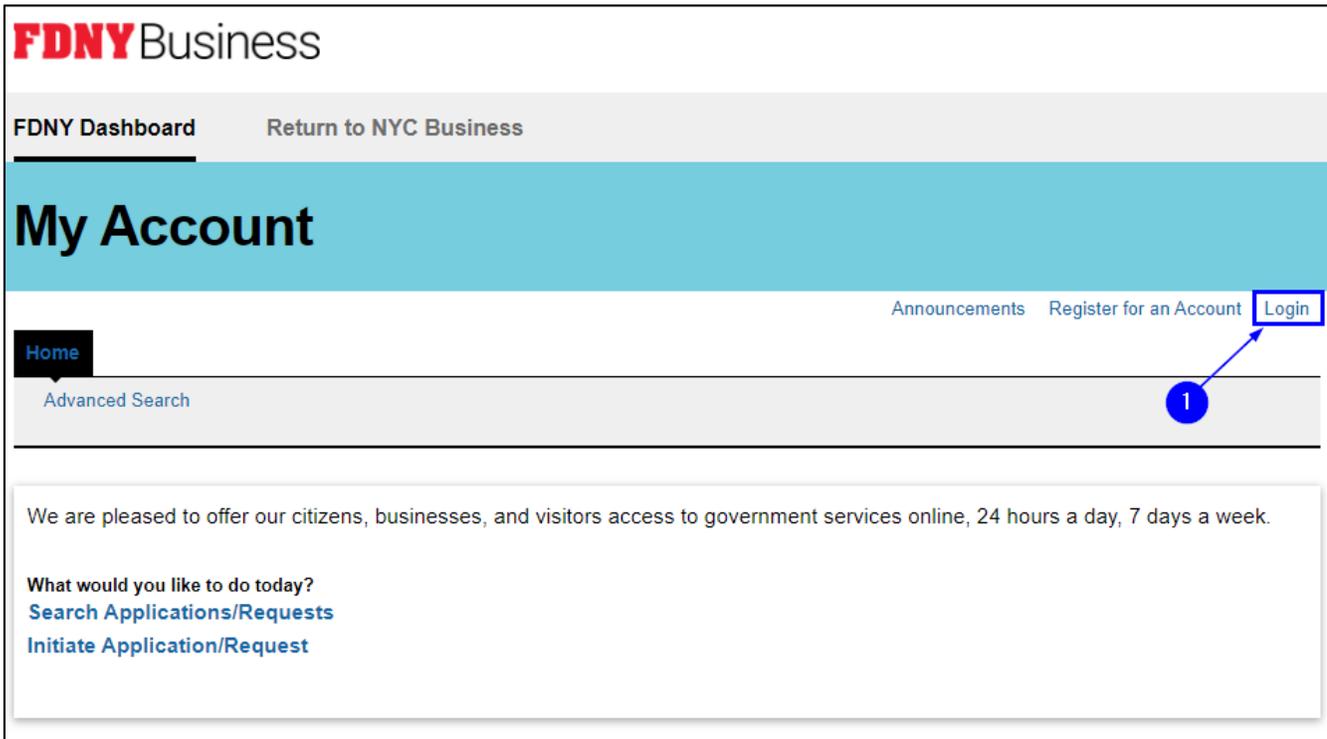


Fig. 2: Click 'Login'

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

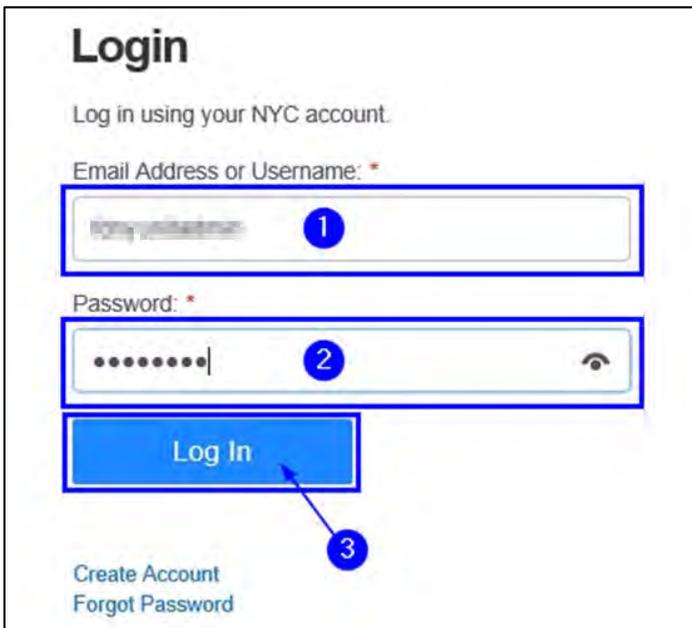


Fig. 3: Enter Your NYC ID/Password and Log In

## Step 2. Start the Application

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

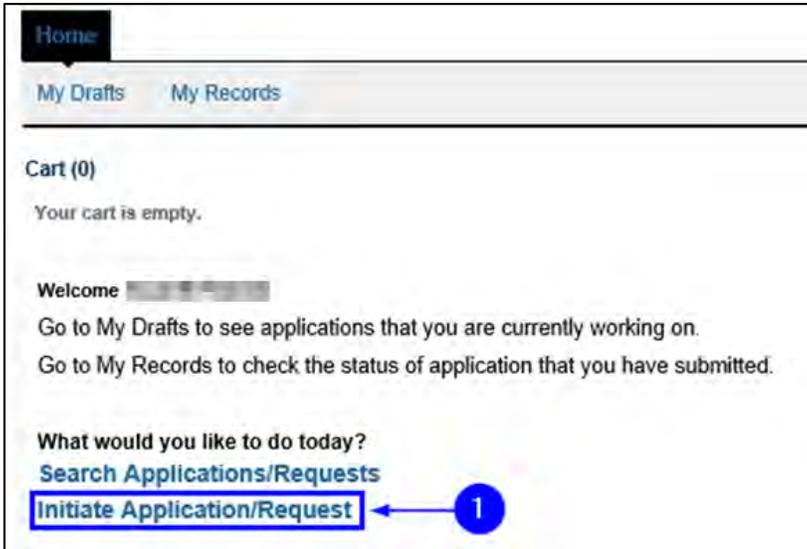


Fig. 4: 'Initiate Application/Request'

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

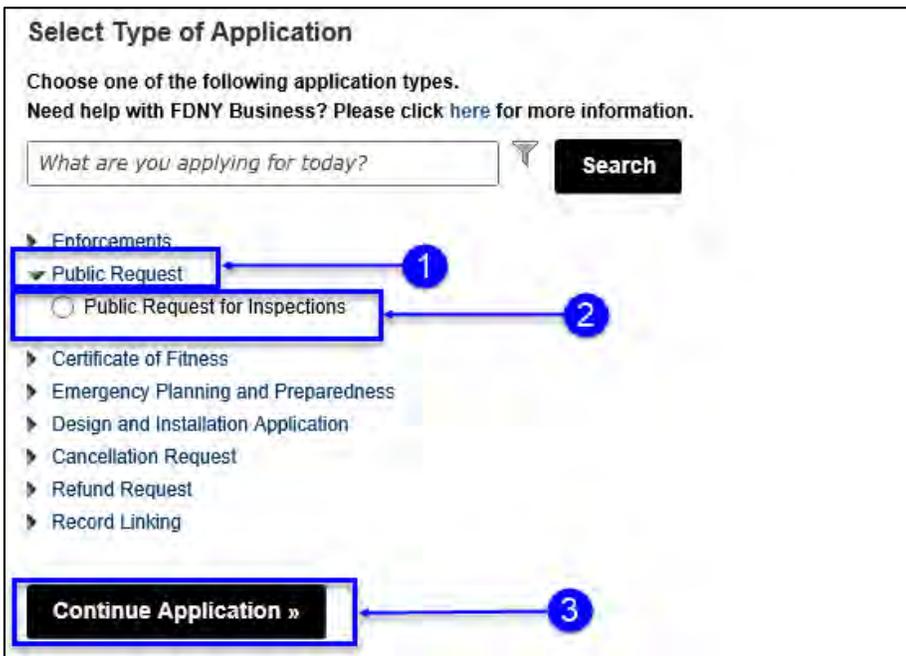


Fig. 5: Select and Click 'Continue Application'

### Step 3. Complete the 'Building Information' Page

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

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

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

**Public Request for Inspections**

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

**Step 1: Building Information > Address**

\*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.

**Premises Address**

After entering all the criteria for the address, please click Search. If your address is already available in the system, it will display in the list. Please select the address and click on Continue Application.  
If you do not find your address, these are your options:  
1. Search with different criteria, or add more criteria for the specific address search.  
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 clicking Search.  
3. If search result is incorrect, please click clear and search with different criteria.

Address Type: Building/Address (1)

\*Building No.:   Address/Landmark: (2)

City / Borough:   State: NY   Zip:

\*BIN:   Block:   Lot:

Is This a New Address?: (3)  
 Yes    No

Search   Clear (4)

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

Fig. 6: Enter/Search the Address

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

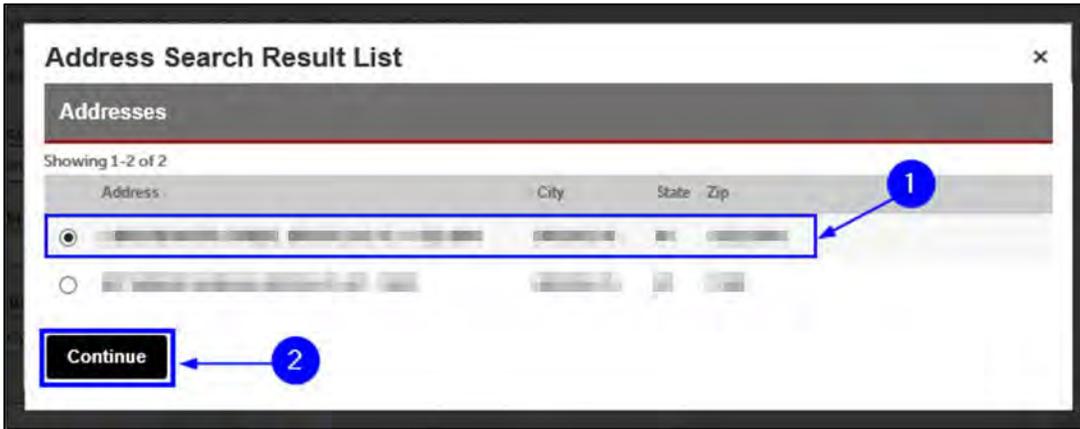


Fig. 7: Select the Address

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

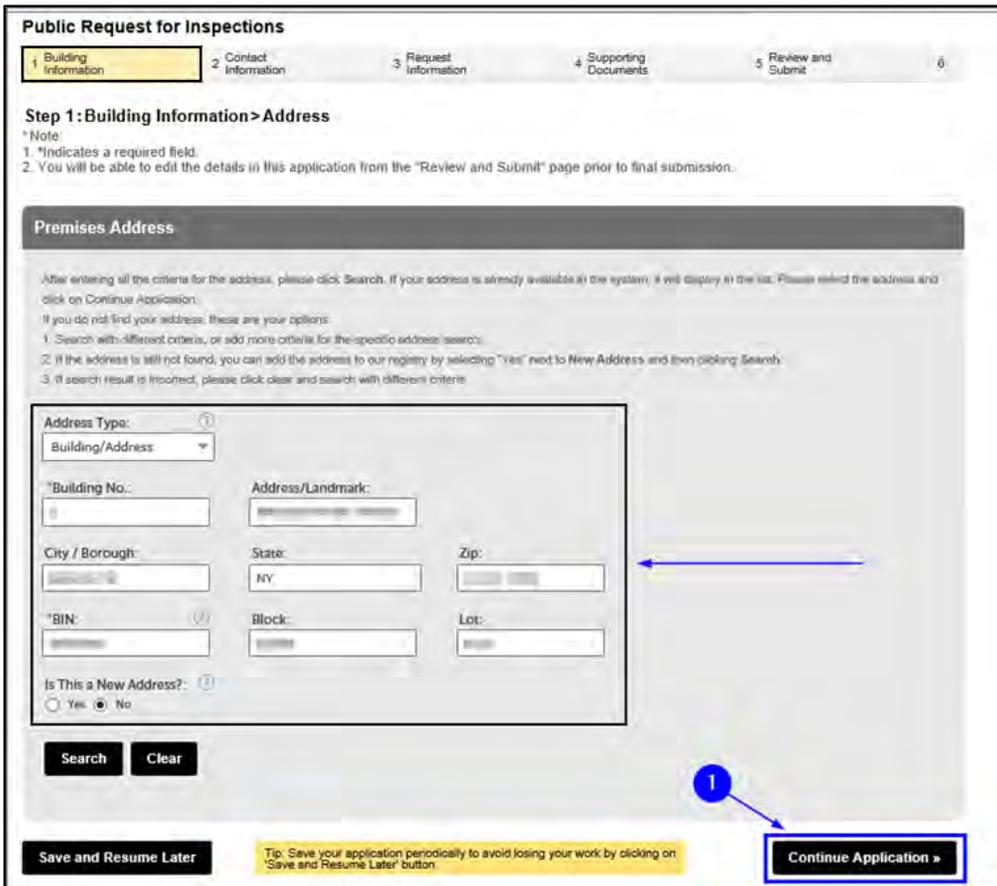


Fig. 8: Continue Application

### Step 4. Complete the Applicable Sections on the 'Contact Information' Page

You are taken to the **Contact Information** page. It contains eight (8) sections, as follows. Contacts in **red** are required for the FLSD Onsite Exam Request. See Figures 9–10.

- Licensed Professional
- **Permit/LOA Contact**
- Billing Contact
- Business Owner
- **Building Owner**
- Building Representative
- Authorized Agent
- **COF Holder** (Lead FLSD on the site)

**NOTE # 1:** The “Permit/LOA Contact” section MUST BE completed for ALL Requests. This Contact will be the same as the Building Owner.

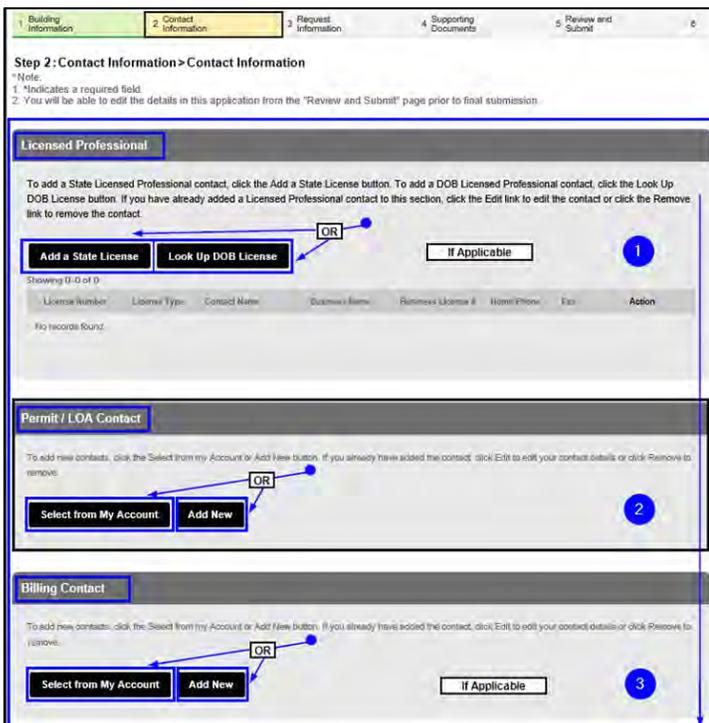


Fig. 9: 'Contact Information' Page



Fig. 10: Contact Information Page (Continued)

### Scenario #1: Using an Existing Contact

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

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

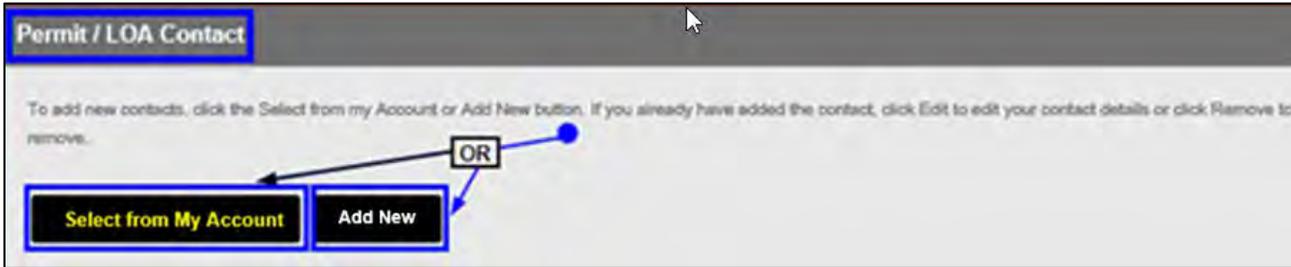


Fig. 11: Click ‘Select from My Account’

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

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

**NOTE:** The **Mailing Address** is the ONLY required address for the Permit/LOA Contact. Typically, the Permit/LOA Contact’s **Mailing Address** is the same as the location for which you are requesting the Onsite Exam.



Fig. 12: Select the Desired Address(es)

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

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

**NOTE:** Make sure to enter the correct email address. The confirmation email for the scheduled date and time of the Onsite Exam will be sent to this email address.

The screenshot shows a 'Contact Information' window with the following fields:

- Legal Business Name: [Text Input]
- \* Business Phone: [Text Input]
- Mobile Phone: [Text Input]
- Business Fax: [Text Input]
- \* E-mail: [Text Input]
- SSN: [Text Input]
- EIN #: [Text Input]

Below the input fields is a section titled 'Add Contact Address' with the following text: "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." Below this text is a table showing two addresses:

Address Type	Address	Action
Billing Address	[Blurred]	Actions ▾
Mailing Address	[Blurred]	Actions ▾

At the bottom left of the window is a 'Continue' button, which is highlighted with a blue circle containing the number '1' and an arrow pointing to it.

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

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

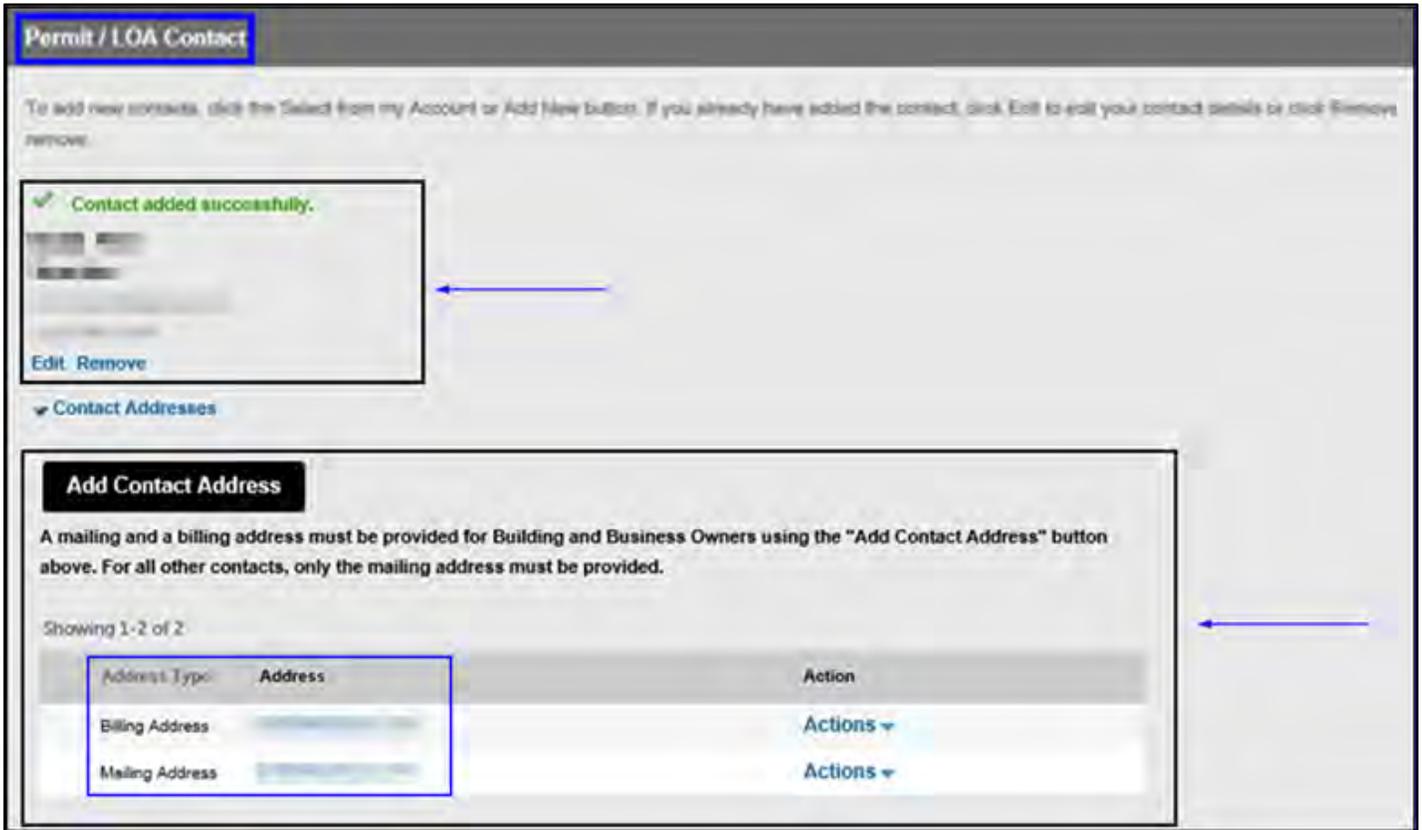


Fig. 14: 'Permit/LOA Contact' Information Selected and Added

## Scenario #2: Adding a New Contact

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

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

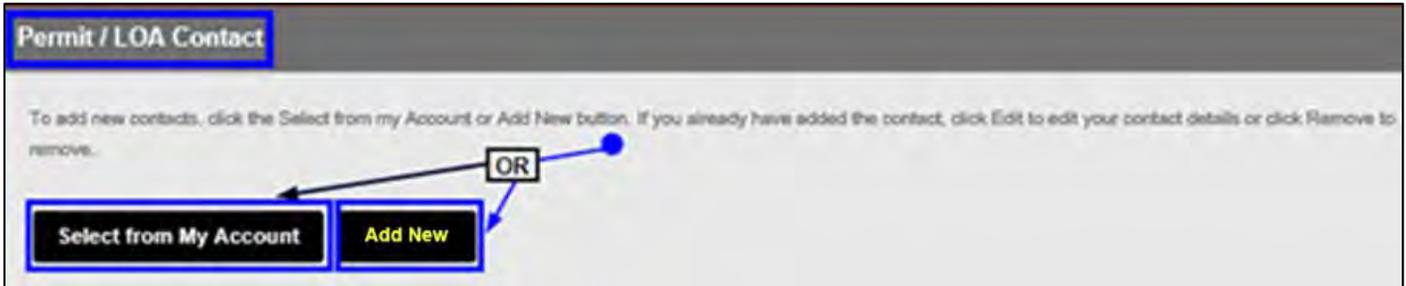


Fig. 15: Click 'Add New'

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

A screenshot of a "Contact Information" form. At the top, it says "Contact Information" and "A mailing and a billing address must be provided for Building and Business Owners using the 'Add Addresses' section below. For all other contacts only the mailing address must be provided." Below this is a drop-down menu labeled "Individual/Organization/City Agency:". The menu is open, showing three options: "City Agency", "Individual", and "Organization". The "Individual" option is highlighted with a blue border. A blue circle with the number "1" is positioned above the "Individual" option, with a blue arrow pointing to it. Below the drop-down menu are several input fields: "First Name:", "Last Name:", "Legal Business Name:", "\* Business Phone:", "Mobile Phone:", "Business Fax:", "\* E-mail:", and "SSN:". At the bottom of the form, there is a section titled "Contact Addresses" with a plus sign icon, and a button labeled "Add Contact Address". A blue arrow points downwards from the bottom of the form.

Fig. 16: Select the Contact Type

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

**NOTE:** Make sure to enter the correct email address. The confirmation email for the scheduled date and time of Onsite Exam will be sent to this email address.

**Contact Information**

A mailing and a billing address must be provided for Building and Business Owners using the "Add Addresses" section below. For all other contacts only the mailing address must be provided.

Individual/Organization/City Agency:  
Individual

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

Legal Business Name:

\* Business Phone: Mobile Phone: Business Fax:

\* E-mail:

SSN: 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.

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

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

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

The screenshot shows a form for entering address information. At the top left, there is a dropdown menu for "Address Type" with options "Billing Address" and "Mailing Address". A blue circle with the number "1" points to the "Mailing Address" option. Below this are several text input fields: "Street Name:", "Floor#/Apt#/Suite#", "City/Borough:", "State:" (with "NY" entered), and "Zip:". Below these is a "Country/Region:" 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 "2" points to the right side of the form area, and a blue circle with the number "3" points to the "Save and Close" button.

Fig. 18: Enter the Mailing Address Information

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

The screenshot shows a window titled "Contact Information" with a sub-header "Matching Address Results". Below the header, there is a section for "Contact Addresses" showing "Showing 1-1 of 1". A table with columns "Full Address", "City", "State", and "ZIP Code" contains one row of data. A blue circle with the number "1" points to the first column of the table. At the bottom left of the window, there is a "Select" button. A blue circle with the number "2" points to this button.

Fig. 19: Chose the Address and Click ‘Select’

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

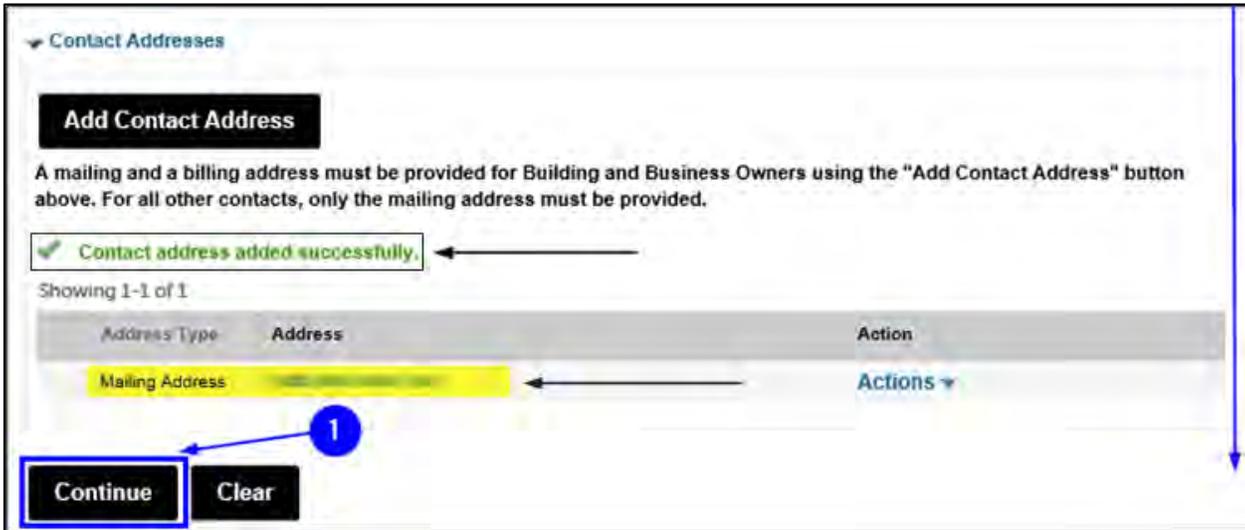


Fig. 20: Click 'Continue'

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

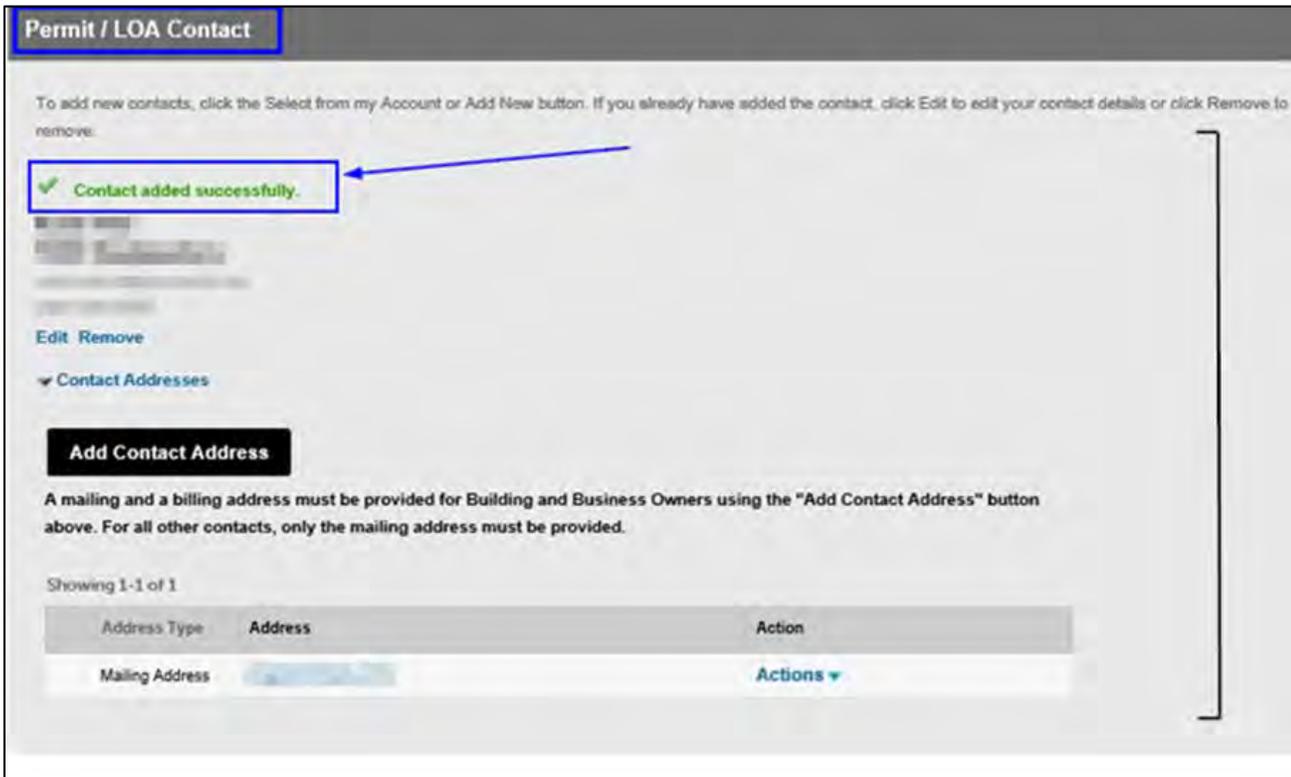


Fig. 21: Contact Information Added

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

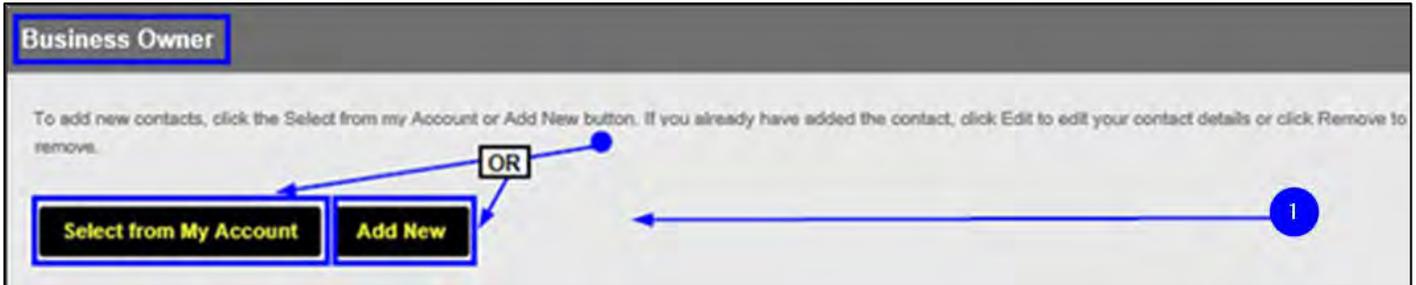


Fig. 22: Complete the ‘Business Owner’ Section

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

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

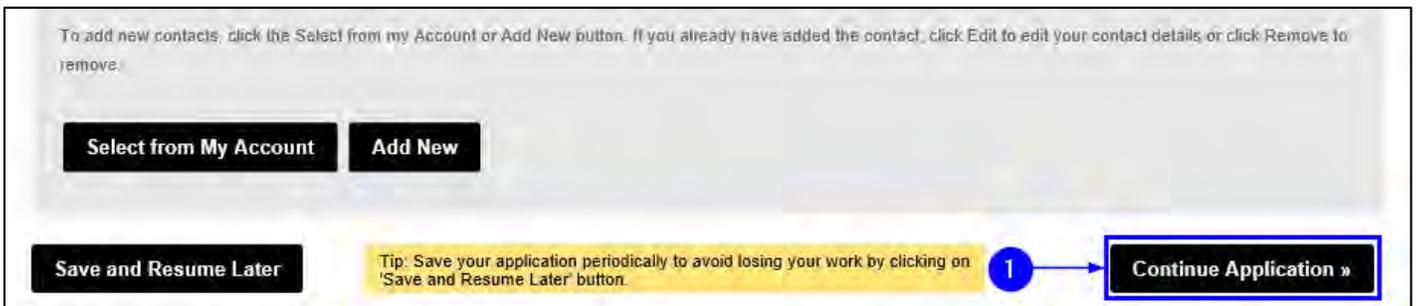


Fig. 23: Click ‘Continue Application’

## Step 5. Complete the Request for Onsite Exam Details

Next, on the **Request Information** page, you will need to add all the details for the Onsite Exam you are requesting.

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

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

**NOTE:** You can only submit a Request for Onsite Exam for one (1) Candidate at a time. If you need to request for other candidates, you need to submit two (2) different Request for Onsite Exam Applications.

The screenshot shows a web application interface for requesting an onsite exam. At the top, there is a navigation bar with five steps: 1. Building Information, 2. Contact Information, 3. Request Information (highlighted), 4. Supporting Documents, and 5. Review and Submit. Below the navigation bar, the page title is "Step 3: Request Information > Inspection Request Details". There are two notes: "1. \*Indicates a required field." and "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 divided into three sections: "Inspection Request Details", "Requestor", and "Additional Request Information".

**Inspection Request Details**

Showing 0-0 of 0.

Inspection UWI	Inspection Type	System Type	Requested Test Date	Requested Start Time	Alternates Date	Alternates Time	Number of Cylinders	Mergower (maximum T)	Time and Justification for Off Hours Request	Type of hazardous materials transported and/or used citywide	Type of vehicle(s), Plate Number(s), State(s) of Registration
No records found.											

Buttons: Add a Row, Edit Selected, Delete Selected

**Requestor**

To add new contacts, click the Select from My Accounts or Add New button. If you already have added the contact, click Edit to edit your contact details or click Remove to remove.

Buttons: Select from My Account, Add New

**Additional Request Information**

\*Emergency Contact Name:

\*Emergency Contact Number:

\*Name of the Contact person that will be the on-site:

Location/Address of Requested Inspection/Test:

Off Hour Certification:

Buttons: Save and Resume Later, Continue Application

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

Fig. 24: ‘Request Information’ Page

## Requesting a FLSD Onsite Exam

To add your Onsite Exam information to the “Inspection Request Details” section, click the **Add a Row** button. See Figure 25.

The screenshot shows a multi-step process for requesting an onsite exam. The current step is 'Step 3: Request Information > Inspection Request Details'. Below the step title, there are two notes: '1. \*Indicates a required field.' and '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 'Inspection Request Details' and shows a table with columns for 'Inspection Unit', 'Inspection Type', 'System Type', 'Requested Test Date', 'Requested Start Time', 'Alternate Date', 'Alternate Time', 'Number of Cylinders', 'Manpower (minimum 1)', 'Time and Justification for Off Hours Request', 'Type of hazardous materials transported and/or used citywide', and 'Type of Vehicle(s), Plate Number(s), State(s) of Registration'. Below the table, it says 'Showing 0-0 of 0' and 'No records found.' At the bottom left, there are three buttons: 'Add a Row', 'Edit Selected', and 'Delete Selected'. The 'Add a Row' button is highlighted with a blue box, and a blue arrow points to it with the number 1.

Fig. 25: Click ‘Add a Row’

The **Select Inspection Unit** window will open. Select “High Rise” as the Inspection Unit for a Request for Onsite Exam.

The screenshot shows a 'Select Inspection Unit' window. At the top, there is a search bar labeled 'Search for Occupancy Code' with a 'Search' button. Below the search bar, there is a list of inspection units with radio buttons next to each. The 'High Rise' option is selected, and a blue arrow points to it with the number 1. At the bottom of the window, there is a 'Next >' button highlighted with a blue box, and a blue arrow points to it with the number 2. The window also has a close button (X) in the top right corner and a pagination control at the bottom showing '< Prev 1 2 Next >'.

Fig. 26: Locate the Inspection Unit

## Requesting a FLSD Onsite Exam

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

The **Select Inspection Type** window opens and displays the Inspection types specific to the Inspection Unit you just selected. Click to select “High-Rise On-Site FLSD Testing” and then click **Finish**. See Figure 27.

**Select Inspection Type** (Select only one)

Search for Occupancy Code  **Search**

High Rise

**Inspection Type**

- Hi-Rise Annual Inspection
- Hi-Rise Health Task force
- Hi-Rise Illegal Conversion Task Force
- Hi-Rise On-site FLSD Re-Test
- Hi-Rise On-site FLSD Testing
- Hi-Rise Re-Inspection
- Hi-Rise Shelter Task Force
- Hi-Rise Three Quarter Housing Task Force

« Back **Finish »** Cancel

**Fig. 27: Select the High-Rise On-Site FLSD Testing' Unit /Click 'Finish'**

## Requesting a FLSD Onsite Exam

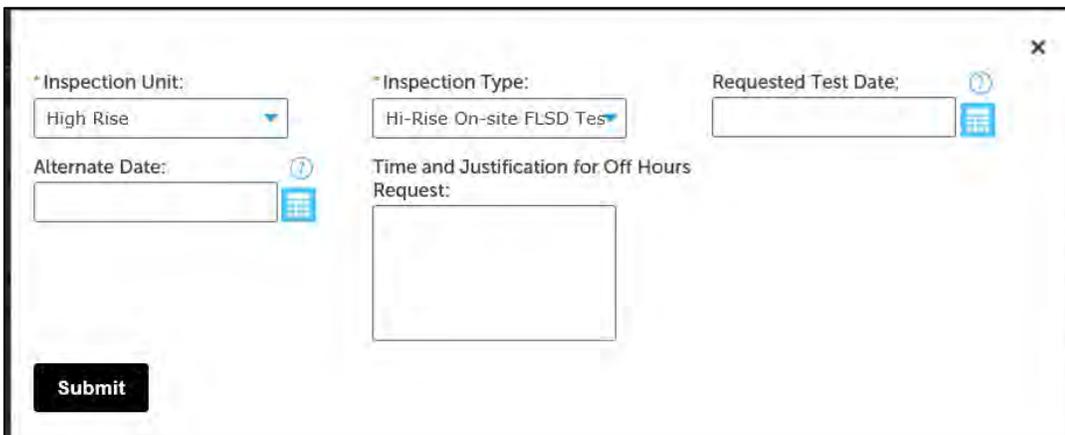
Next, enter all the applicable system and scheduling information. All fields marked with an asterisk (\*) are mandatory and must be completed.

Click on the **Calendar** icon (📅) to choose the **Requested Test Date**. Then, click on the **Calendar** icon (📅) to complete the **Alternate Date**.

Enter the requested time in **Time and Justification for Off Hours Request** text box.

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

**NOTE #2:** If you are requesting an Onsite Exam outside of normal business hours (i.e., an Onsite Exam that will be billable as Overtime), you MUST enter the details for your Overtime request (e.g., “Need to start at 10:00 a.m. Saturday,” in the **Time and Justification for Off Hours Request** text box. If you are NOT requesting “Off Hours Testing,” leave this section blank.



The screenshot shows a web form for requesting an onsite exam. It includes the following fields and controls:

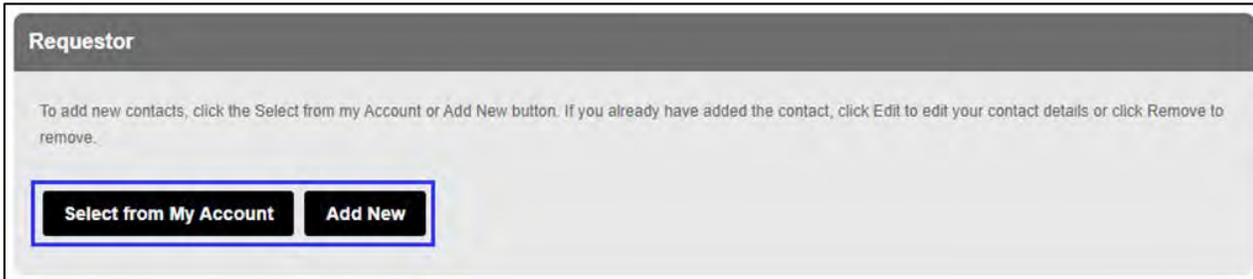
- \* Inspection Unit:** A dropdown menu with "High Rise" selected.
- \* Inspection Type:** A dropdown menu with "Hi-Rise On-site FLSD Tes" selected.
- Requested Test Date:** A text input field with a calendar icon (📅) to its right.
- Alternate Date:** A text input field with a calendar icon (📅) to its right.
- Time and Justification for Off Hours Request:** A large text area for providing details.
- Submit:** A black button with white text.

Fig. 28: Enter the Onsite Exam Details

## Requesting a FLSD Onsite Exam

Next, you will need to complete the “Requestor” section. If you already have your information saved in your **NYC ID** account, click **Select from my Account** and follow the directions in **Step 4, Scenario #1**. Otherwise, click **Add New** and follow the instructions in **Step 4, Scenario #2**. See Figure 29.

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



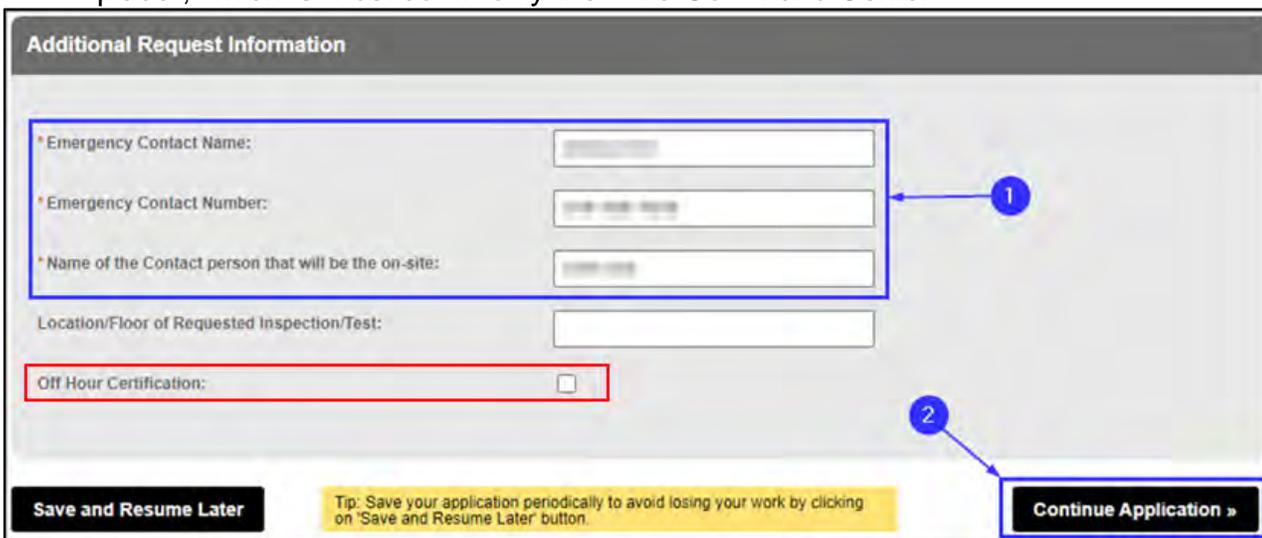
**Fig. 29: Select/Add the Requestor Contact Information**

Next, complete the “Additional Request Information” section. Enter the Emergency Contact’s name and phone number. The Emergency Contact will be the Onsite exam Scheduler.

Then, enter the name of the person that will be on-site (Lead FLSD). When you are ready, click **Continue Application**. See Figure 30.

**NOTE #1:** If you are requesting an Onsite Exam outside of normal business hours, you **MUST** “check” the **Off Hour Certification** checkbox (bordered below in “red”) to confirm that you accept any additional fee(s) associated with the Off Hour Request.

**NOTE #2:** The **Location/Floor of Requested Inspection/Test** must be the “meeting place”, which is most commonly the “Fire Command Center”.



**Fig. 30: Complete ‘Additional Request Information’ Section/Continue**

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

For the “Inspection Information” section, enter the **Inspection Record ID / Account #**, which can be obtained from the Building Owner or Building Manager. If you do not provide the **Inspection Record ID / Account #**, FDNY will reply, requesting additional information. The **Inspection Record ID / Account #** will be provided in the reply. You will need to update the request with the **Inspection Record ID / Account #** provided.

To complete the “Project Information” section, enter the Onsite details (required) as shown below:

NOTE: This is the same information previously sent with email requests for the Onsite Exam:

- Candidate Name
- Last 4 of Candidate SSN
- Address of the Main Entrance to the building
- Type of Test: Fire, Non-Fire, Full (Comprehensive)

**Step 3: Request Information > Inspection Info**

\*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.

**Inspection Information**

Inspection Record ID/Account #:

**Project Information**

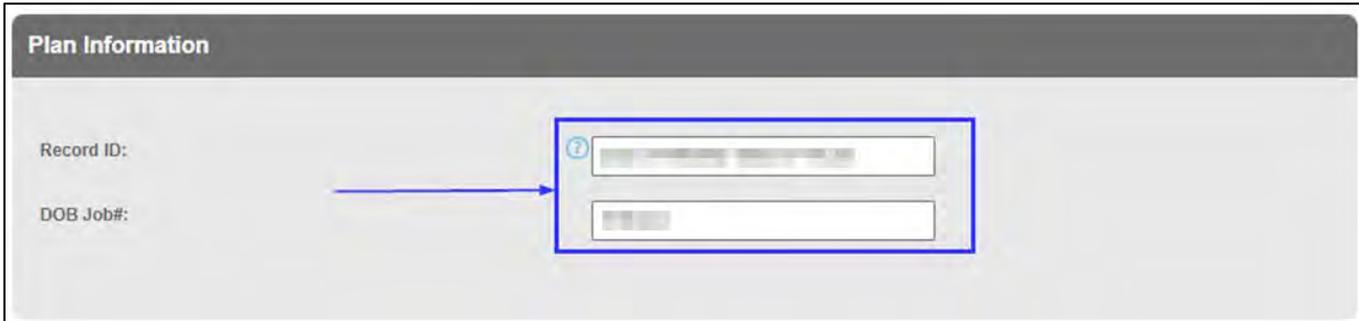
Describe the system or equipment to be inspected or tested. **For Hazardous Cargo**, describe all hazardous materials transported and/or used Citywide. Be as detailed as possible. **For LABS**, describe all hazardous materials and/or occupancy to be inspected

Project Name and Description:

Requesting Onsite for: John Doe SSN: 4321  
Requested Date: September 20, 2021 or October 20, 2021  
Premises Address 9 [Metrotech](#) Center Brooklyn, NY  
Indicate type of Test (Fire (FSD), Non-Fire (EAP) or Full (Comprehensive))

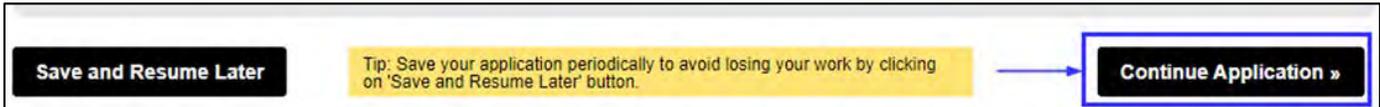
Fig. 31: Enter the Project Name and Description

Next, complete the “Plan Information” section. Enter your Approved Plan Application’s **Record ID** (This will be the EPPG Plan Approval #, which will be named “20xx-EPPGEA-xxxxxxx”). **DO NOT ENTER a DOB Job #.**



**Fig. 32: Enter the ‘Record ID’ / Do NOT enter a DOB Job #**

To continue, skip the “Violation Section” and scroll to the bottom of the page. Click **Continue Application**. See Figure 33.



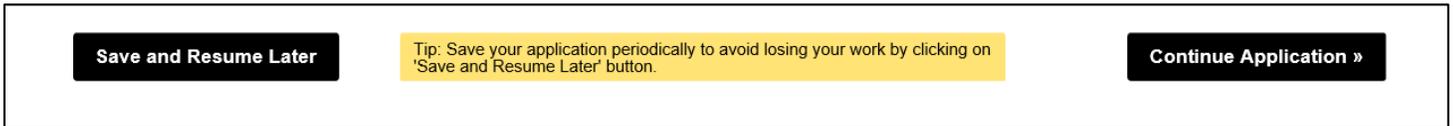
**Fig. 33: Click ‘Continue Application’**

## Step 6. Upload Supporting Documents

You will be taken to the **Supporting Documents** page.

You can skip the “Supporting Documents: section. Scroll to the bottom of the page and click **Continue Application**. See Figure 34.

*No Supporting Documents are required to schedule a Fire and Life Safety Exam at this time.*



**Fig. 34: Click ‘Continue Application’**

You will be taken to the “Digital Signature” section. Here, you will enter your digital signature to acknowledge that you are submitting a Request for Onsite Exam.

Enter your **First Name** and your **Last Name**. Then, select “Other” from **Title/Roles** drop-down list.

Then, “check” the checkbox to acknowledge submission of your Application. Finally, click **Continue Application**. See Figure 35.

A screenshot of the 'Public Request for Inspections' application process. At the top, a progress bar shows six steps: 1, 2 Contact Information, 3 Request Information, 4 Supporting Documents (highlighted in yellow), 5 Review and Submit, and 6 Confirmation. Below the progress bar, the heading is 'Step 4: Supporting Documents > Digital Signature'. A note states: '\* 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 the following fields: 'First Name :', 'Last Name :', 'Title/Roles :', and 'Specify Other:'. The 'Last Name' field is highlighted with a blue box and a circled '1' with an arrow pointing to it. The 'Title/Roles' dropdown menu is open, showing 'Other' selected. Below the dropdown, there is a text input field containing 'Requestor/Scheduler' and a close button 'X'. At the bottom, there is a checkbox with a checkmark and the text '\* By checking this box, I acknowledge submitting this request. Once submitted, I will not be able to make any changes.:'. At the very bottom, 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 »'. A circled '2' with an arrow points to the 'Continue Application' button.

**Fig. 35: Complete the ‘Digital Signature’ Section**

### Step 7. Review and Submit

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

Scroll through the page and review your information. If you notice any errors or if you need to make any changes, click the **Edit** button to return to that section and correct the information. See Figure 36.

**Public Request for Inspections**

1 2 Contact Information 3 Request Information 4 Supporting Documents 5 Review and Submit 6 Confirmation

**Step 5: Review and Submit**

**Record Type**

**Public Request for Inspections**

**Premises Address** Edit

**Licensed Professional** Edit

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Fax	Action

**Permit / LOA Contact** Edit

Fig. 36: Review your Request for Onsite Exam Information



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



When you are ready to submit your Application, scroll down to the bottom of the screen, “check” the checkbox to agree to the certification and to digitally sign your Application. Then, click **Submit Application**. See Figure 37.

The screenshot shows a 'Digital Signature' form. At the top right is an 'Edit' button. The form contains the following fields: 'First Name', 'Last Name', 'Title/Roles' (with 'Other' selected), and 'Specify Other' (with 'Requestor/Scheduler' selected). A checkbox is checked, and the text below it reads: 'By checking this box, I acknowledge submitting this request. Once submitted, I will not be able to make any changes.' Below this is a large text area containing a legal disclaimer. At the bottom left is a 'Save and Resume Later' button, and at the bottom right is a 'Submit Application' button. A yellow tip box is located between these two buttons. Two blue callout boxes with numbers '1' and '2' are present: '1' points to the checked checkbox, and '2' points to the 'Submit Application' button.

Fig. 37: Digitally Acknowledge, Sign and Submit the Application

### Step 8. Submission Confirmation

You will receive confirmation that your Request for Onsite Exam has been submitted. You will also receive a Request Record ID. This Record ID will also be available to you on your FDNY Business Dashboard. You can use this Record ID to track the status of your Request. See Figure 38.

The screenshot shows a confirmation page titled 'Step 3: Receipt/Record issuance'. Under the heading 'Receipt', there is a green banner with a checkmark icon and the text: 'Your application(s) has been successfully submitted.' Below this banner is a dark grey bar containing a blurred 'REQUEST-' label. At the bottom left, there is a blue button labeled 'REQUEST-'. A red horizontal line is visible at the bottom of the page content area.

Fig. 38: Request Submission Confirmation/Record ID

## After Your Submission

You will receive an email confirmation that your Request for Onsite Exam has been submitted.

Once FDNY reviews your Request, you will receive another email with the date, time of your scheduled Onsite Exam, and an **Onsite Account #** (8 digits, also known as *Inspection Record #*).

If you did NOT submit all the required information, you will receive an email requesting you supply the missing information.

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

If your Request for Onsite Exam has been rejected, you will need to submit a new Request for Onsite Exam on FDNY Business once all prerequisites are complete.

## 2. Request Cancellation of an Onsite Exam\*\*

If an Onsite Exam has been scheduled by FDNY and you need to cancel it, you **MUST** request the cancellation via email to the High Rise Unit ([High-Rise@fdny.nyc.gov](mailto:High-Rise@fdny.nyc.gov)). The Request for Cancellation **must be** requested *at least* three (3) business days **before** your scheduled Onsite Exam or your request may be denied and you may be charged the Onsite Exam Fee.

**NOTE #1:** You will **NOT** be able to submit a Request for Cancellation until you receive an email confirmation with the scheduled date and time of your Onsite Exam.

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

The email Request for Cancellation must be sent to the High-Rise Unit [High-Rise@fdny.nyc.gov](mailto:High-Rise@fdny.nyc.gov).

**Subject Line:** Onsite Cancellation

Body of Email **MUST** include:

- Onsite Account # (also known as Inspection Record #).
- Date/Time of Onsite Exam scheduled
- Candidate Name
- Last 4 of Candidate SSN
- Building Address

You will receive an email from the High-Rise Unit that your Cancellation Request was either approved or denied.

*\*The procedures described in this guide are subject to change.*

*\*\*Cancellation process will be updated as more features are added to FDNY Business.*