



FIRE DEPARTMENT – CITY OF NEW YORK

BUREAU OF LEGAL AFFAIRS – PUBLIC RECORDS UNIT

9 MetroTech Center, Brooklyn, NY 11201

publicrecordsunit@fdny.nyc.gov – (718) 999-2681

Letters of Approval

This form is used to request copies of Letters of Approval (LOA) issued by the New York City Fire Department. **There is no fee to receive copies of these records.**

SAVE TIME: Copies of these records may be accessible online through **FDNY Business** (<https://www.nyc.gov/site/fdny/business/support/fdny-business.page>).

The FDNY or Department of Buildings (DOB) account number must be known to request a copy of each record.

This completed record request form may be submitted:

- Via email to LOACopy@fdny.nyc.gov.
- In-person at the FDNY headquarters during regular business hours (weekdays from 8 a.m. – 2 p.m., excluding holidays).
- By postal mail (must also include a stamped, self-addressed envelope).

Section A

Customer Information

Name

Address

Email Address

City

State

Zip Code

Telephone Number

Section B

Property Information

FDNY or DOB Account Number (1)

FDNY or DOB Account Number (2)

FDNY or DOB Account Number (3)

FDNY or DOB Account Number (4)

Address

Borough

Zip Code

FDNY Use Only

Received

Processed