FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

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

v 2.3 *(Renewal)*

November 2022

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IMPORTANT INFORMATION

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

INTRODUCTION

About this Guide

The *Requesting a Fire Life Safety Director (FLSD) Onsite Exam* User Guide is designed to assist users in completing request and cancellations of onsite 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 FDNY Business (see page 30-37). Cancellations via email are no longer accepted.

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.

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.

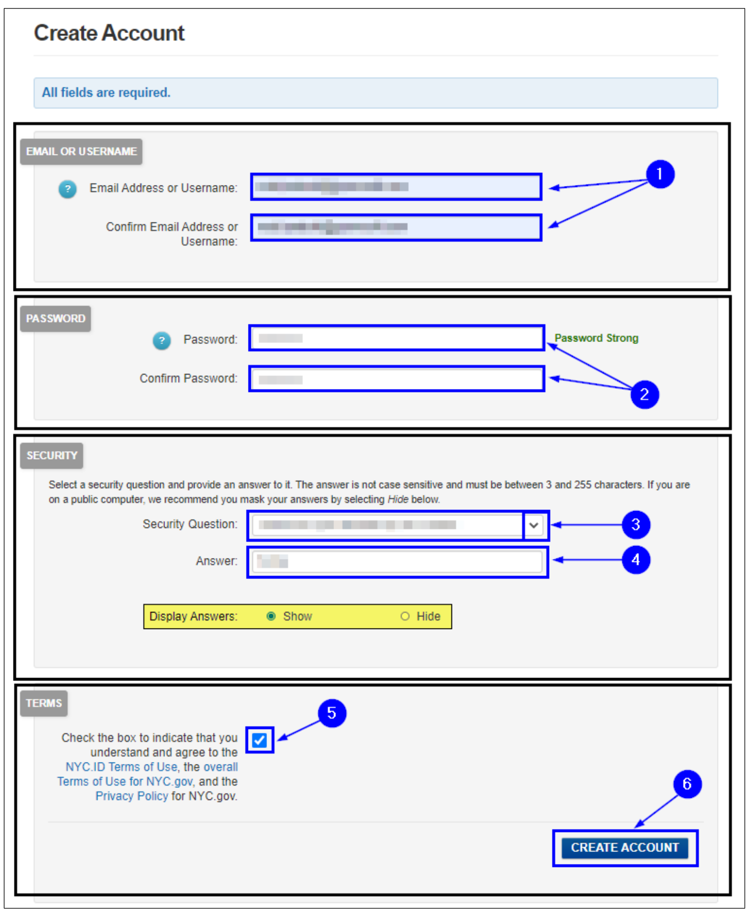


Fig. 1: NYC ID — Create Your Account

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.

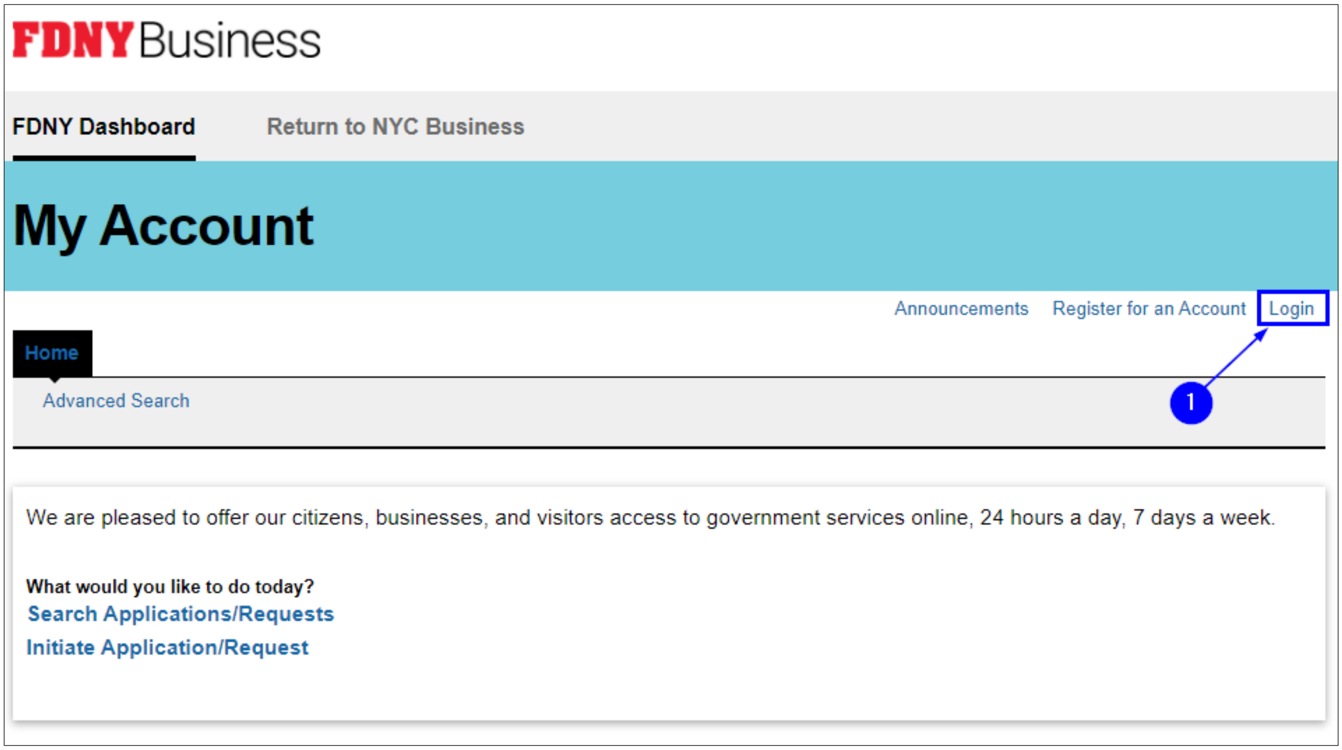


Fig. 2: Click 'Login'

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

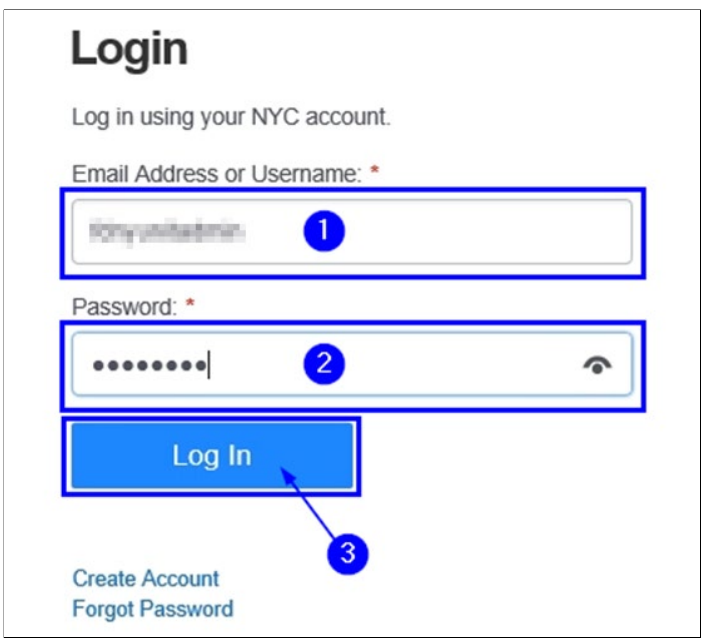


Fig. 3: Enter Your NYC ID/Password and Log In

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.

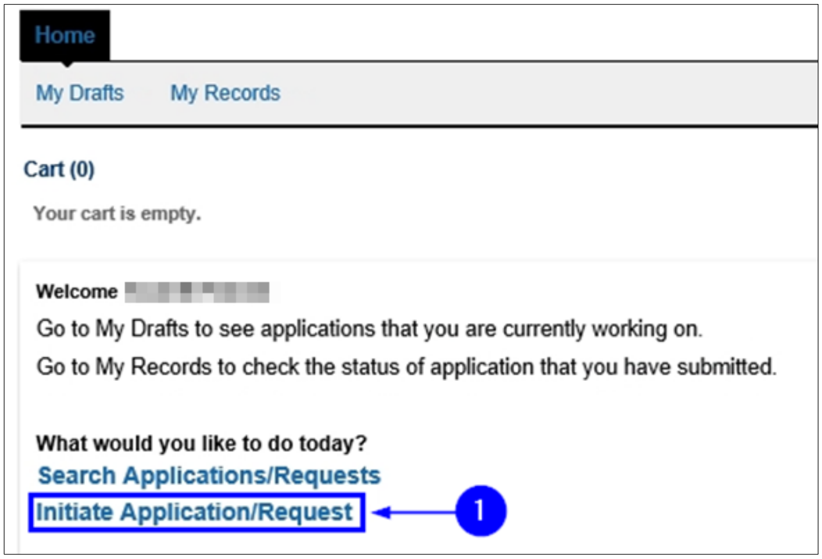


Fig. 4: 'Initiate Application / Request'

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.

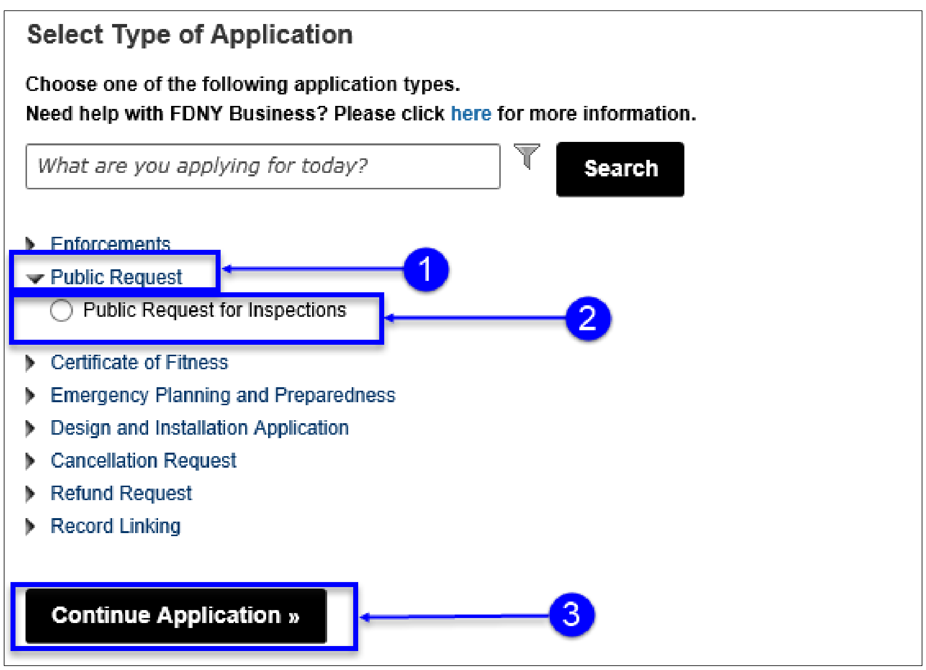


Fig. 5: Select and Click 'Continue Application'

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.

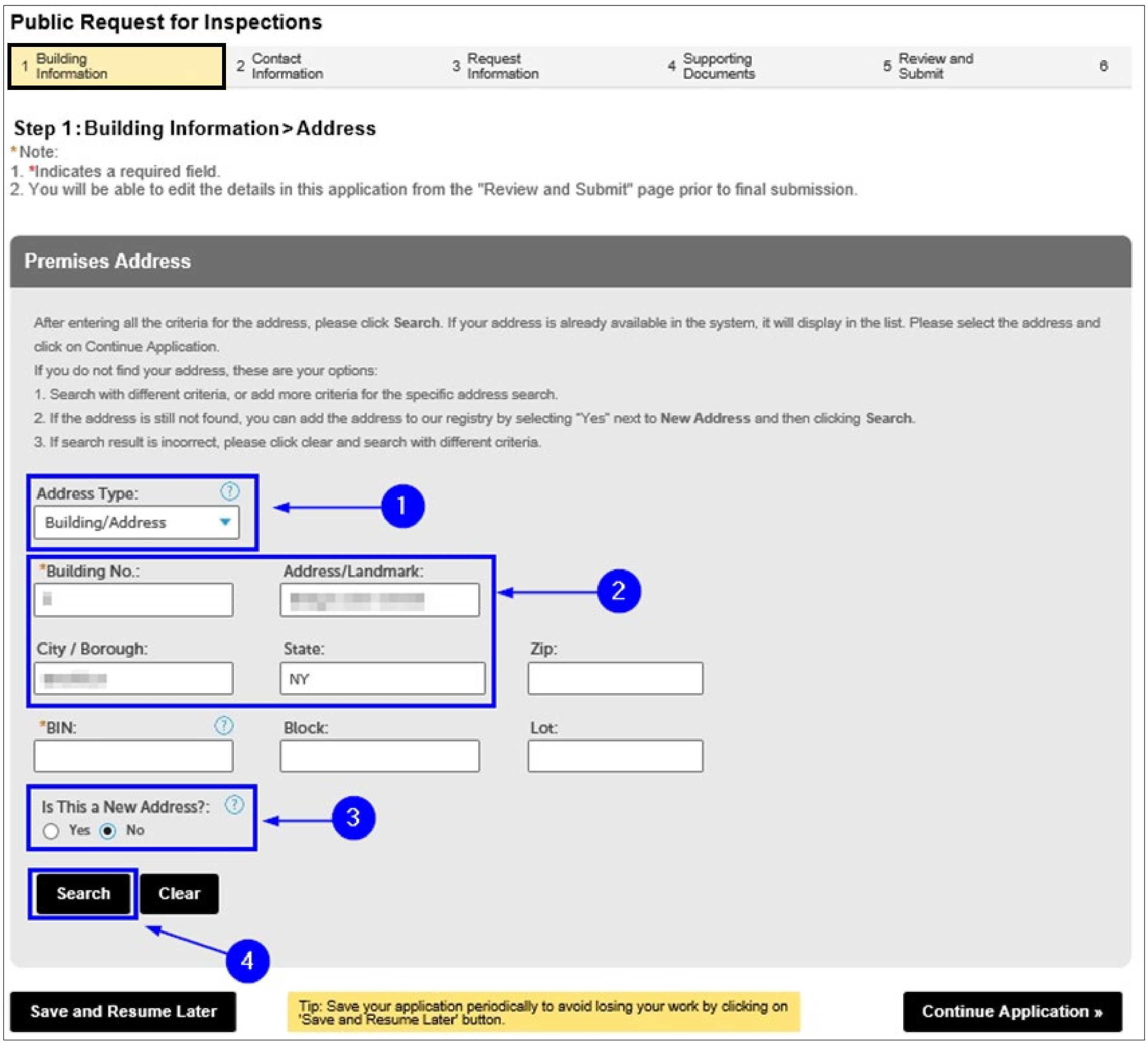


Fig. 6: Enter/Search the Address

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.

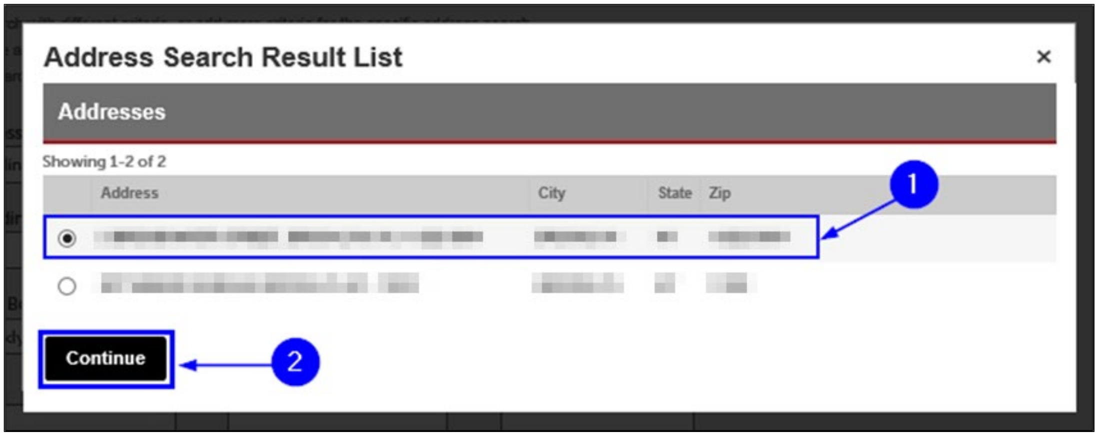


Fig. 7: Select the Address

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

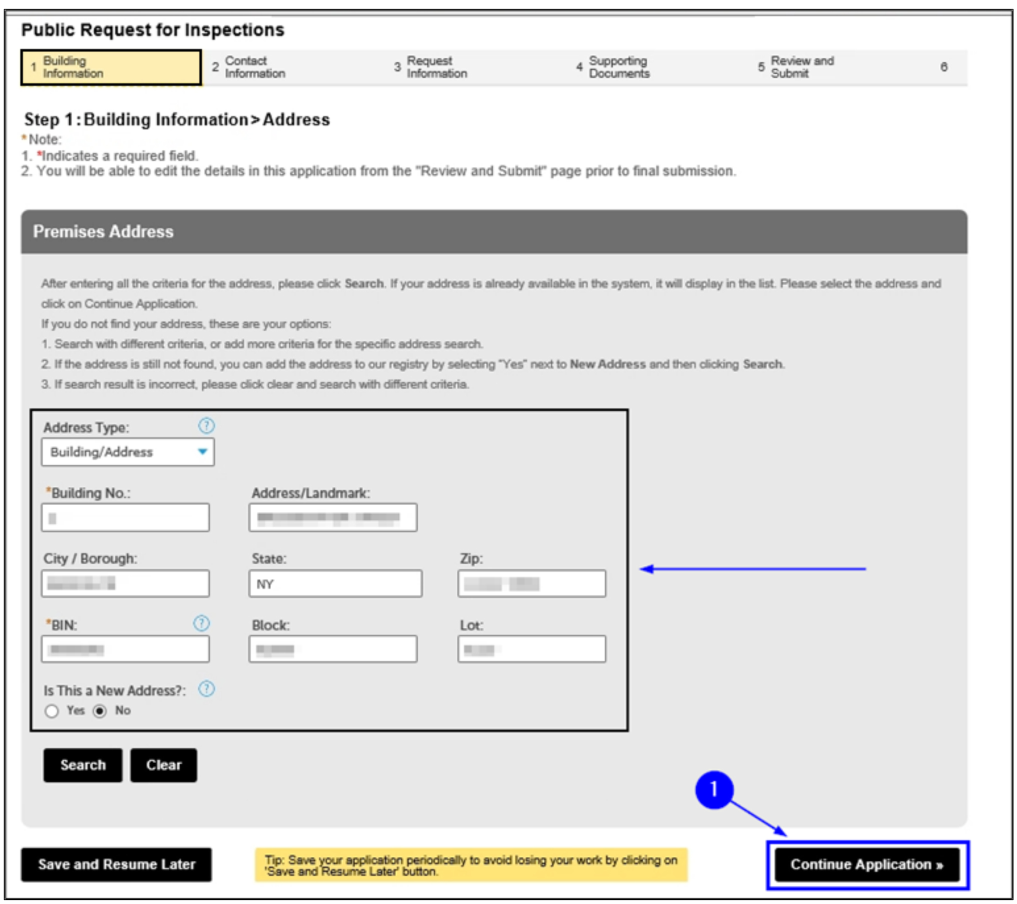


Fig. 8: Continue Application

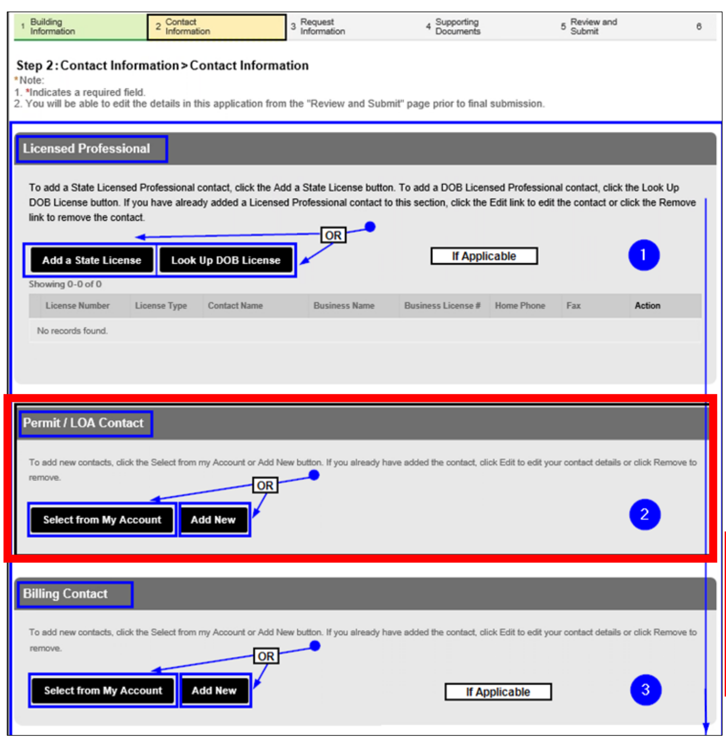
Step 4. Complete the Applicable Sections on the 'Contact Information' Page

You are taken to the **Contact Information** page. It contains eight (8) sections, as follows. Contacts in red *are the only ones* 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" and "Building Owner Contact" email addresses **MUST** be the email address of the person named in that contact type, *e.g. Building owner: John Doe; email: john.doe@email.com*. Requestor email address should not be used in this field.

NOTE # 2: The "Permit/LOA Contact" section MUST BE completed for **ALL** Requests. This Contact may be the same as the Building Owner.



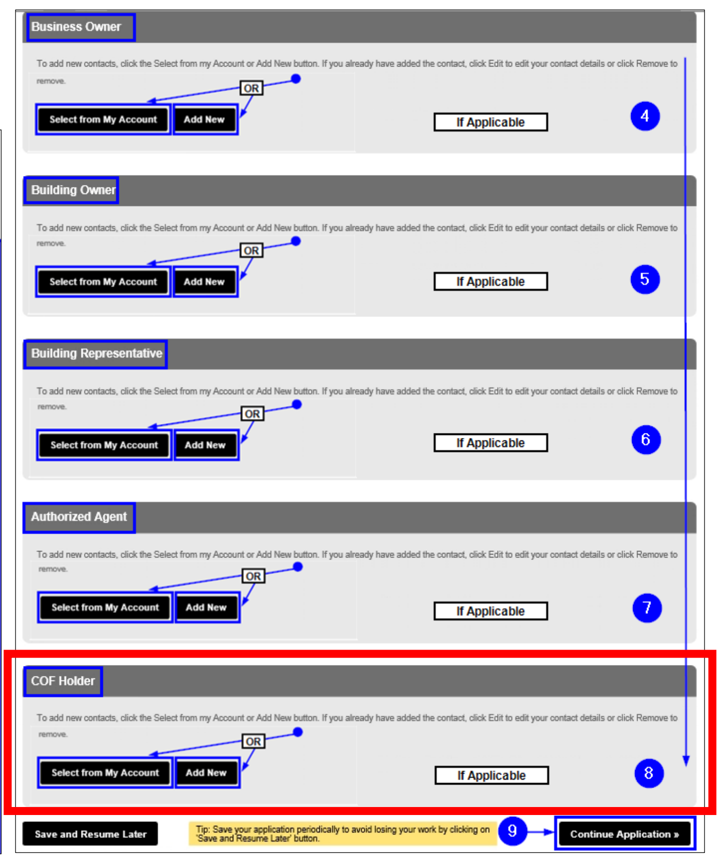


Fig. 9: 'Contact Information' Page
Fig. 10: Contact Information Page (Continued)

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 <u>NOT</u> exist in your **NYC ID** account, you will need to add a new Contact. See **Scenario #2** for instructions.

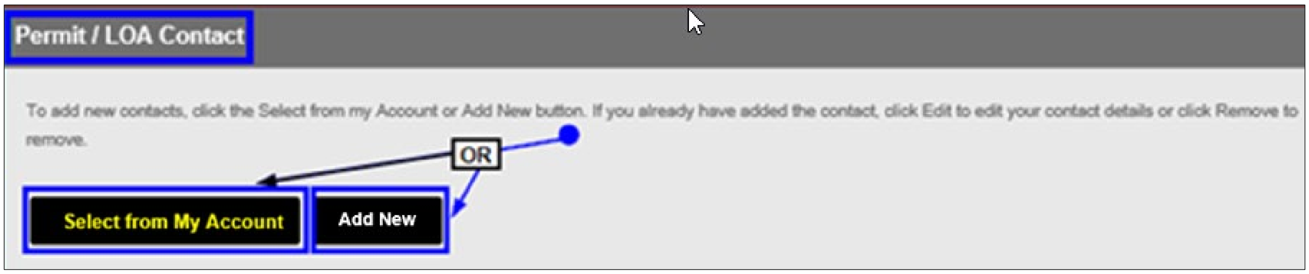


Fig. 11: Click 'Select from My Account'

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 <u>ONLY</u> 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.

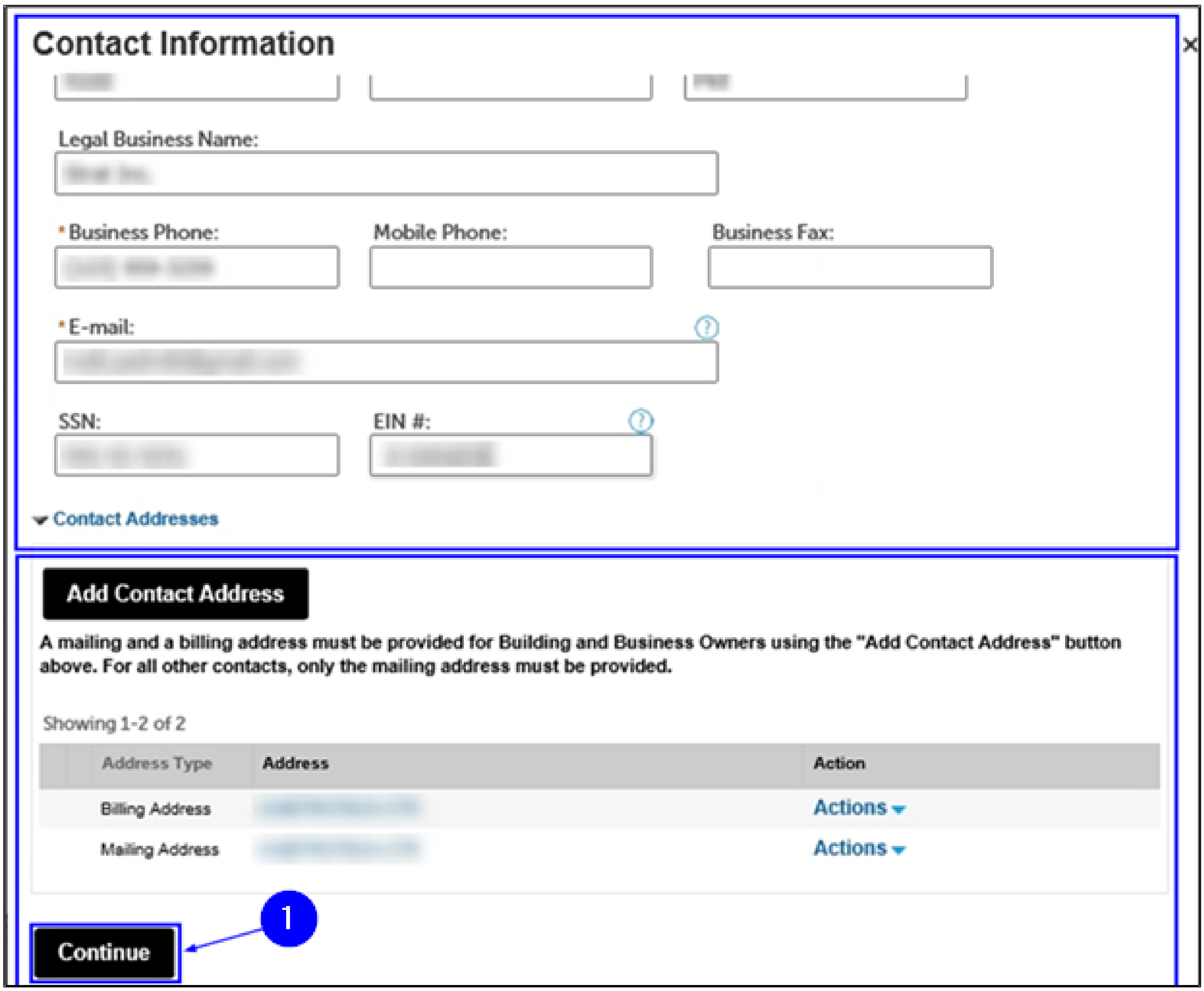


Fig. 13: Review and Click the 'Continue' Button

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.

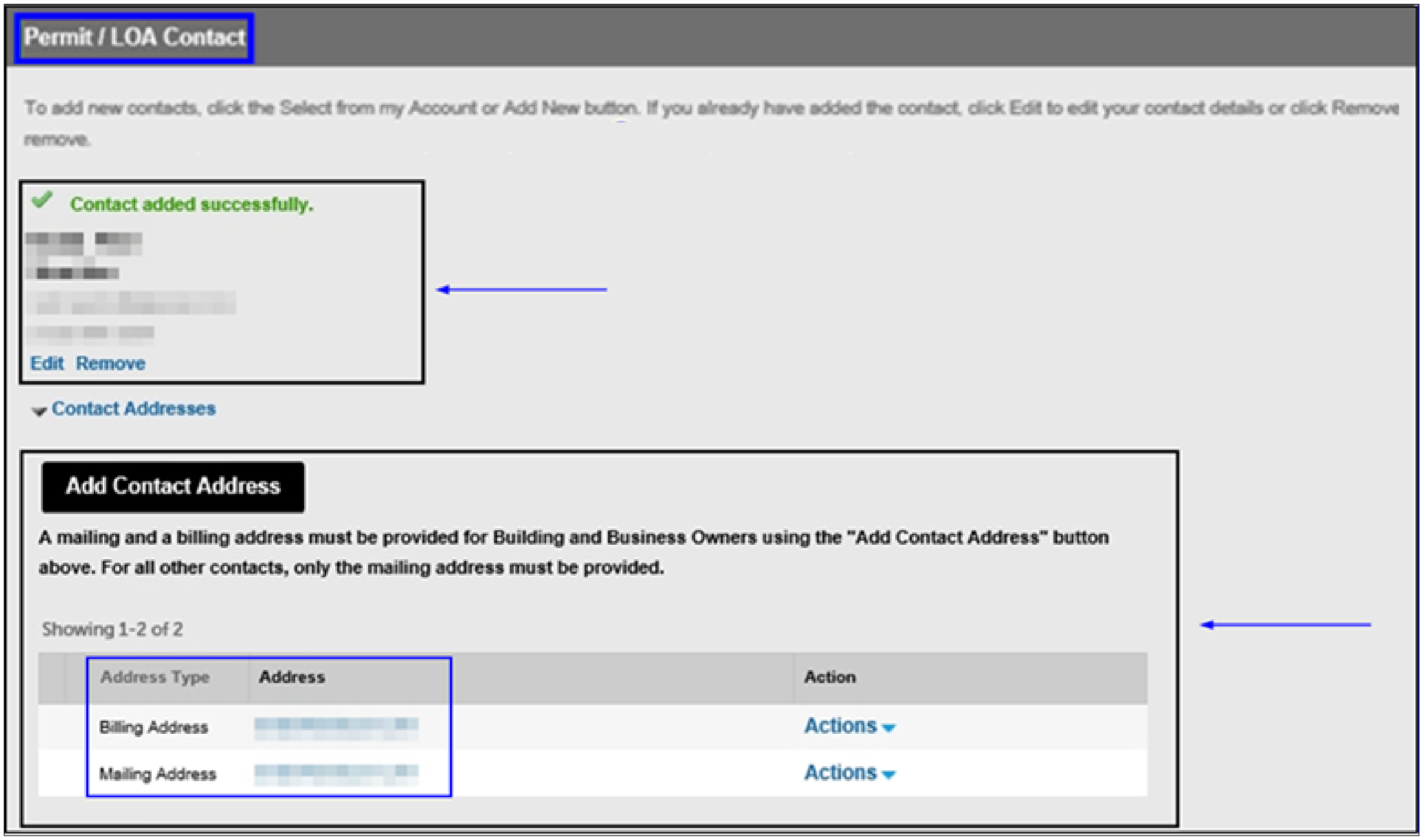


Fig. 14: 'Permit/LOA Contact' Information Selected and Added

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.

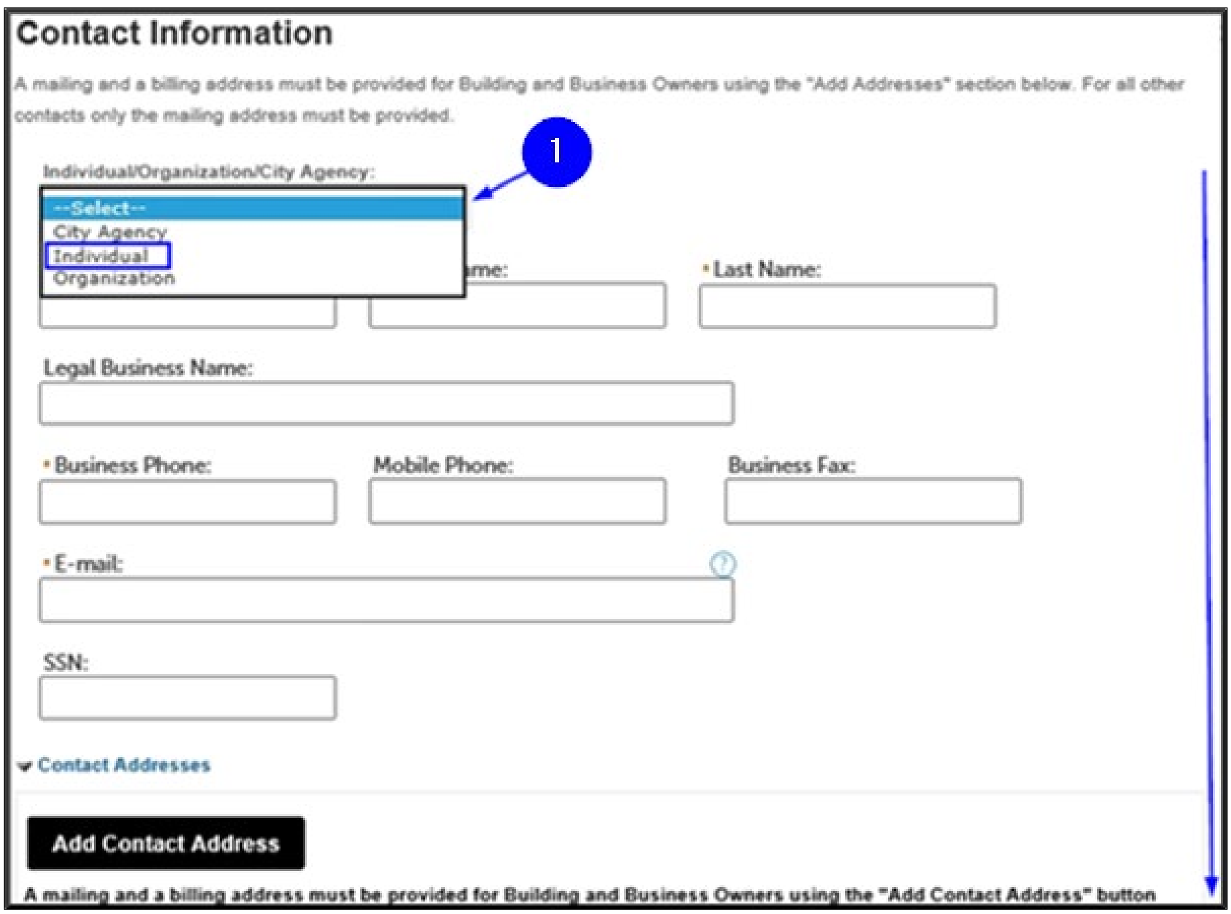


Fig. 16: Select the Contact Type

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.

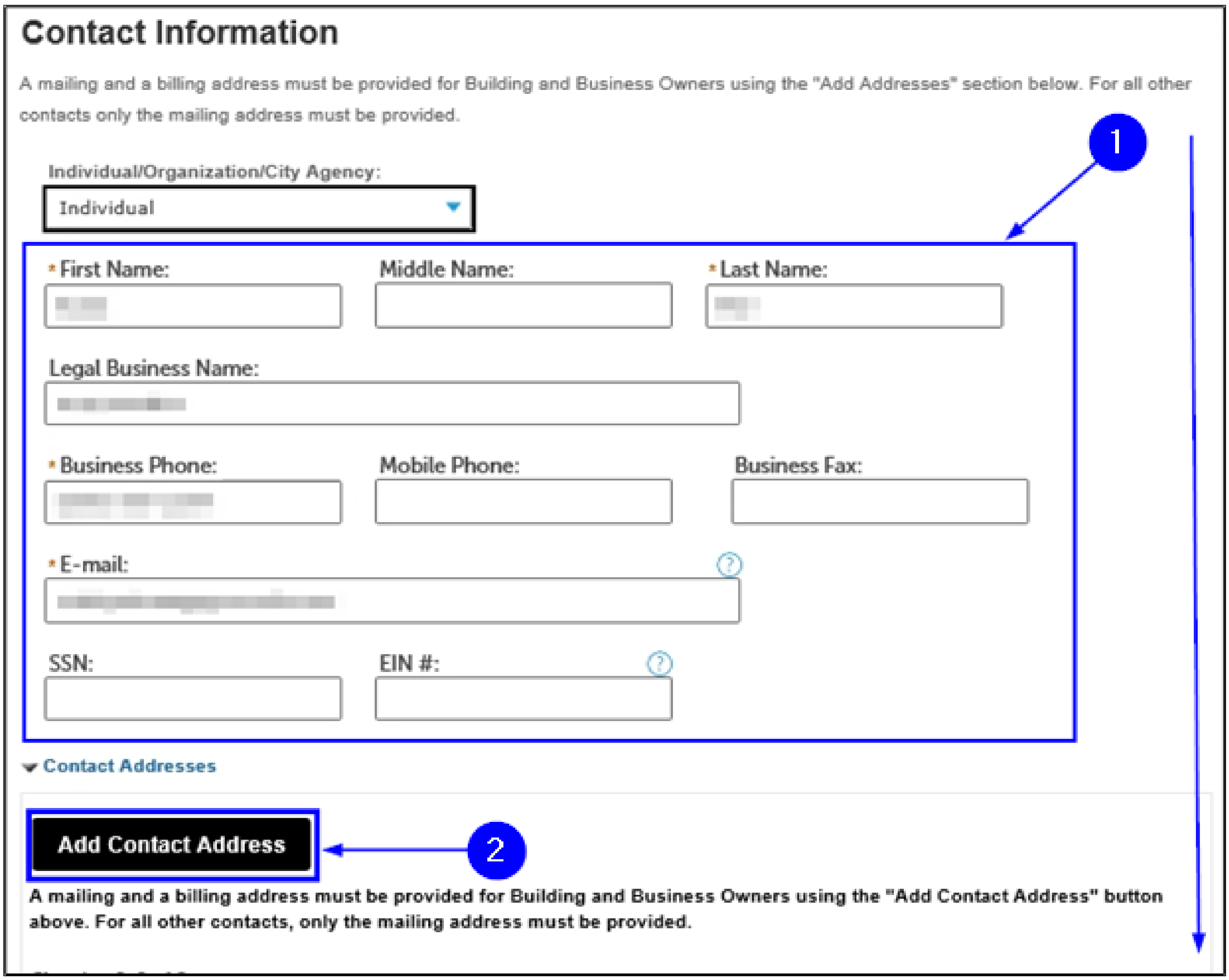


Fig. 17: Enter Information/Click 'Add Contact Address'

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.

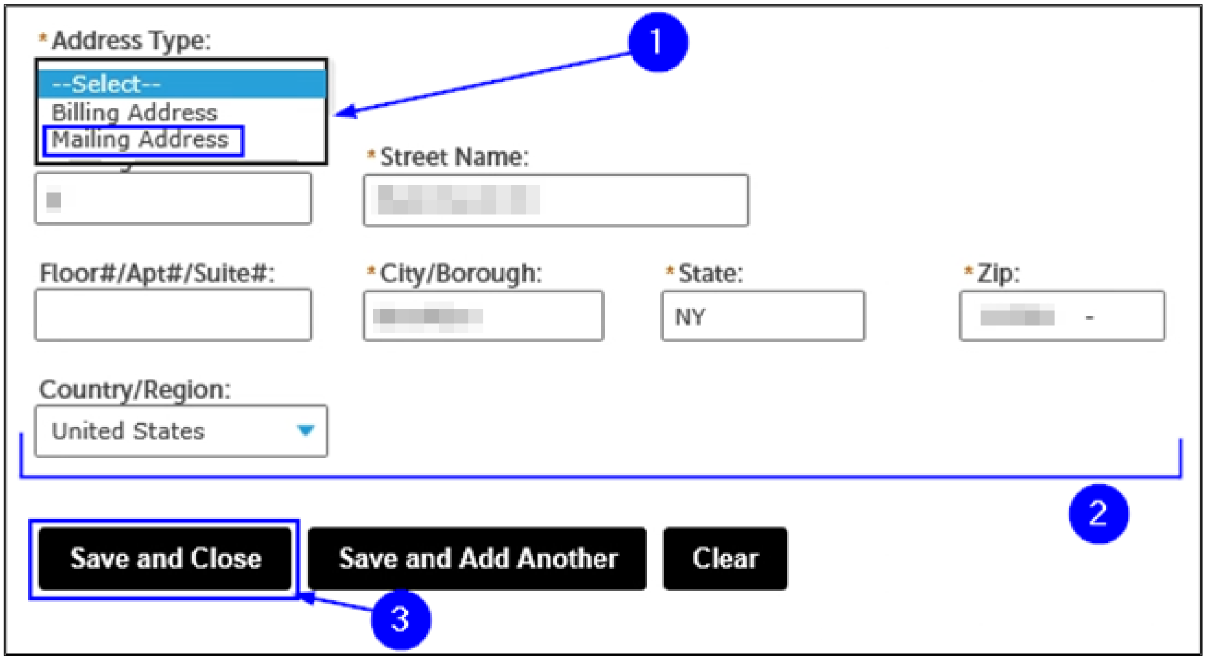


Fig. 18: Enter the Mailing Address Information

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.

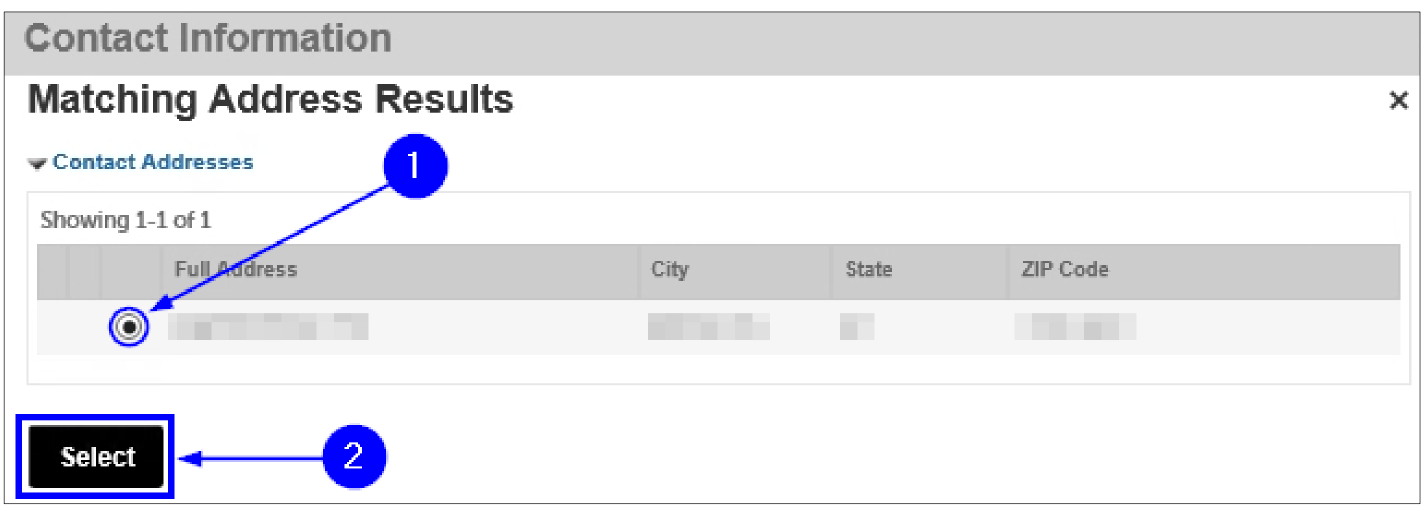


Fig. 19: Chose the Address and Click 'Select'

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.

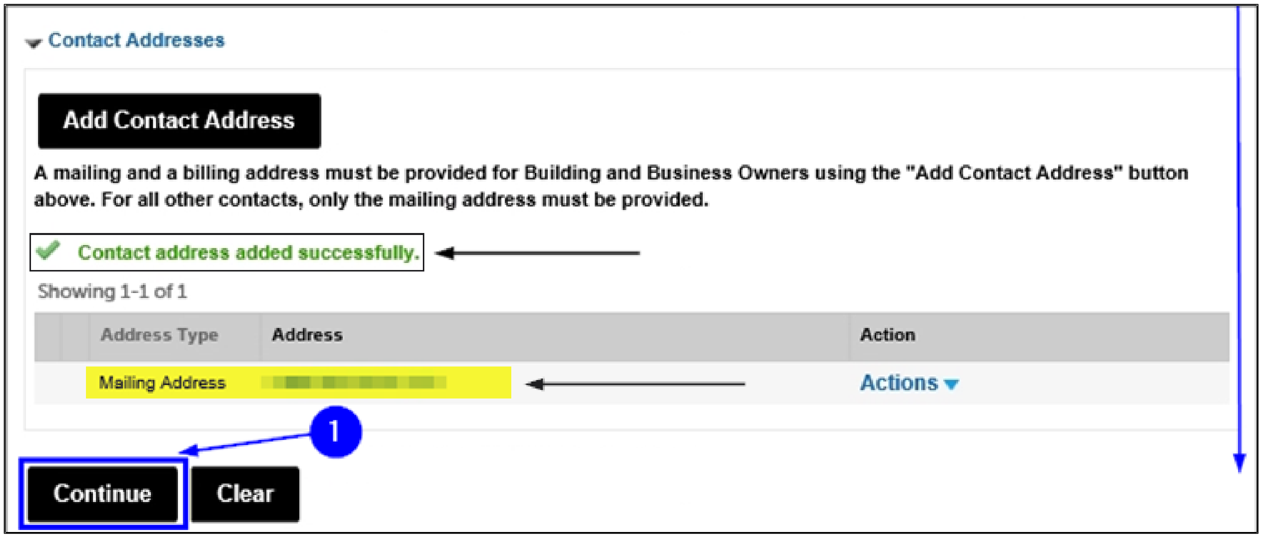


Fig. 20: Click ‘Continue’

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.

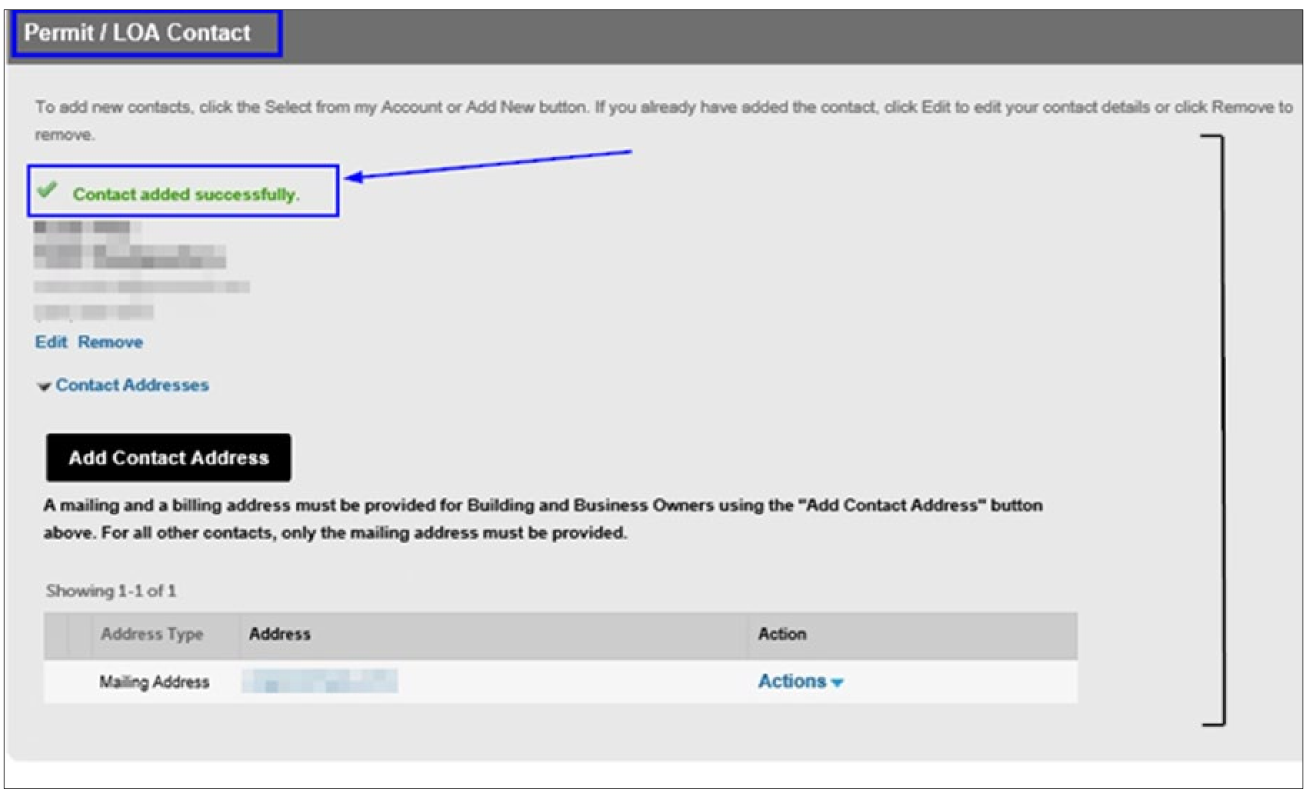


Fig. 21: Contact Information Added

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 22.

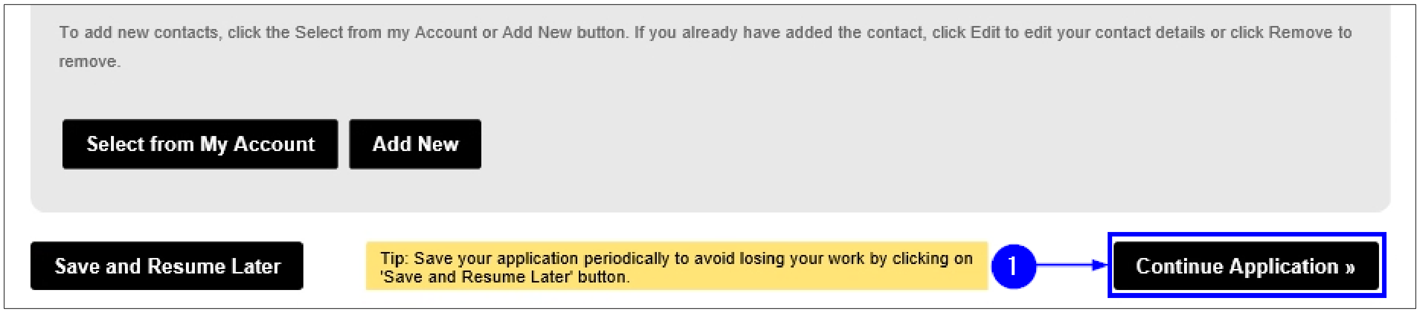


Fig. 22: Click 'Continue Application'

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 23.

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.

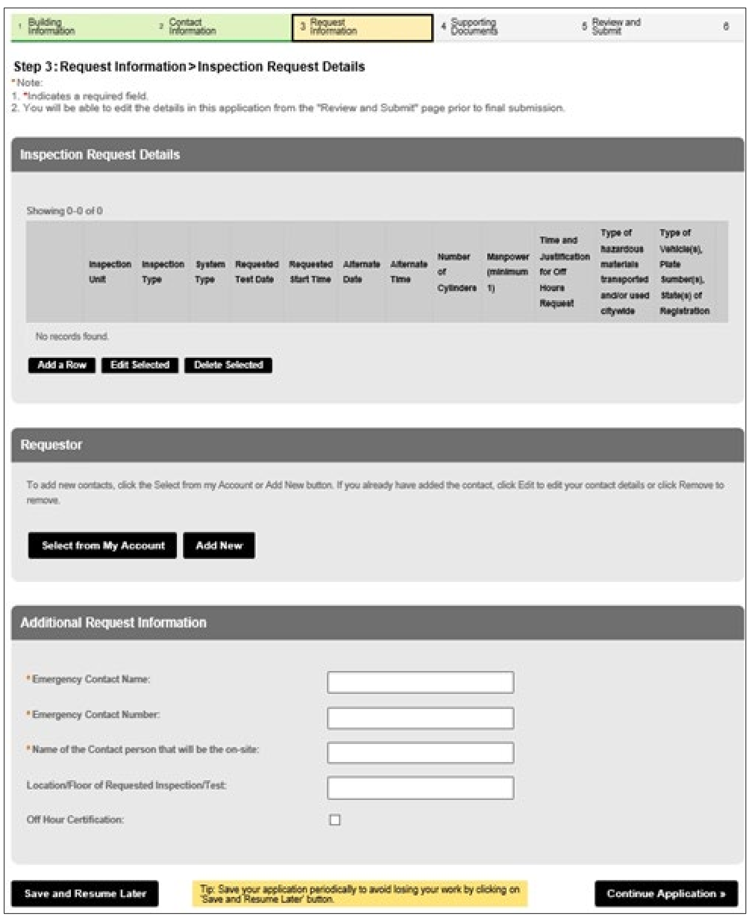


Fig. 23: ‘Request Information’ Page

To add your Onsite Exam information to the "Inspection Request Details" section, click the **Add a Row** button. See Figure 24.

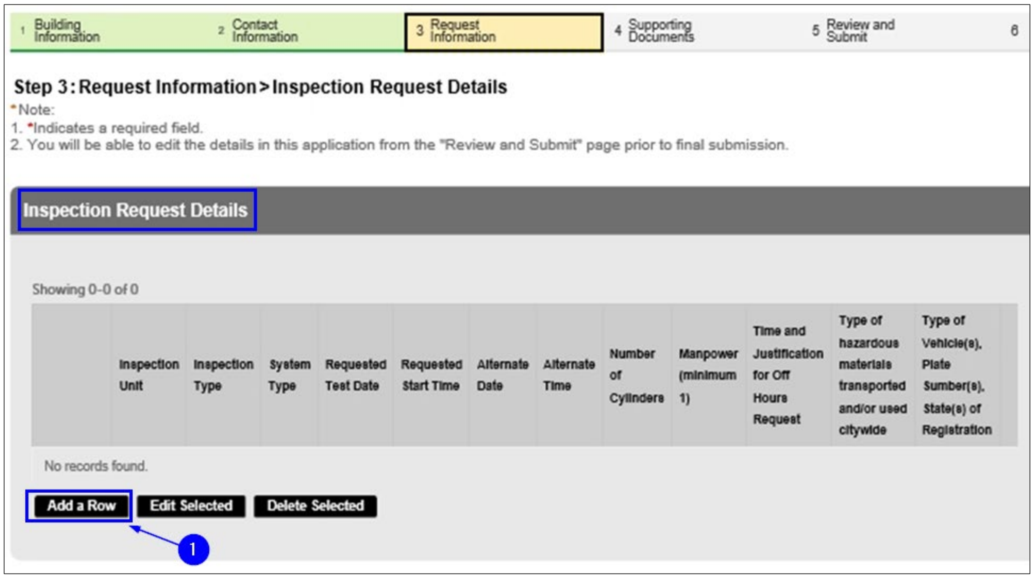


Fig. 24: Click 'Add a Row'

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

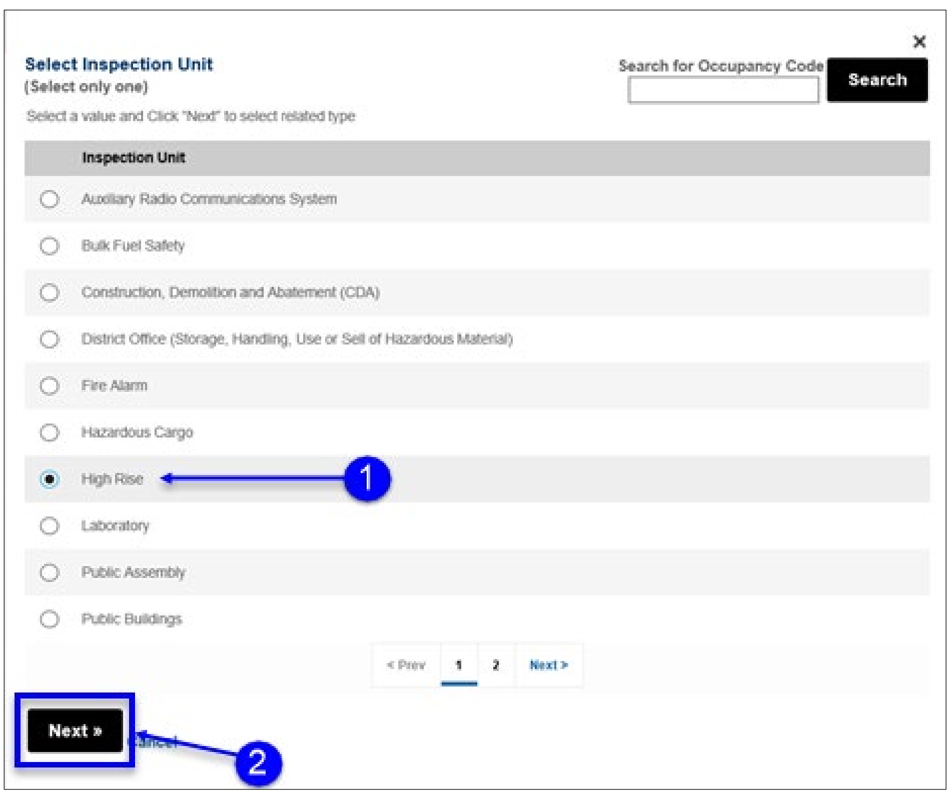


Fig. 25: Locate the Inspection Unit

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 your test type and then click **Finish**. (The Retest option for General/Non-Fire is located on page 2. See Figure 26.

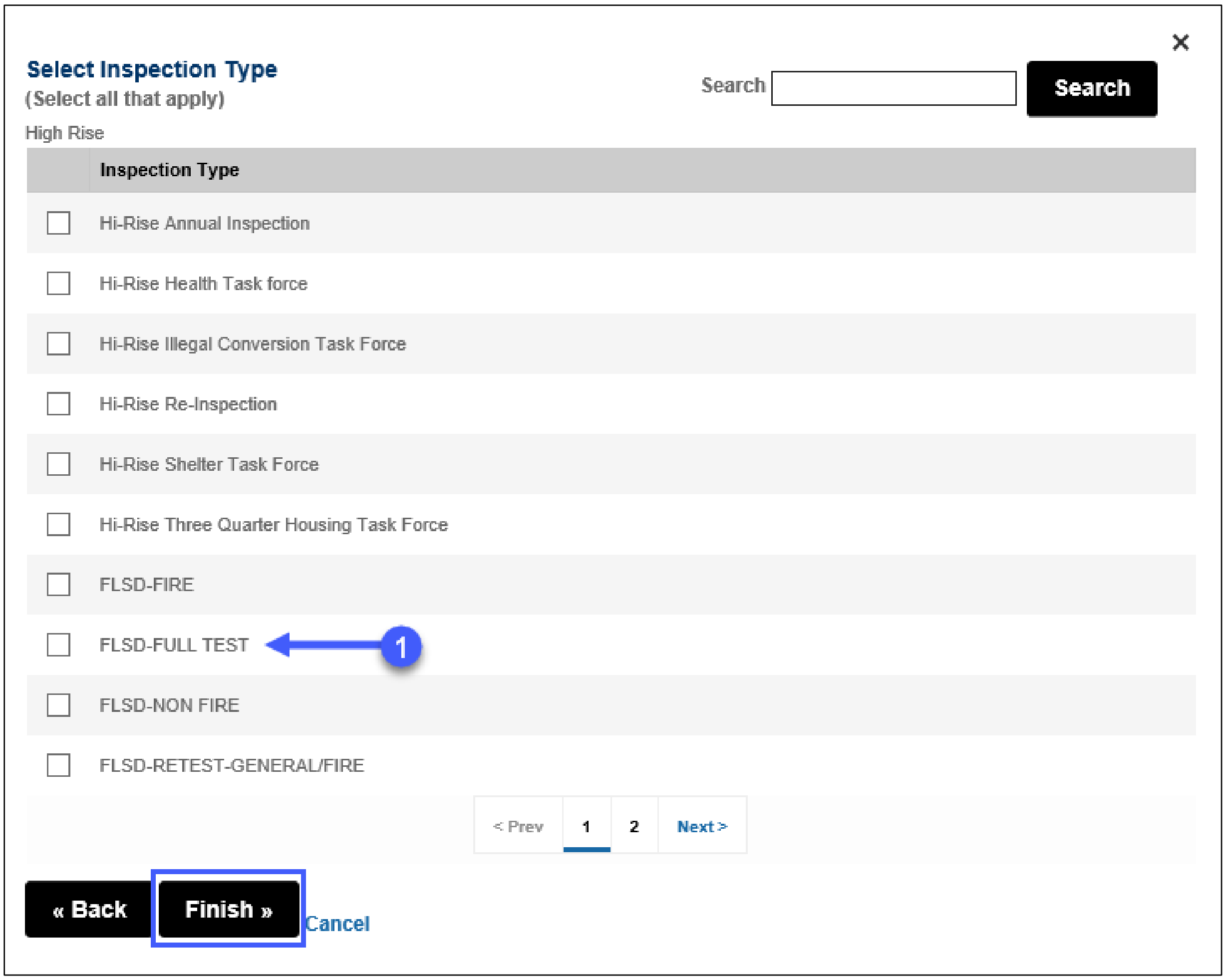


Fig. 26: Select the High-Rise On-Site FLSD Testing' Unit /Click 'Finish'

Next, enter all the applicable system and scheduling information. All fields marked with an asterisk (*) are mandatory and <u>must</u> 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 billiable as Overtime), you <u>MUST</u> 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 <u>NOT</u> requesting "Off Hours Testing," leave this section blank.

NOTE #3: Enter your Record ID (or F/T-89 Certificate of Fitness number) in "Certificate of Fitness Record ID." The Record ID can be found on the Z-89 "exam passed" letter, Certificate of Completion (COC) and/or Qualification document.

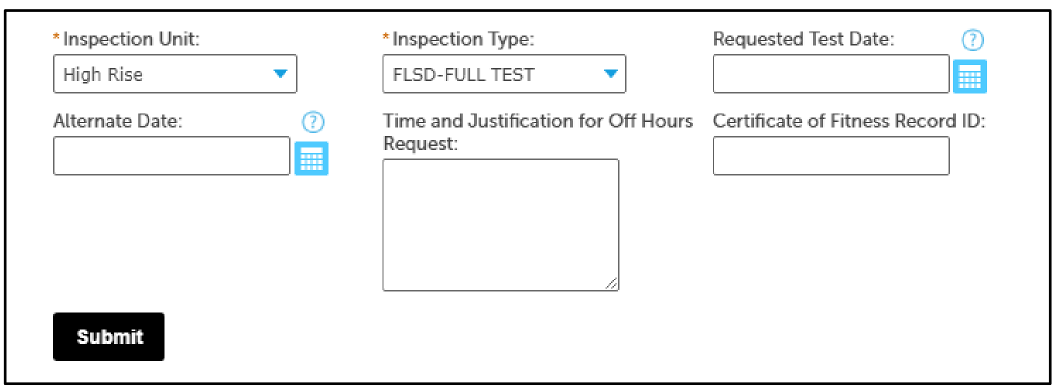


Fig. 27: Enter the Onsite Exam Details

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 28.

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).

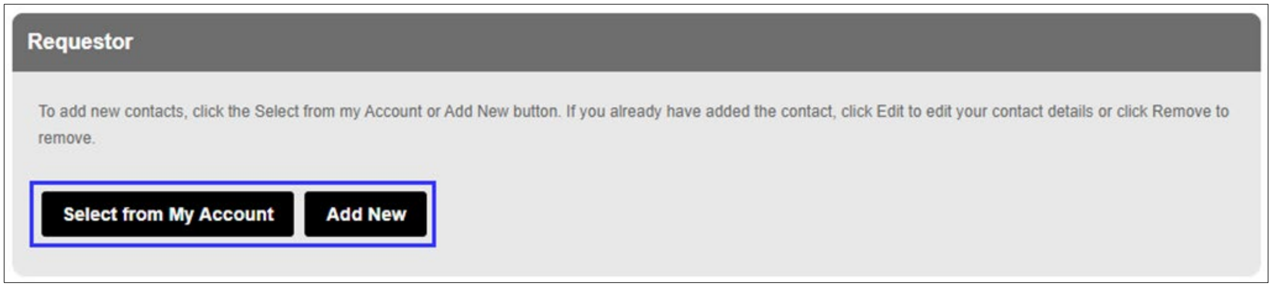


Fig. 28: Select/Add the Requestor Contact Information

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 29.

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”.

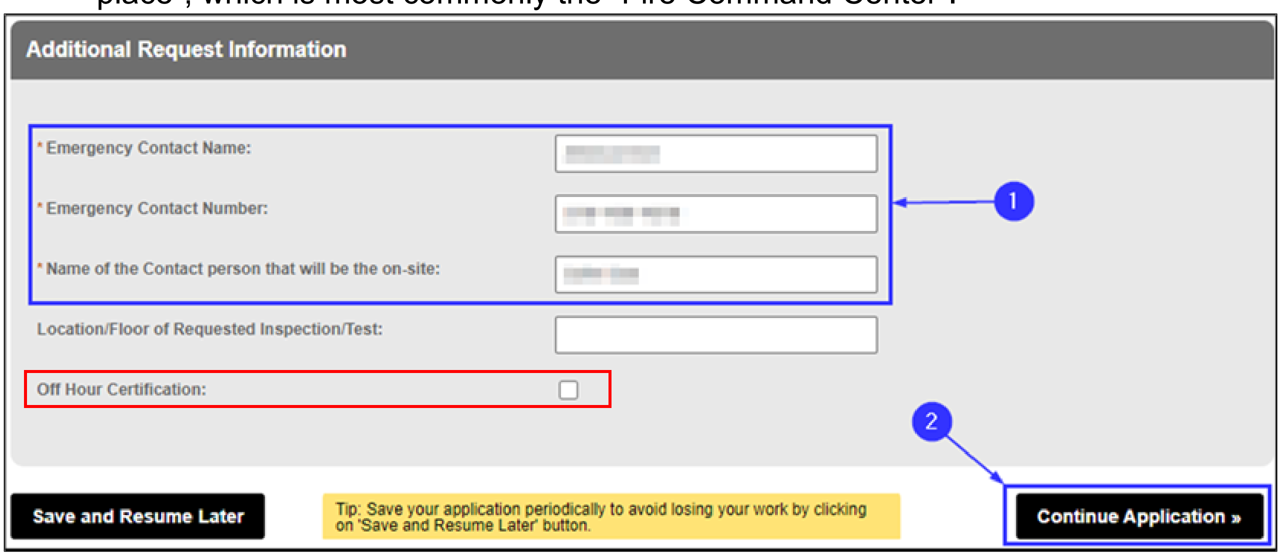


Fig. 29: Complete ‘Additional Request Information’ Section / Continue

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)

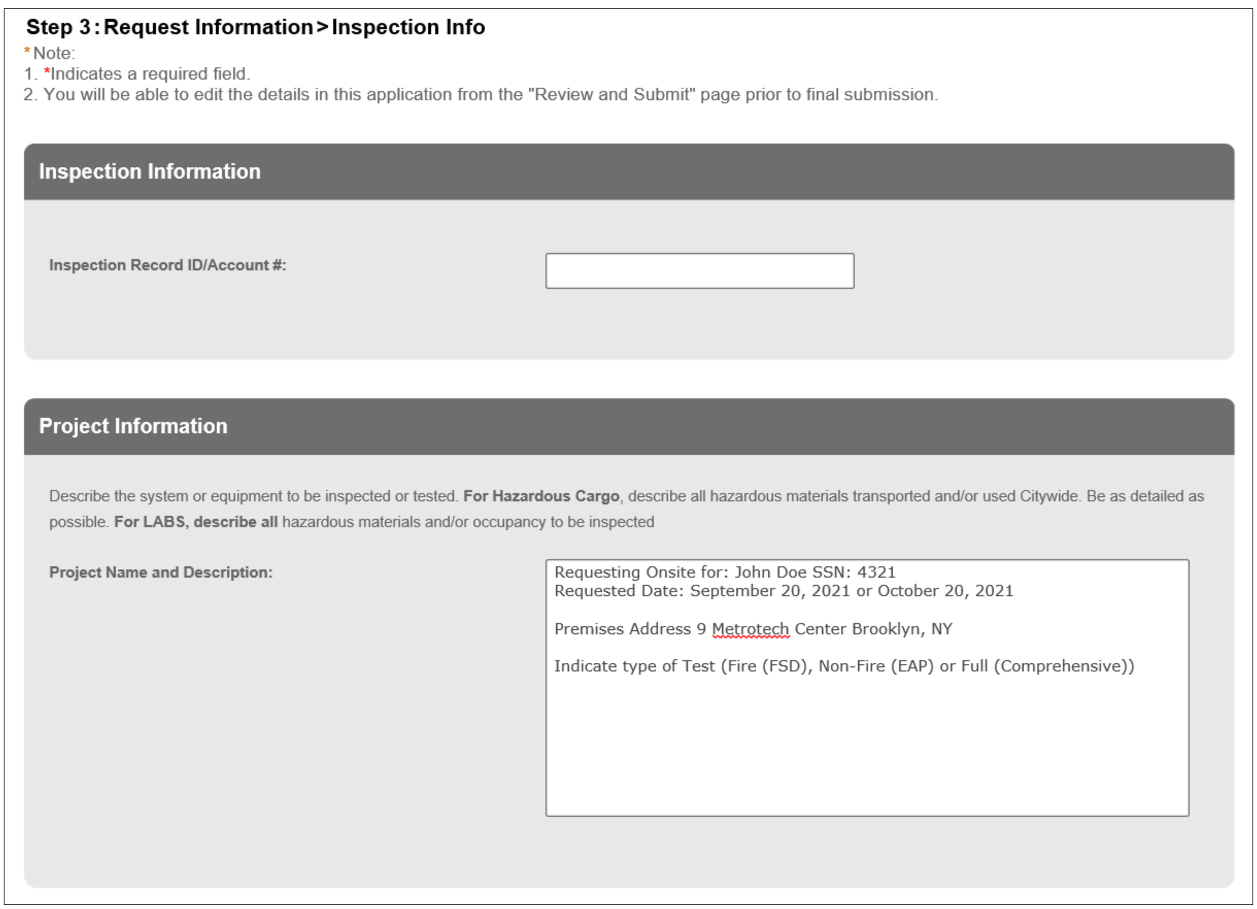


Fig. 30: Enter the Project Name and Description

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-xxxxxxxx”). **DO NOT ENTER a DOB Job #.**

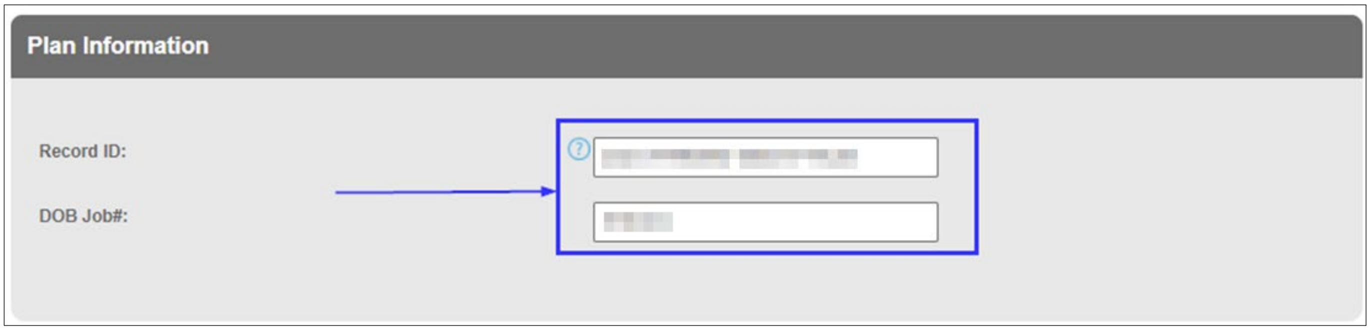


Fig. 31: Enter the ‘Record ID’ / Do NOT enter a DOB Job #

To continue, skip the “Violation Section” and scroll to the bottom of the page. Click **Continue Application**. See Figure 32.

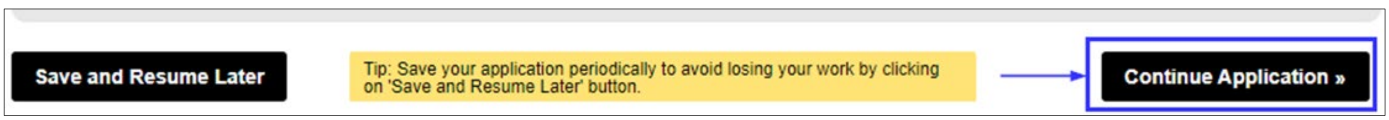


Fig. 32: Click ‘Continue Application’

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 33.

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

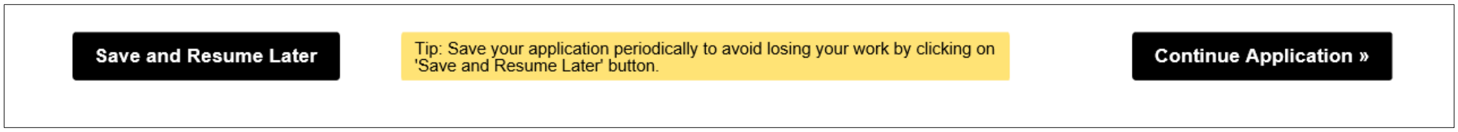


Fig. 33: Click ‘Continue Application’

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 34.

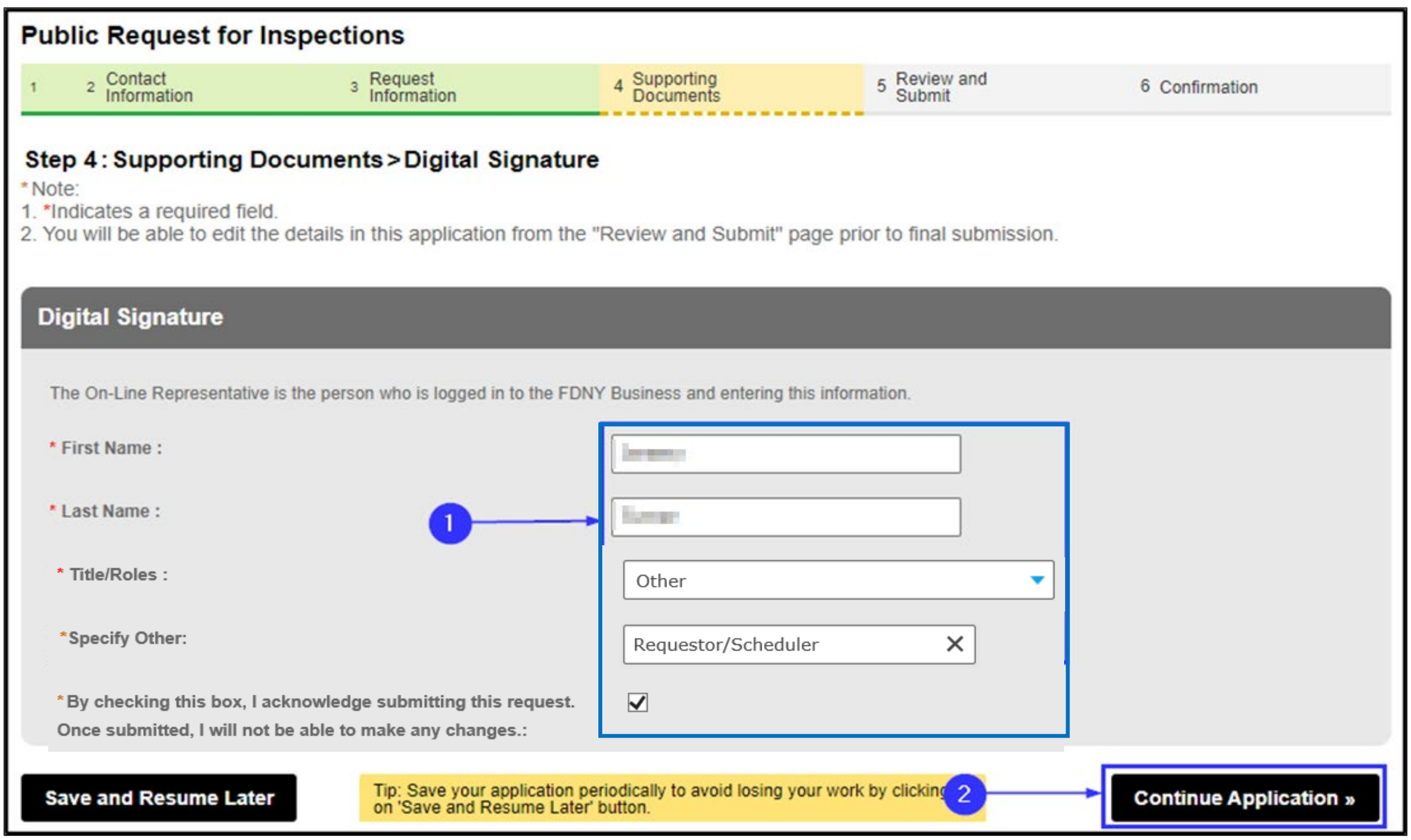


Fig. 34: Complete the ‘Digital Signature’ Section

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 35.

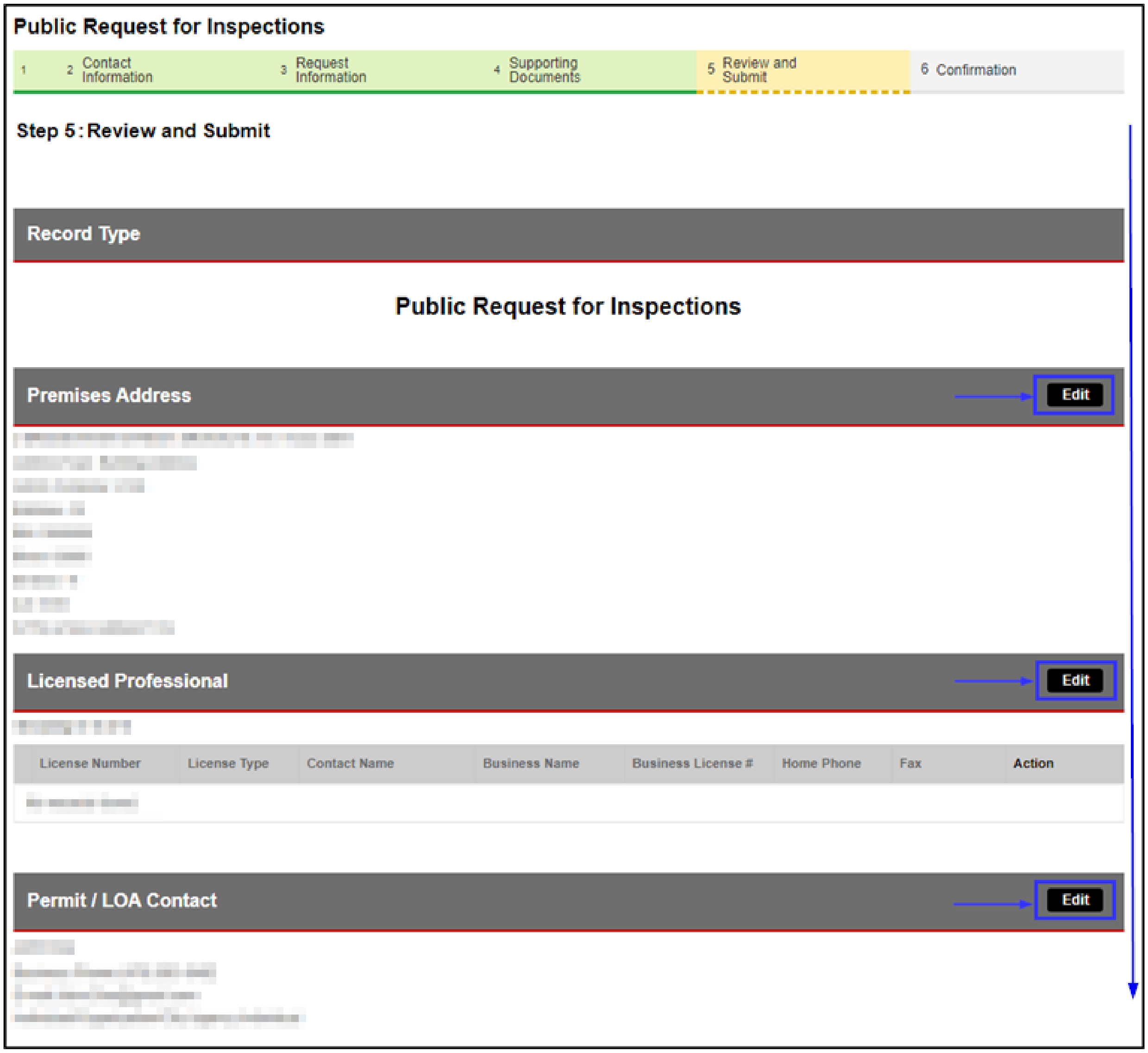


Fig. 35: Review your Request for Onsite Exam Information

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 36.

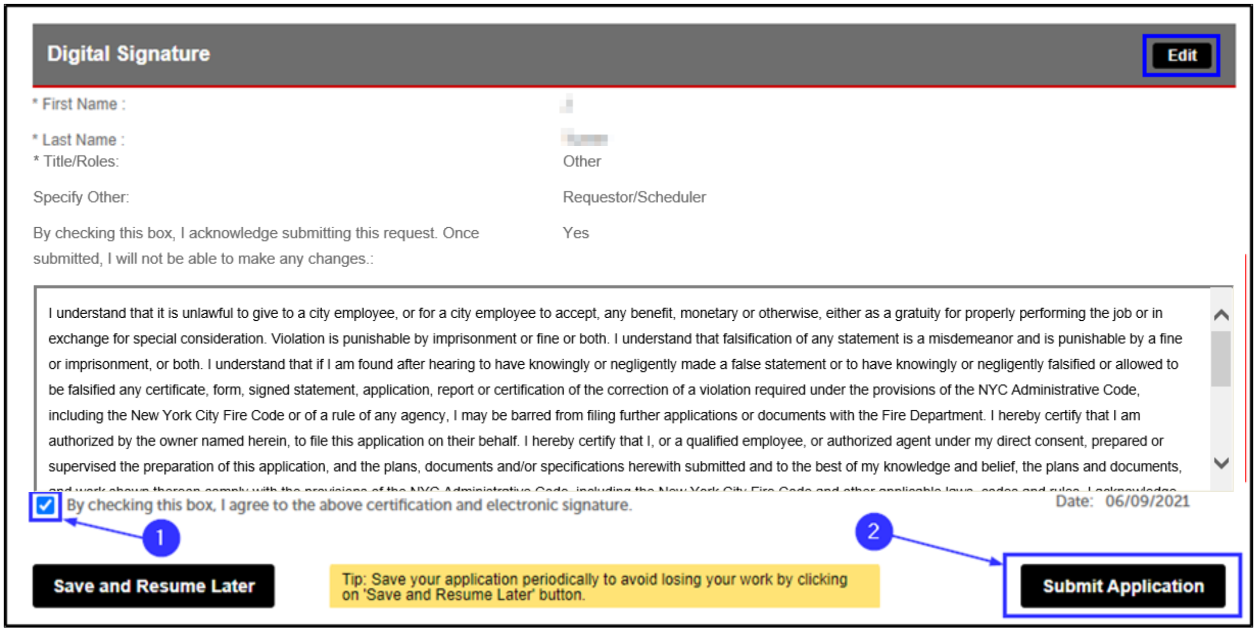


Fig. 36: Digitally Acknowledge, Sign and Submit the Application

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 37.

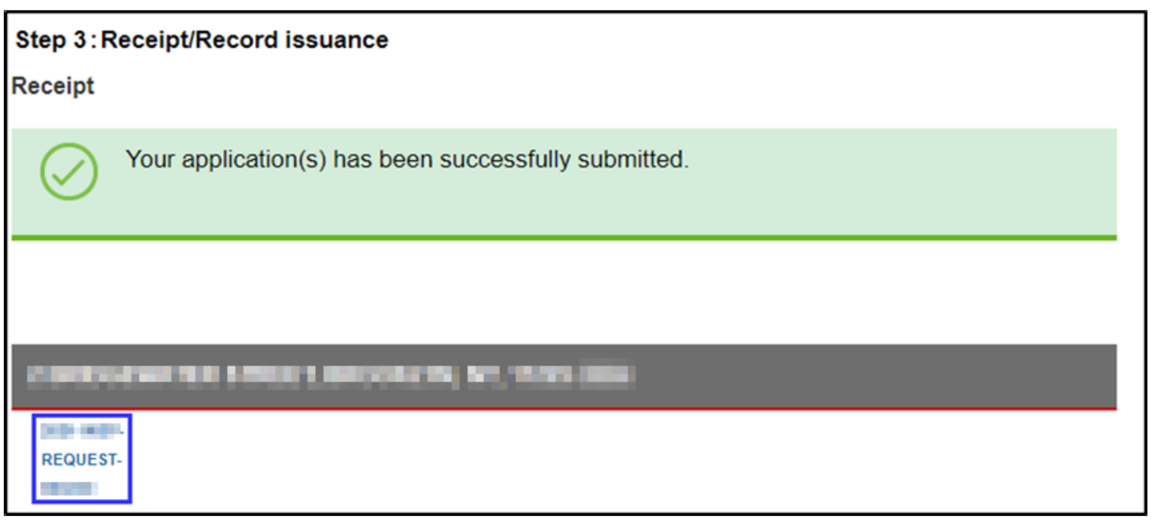


Fig. 37: Request Submission Confirmation / Record ID

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.

NOTE: Upon completion of the Test/Inspection, an Invoice will be emailed to the Billing Contact and/or to the person who has the requested the Test/Inspection (i.e., the Requestor). You will NOT receive your Permit/LOA until **all** fees have been paid. For specific details, refer to Accessing and Viewing Permits & LOAs.

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 FDNY Business (email requests are no longer accepted).

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 Onsite (i.e., the Requestor Contact (Scheduler) for the scheduled Onsite) can request a Cancellation.

Request a Cancellation

To request a Cancellation, login and select **Initiate Application/Request.**

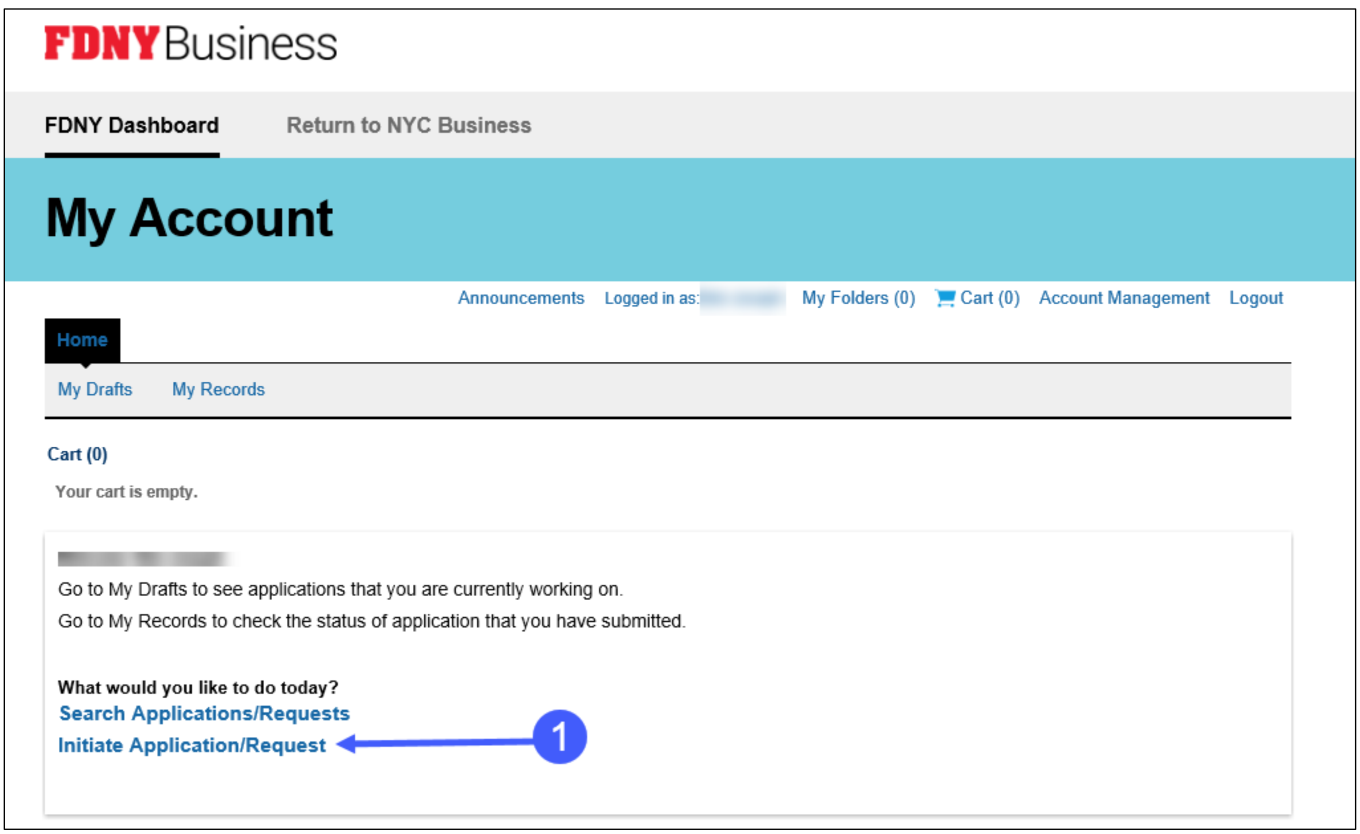


Fig. 38: Click Initiate Application Request

Once you are logged in, click on the **Cancellation Request** drop-down list and then click to select “Request for Inspection Cancellation.” Next, click the **Continue Application** button. See Figure 39.

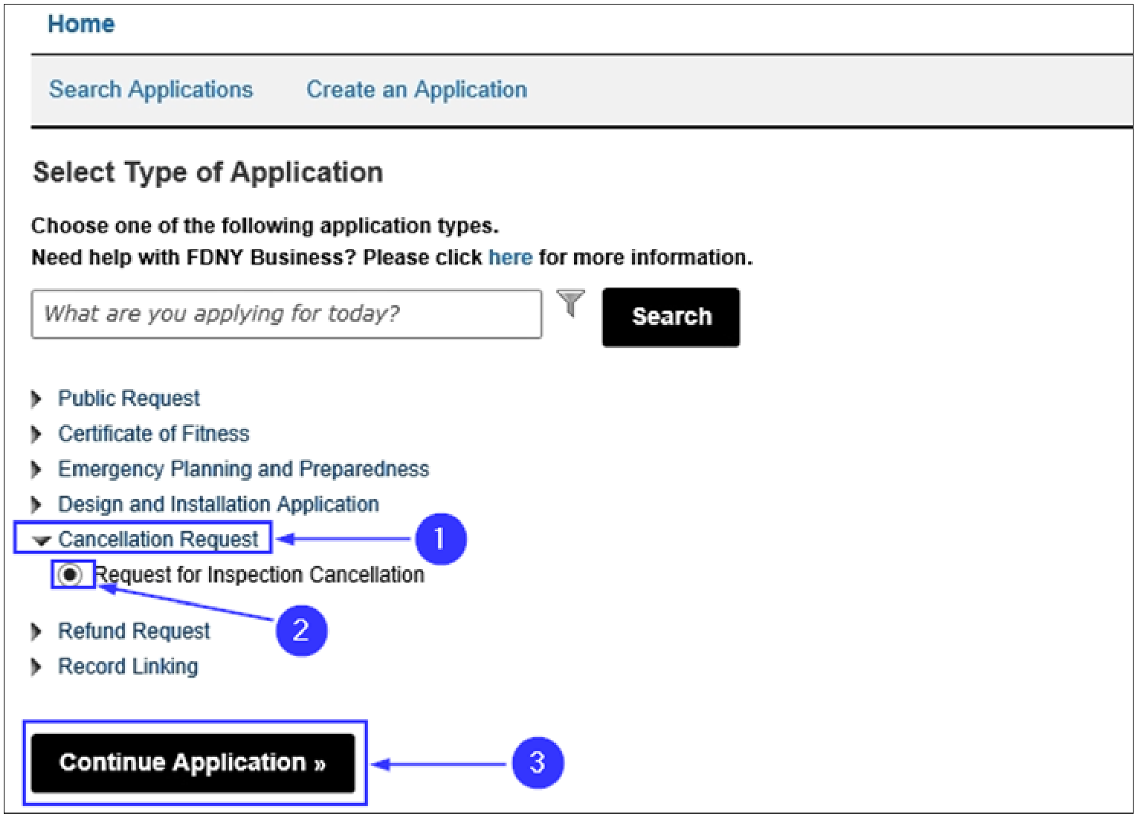


Fig. 39: Select ‘Request for Inspection Cancellation’

On the **Inspection Cancellation** page, under the "Cancellation Information" section, select the "Inspection Unit" and enter the date of the inspection you want to cancel in the "From Date:" field. Enter a "To Date" if you want to search a range of dates or leave dates blank to search all scheduled inspections in your account. See Figure 40. Click **Continue Application**.

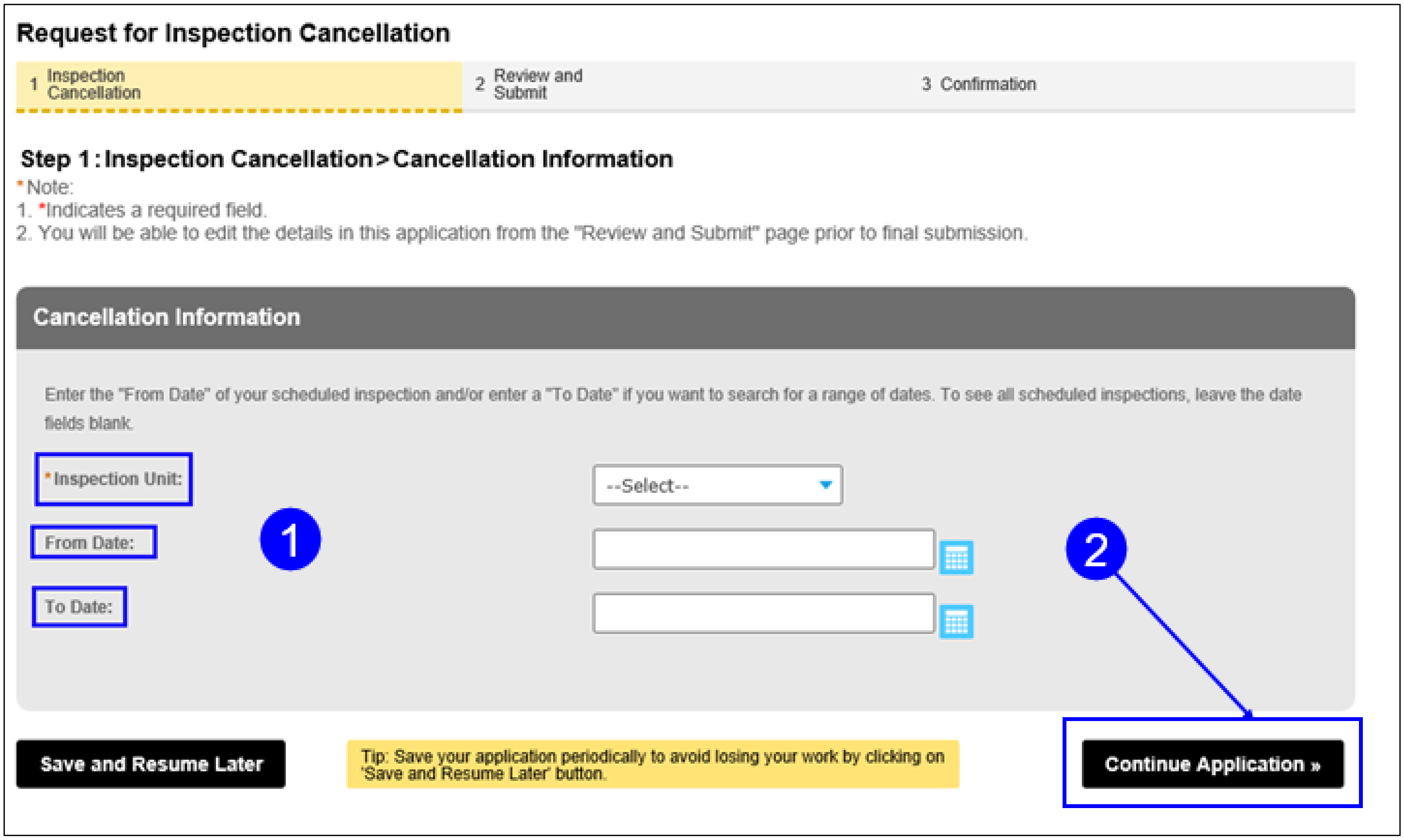


Fig. 40: Enter Inspection Cancellation Search Information

Check the box to select the inspection you want to cancel from the List of Scheduled Inspections. Then, click **Edit Selected**. See Figure 41.

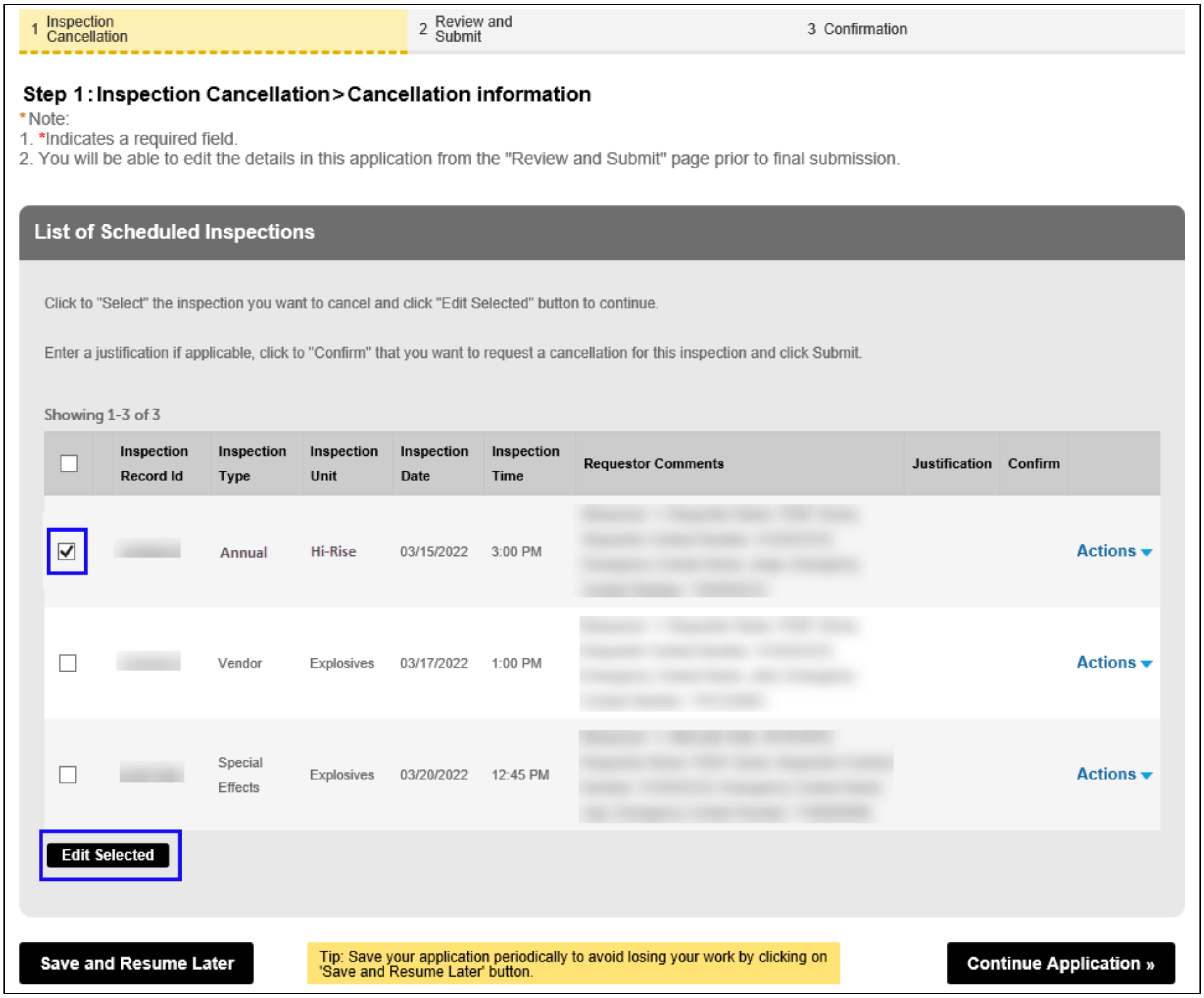


Fig. 41: Select Inspection/Onsite Exam to Cancel

Your Inspection Record ID, Type, Unit, Date and Time will be displayed. To continue, enter your "Justification" for the cancellation, click "Confirm" and click **Submit**. See Figure 42.

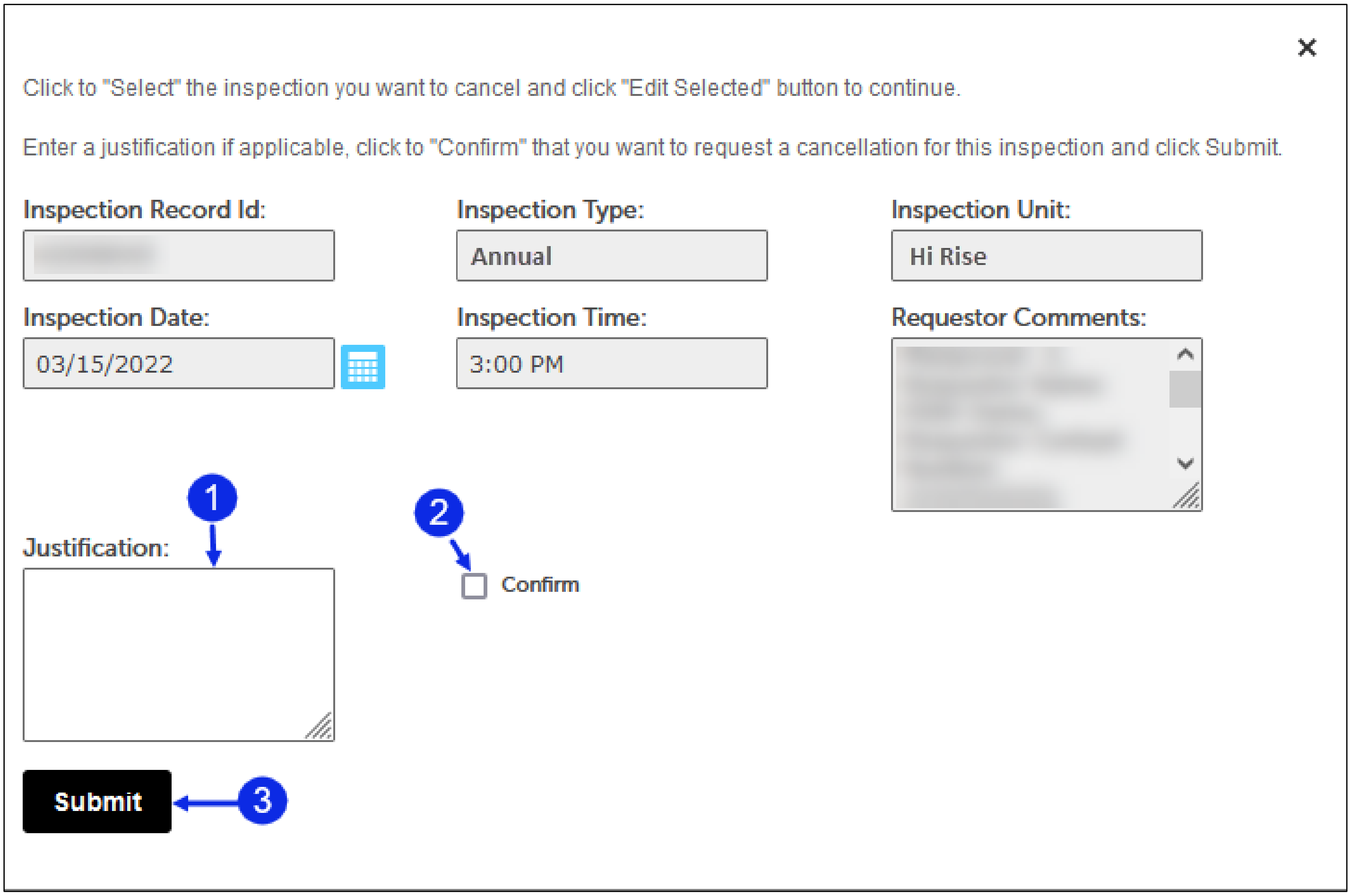


Fig. 42: The Test/Inspection to Be Cancelled Is Shown

You will be returned to the "List of Scheduled Inspections". Click **Continue Application**. See Figure 43.

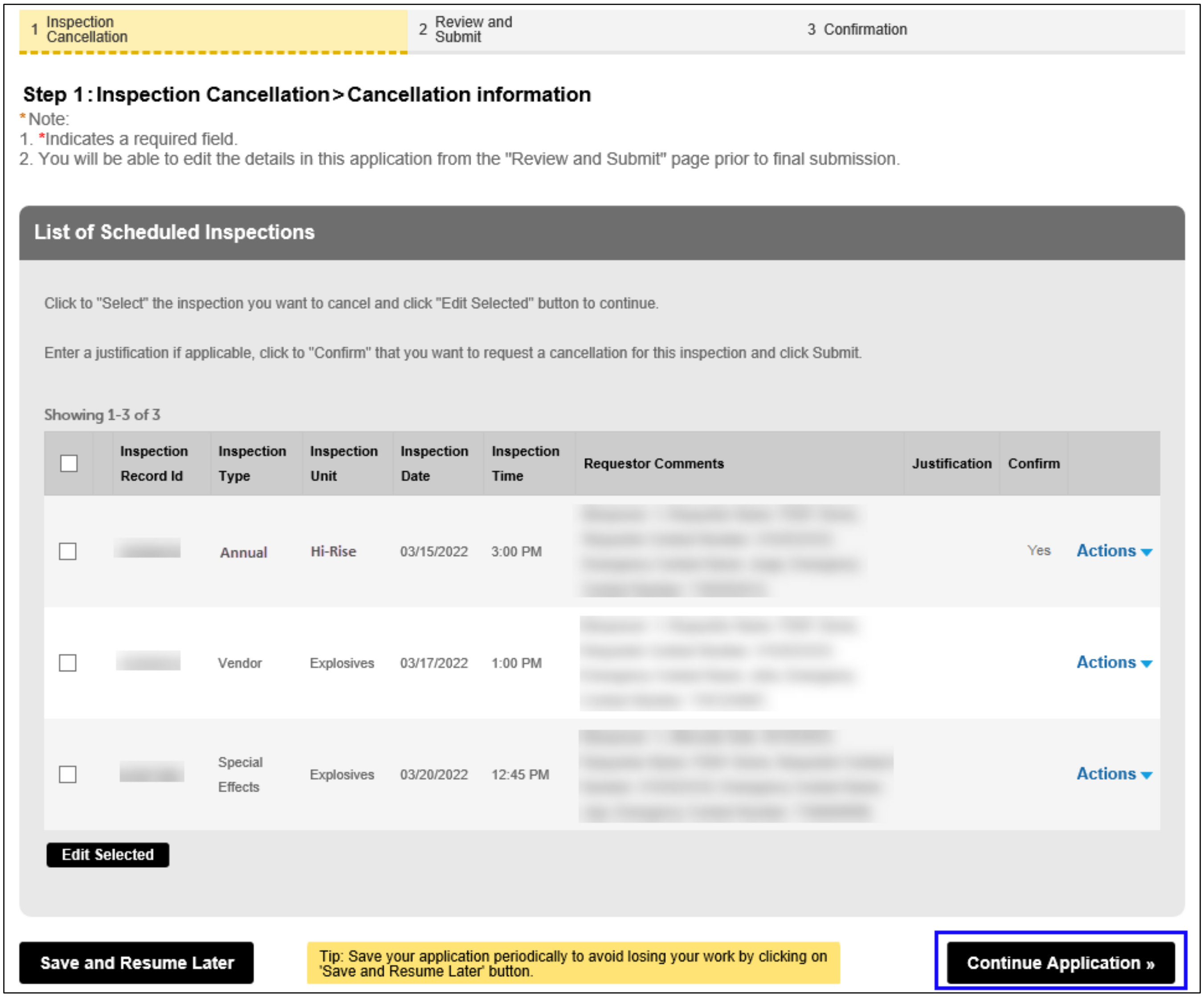


Fig. 43: Continue Application

Next, under the “Applicant Certification” section, enter your **First Name** and your **Last Name** and select your **Title Role** from the drop-down list. Then, read and affirm the certification by “checking” the checkbox. When you are ready, click **Continue Application**. See Figure 44.

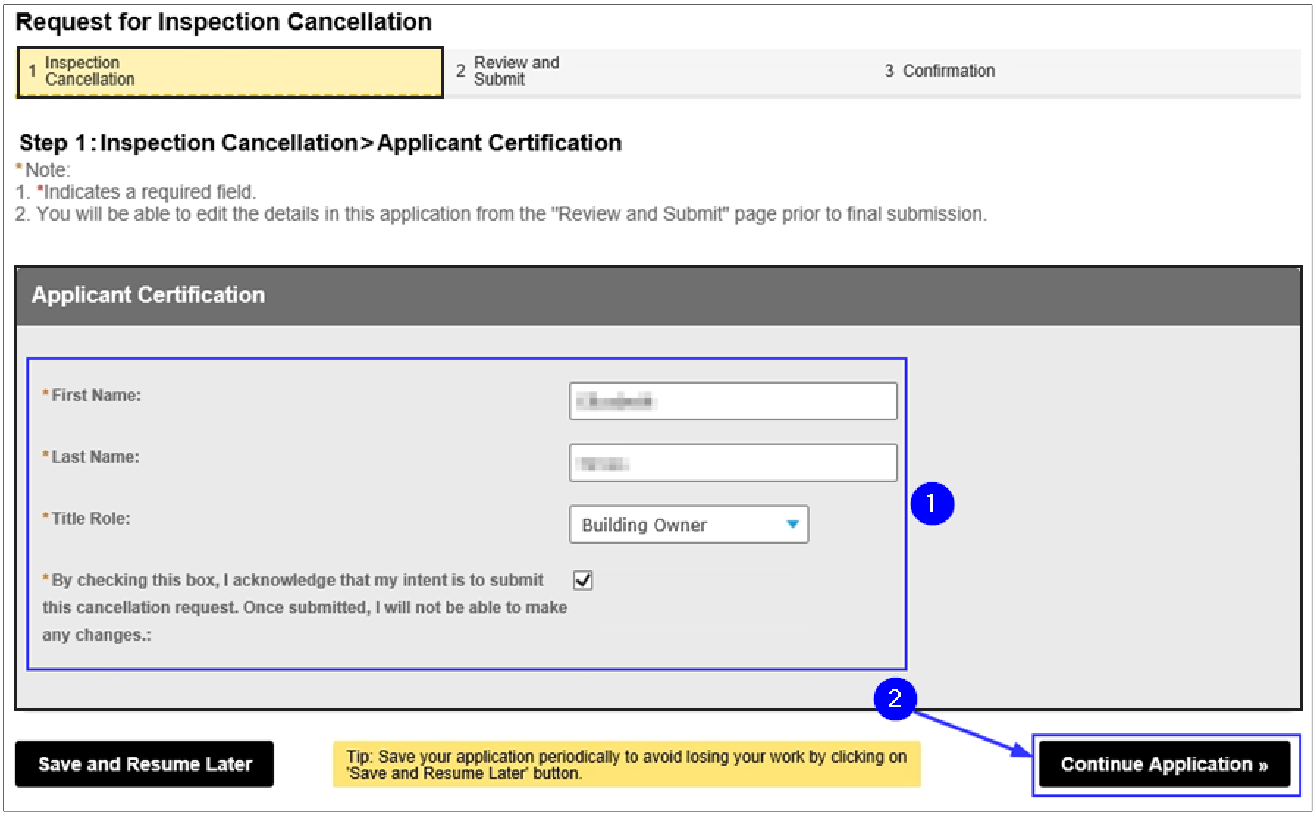


Fig. 44: Complete the ‘Applicant Certification’ Section

Supporting Documentation

On the "Supporting Documents" page, you can upload documentation, as applicable. See previous steps for instructions to upload documents. Click **Continue Application**.

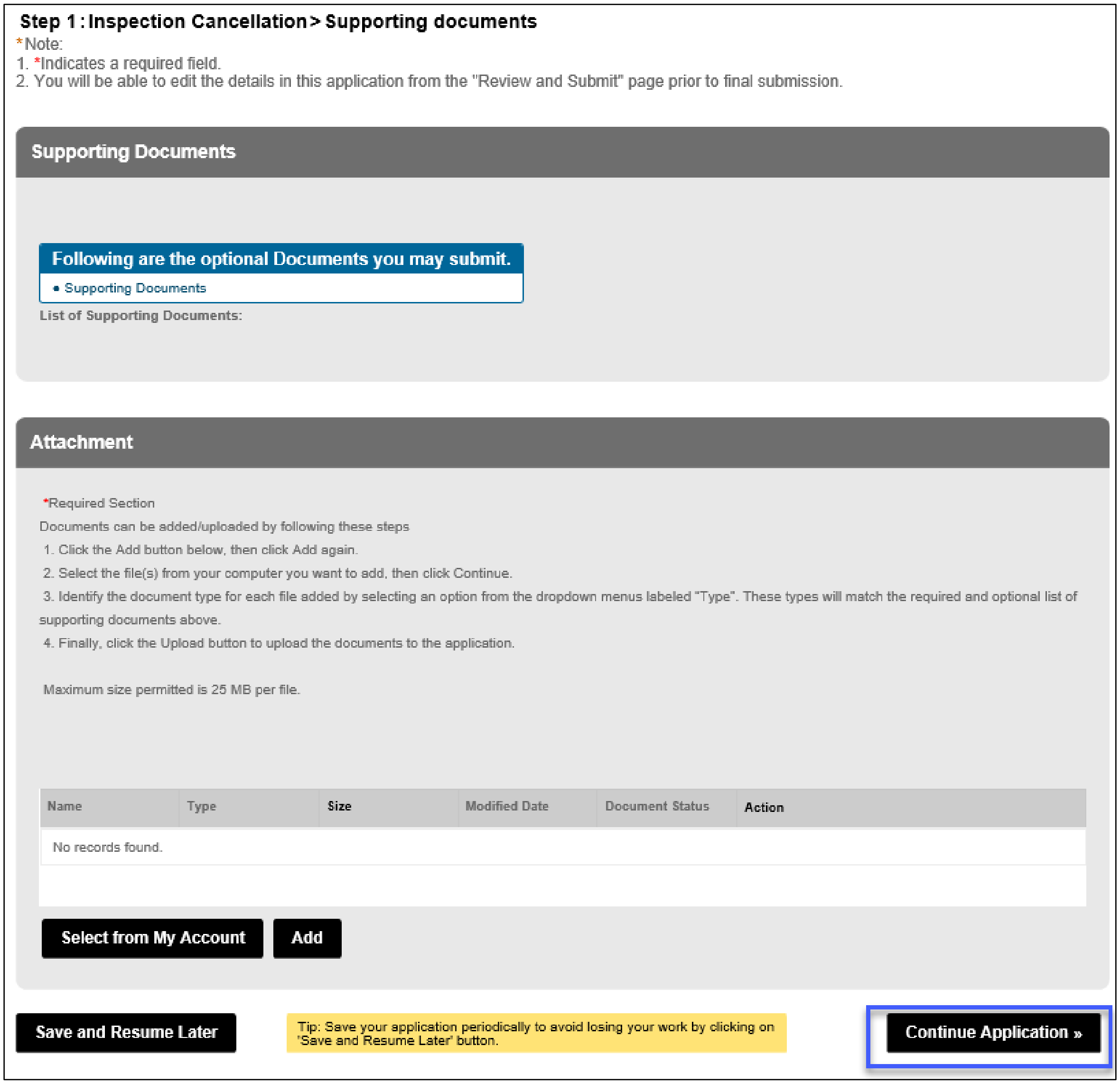


Fig. 45: Supporting Documentation

Review and Submit

You will be taken to the **Review and Submit** page. You will see all scheduled inspections listed including the inspection you confirmed for cancellation. You can review and edit your information before you submit your Request for Inspection Cancellation. 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 46.

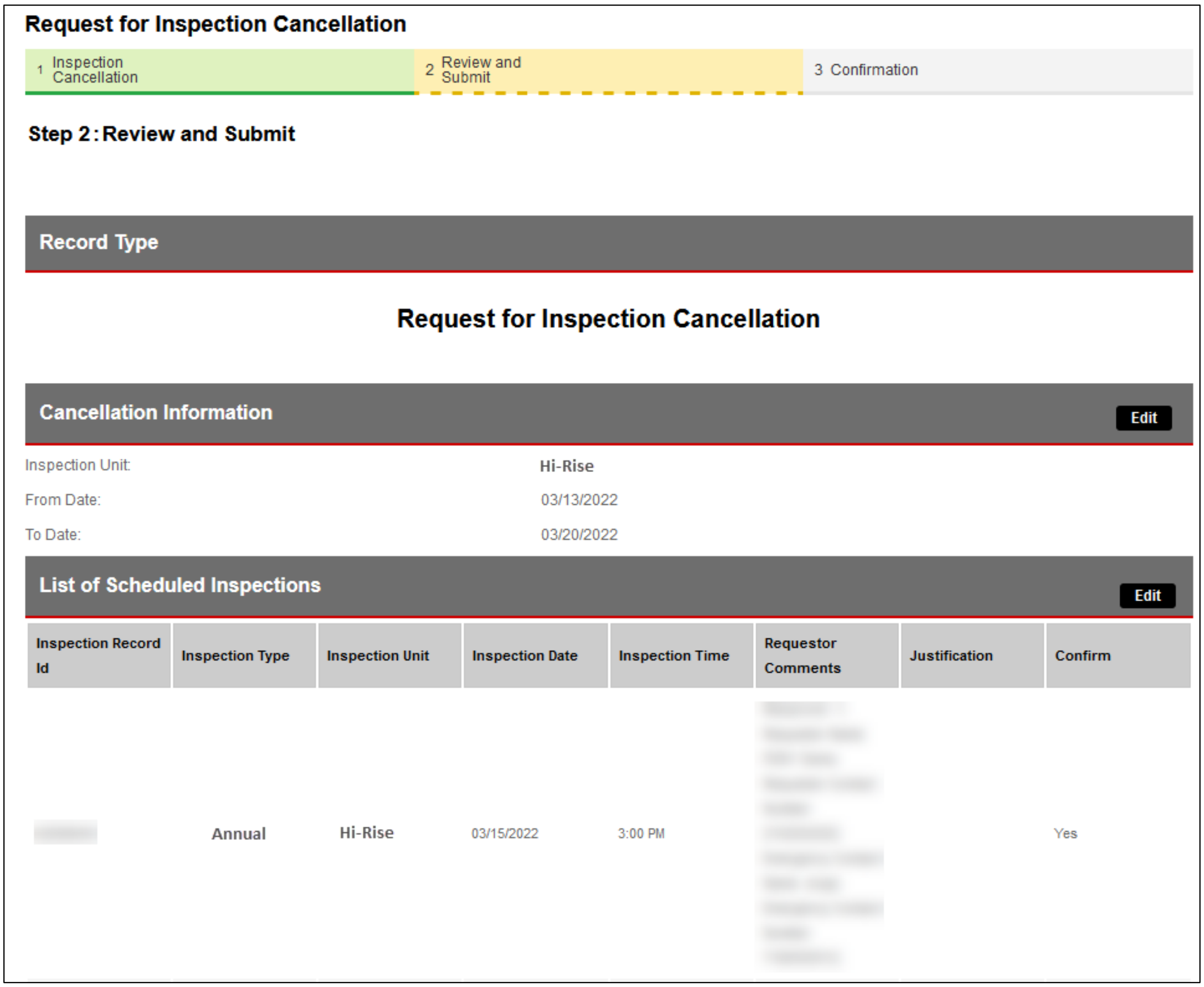


Fig. 46: Review Your Request for Inspection Cancellation

The following step will complete your Cancellation Request and can NOT be undone. Make sure that all the information you have entered is correct. If you made the request *less than* three (3) business days before your scheduled Request for Test/Inspection date and time, your Cancellation Request **may be rejected** and you may be charged the Test/Inspection Fee.

When you are finished reviewing you Request for Inspection Cancellation, digitally sign and affirm the "Applicant Certification" section by "checking" the checkbox. When you are ready, click the **Submit Application** button. See Figure 47.

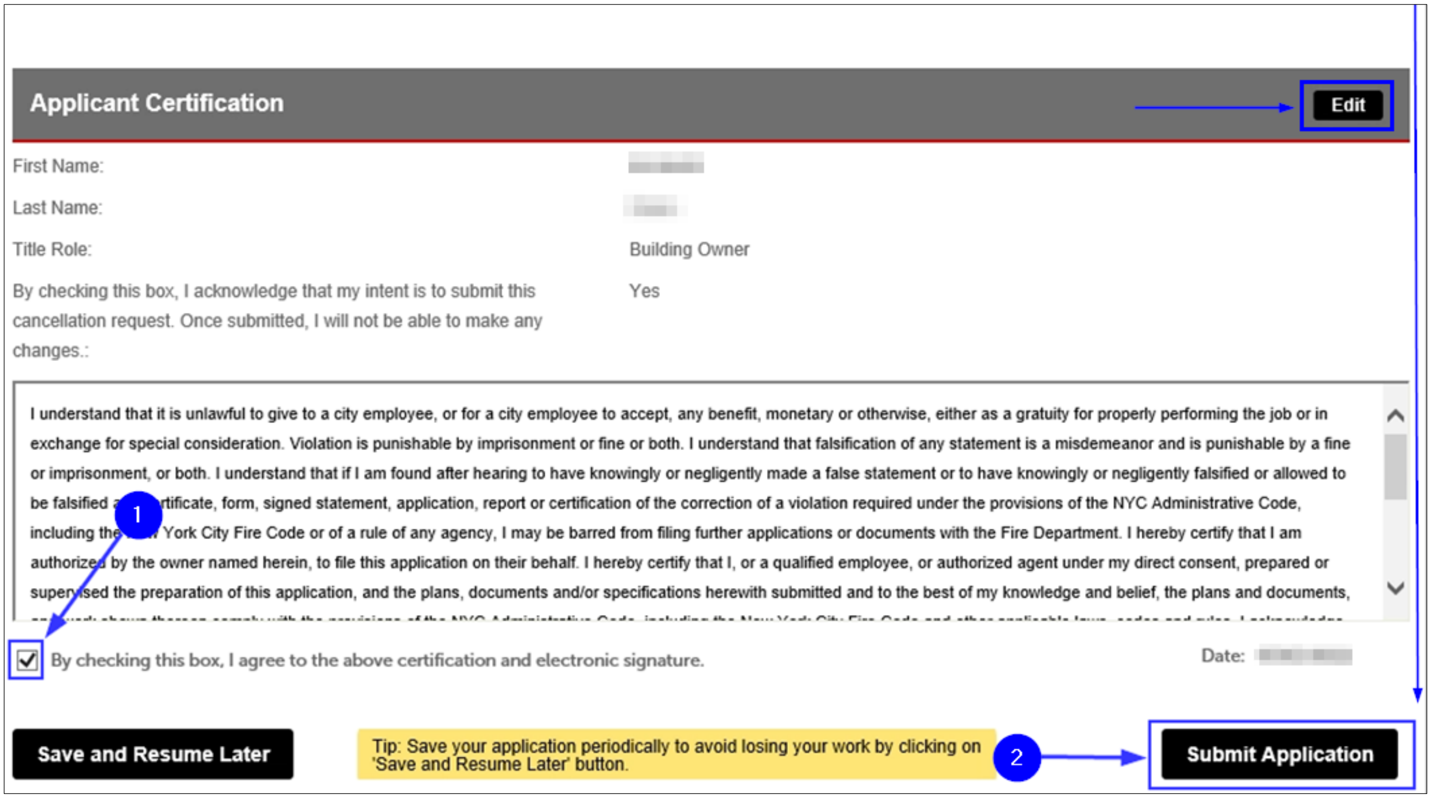


Fig. 47: Complete the 'Applicant Certification' Section / Click 'Submit

Submission Confirmation

You will receive confirmation that your application to Request a Cancellation has been submitted. Upon review, your cancellation request will be confirmed.

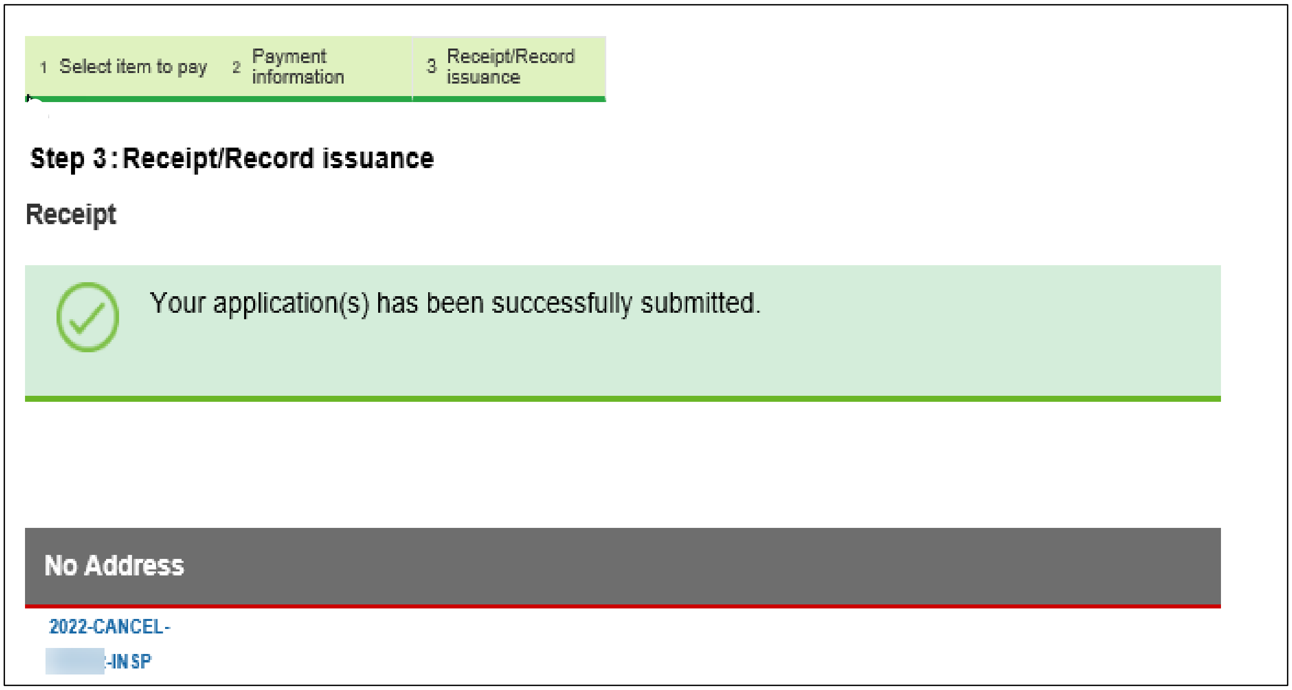


Fig. 48: Request Submission Confirmation / Record ID.

Your Request for Inspection Cancellation will be reviewed by FDNY. You will receive an email telling you whether your Cancelation Request was “Accepted” or “Rejected.”

If your Request for Inspection Cancellation is “Accepted,” there is no further action you need to take. If you need to submit a new Request for Test/Inspection, you can do so at any time.

If your Request for Inspection Cancellation is “Rejected,” you may be charged, as applicable, the Inspection Fee.

3. Request Renewal Onsite Exam

Follow all the steps in **1. Request a FLSD Onsite Exam.**

Once on the **Request Information,** 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:

- Renewal Onsite exam
- Candidate Name
- Last 4 of Candidate SSN
- Address of the Main Entrance to the building
- Type of Test: RENEWAL T-89 or F-89

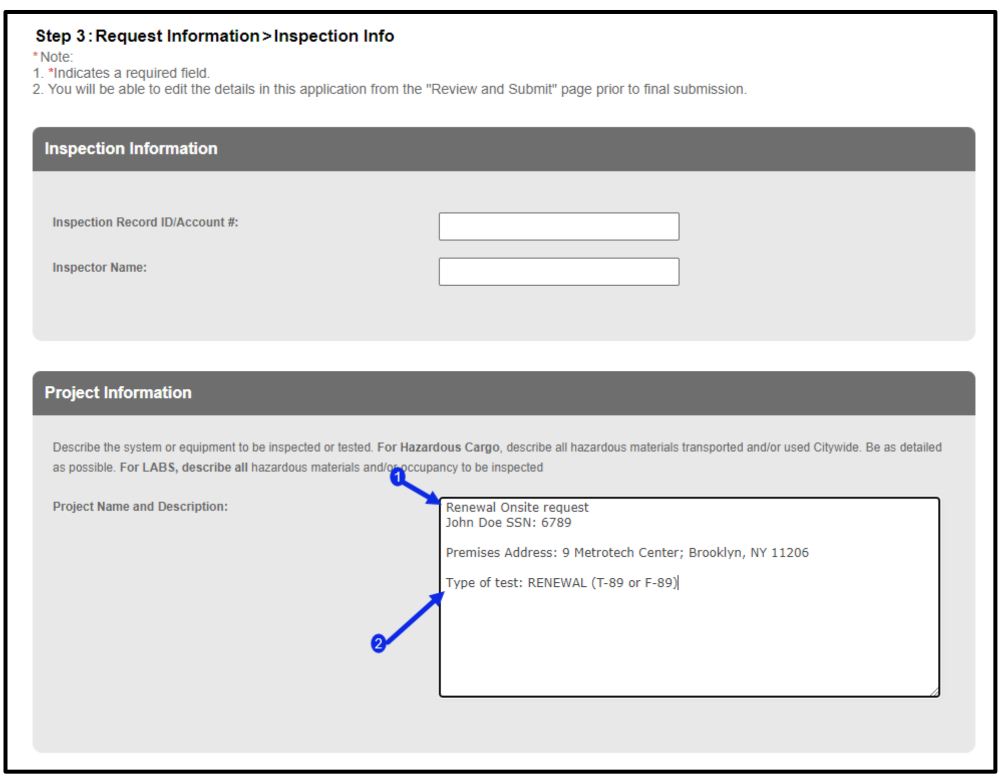


Fig. 49: Renewal onsite Project Information