FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

Explosives Unit Inspection Request

User Guide

V 1.1

March 2022

TABLE OF CONTENTS

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

This User Guide is designed to assist users in submitting a Request for an Explosives Unit Inspection online via FDNY Business.

Submitting a Request for an Explosives Unit Inspection can be done from any computer with an Internet connection and using any browser. When you submit a Request for Test/Inspection, you will be required to upload supporting documents.

Effective 02/14/2022, all Requests for Explosives Unit Inspections must be submitted online on FDNY Business. Scheduling requests will no longer be accepted via email.

Once an Inspection 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 Inspection or you may be charged the Inspection Fee.

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

For more information about requirements for your specific Inspection type, please see the FDNY Inspections Page.

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. Create a NYC ID for FDNY Business

You can now complete and submit a **Request for an Explosives Unit Inspection** 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 Inspection, or you will be notified if the inspection cannot be scheduled time pending additional information and/or work that needs to be done before the Inspection can be scheduled.

NOTE: You MUST log in to FDNY Business with your **NYC ID** to submit a Request for Test/Inspection. 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 and/or Log In to FDNY Business

If you do not have an **NYC ID**, you must Register for an Account. See Figure 1.

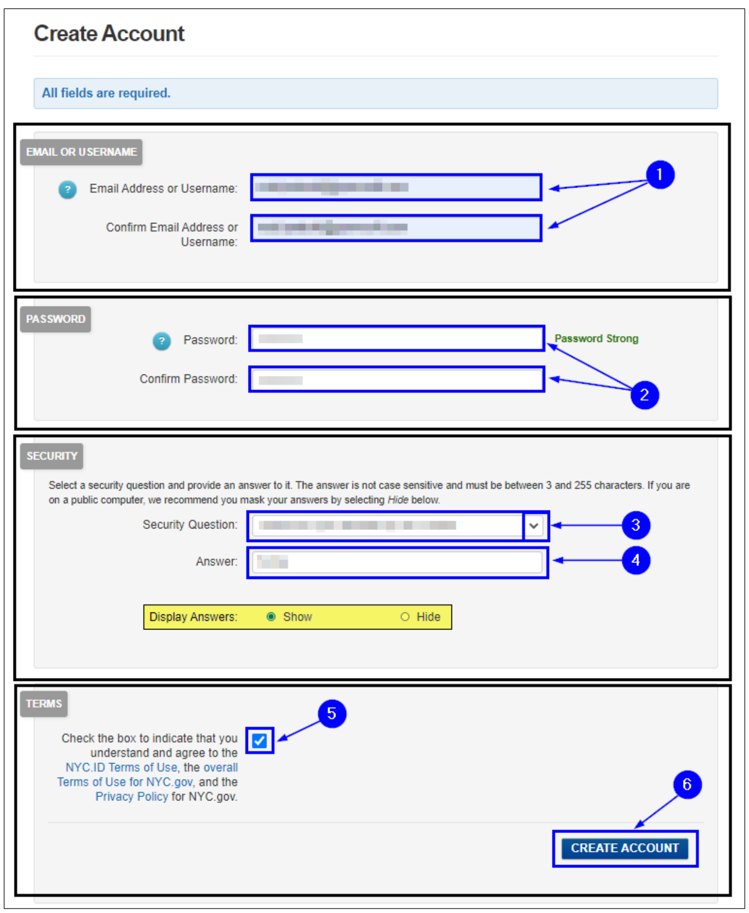

Fig. 1: NYC ID — Create Your Account

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

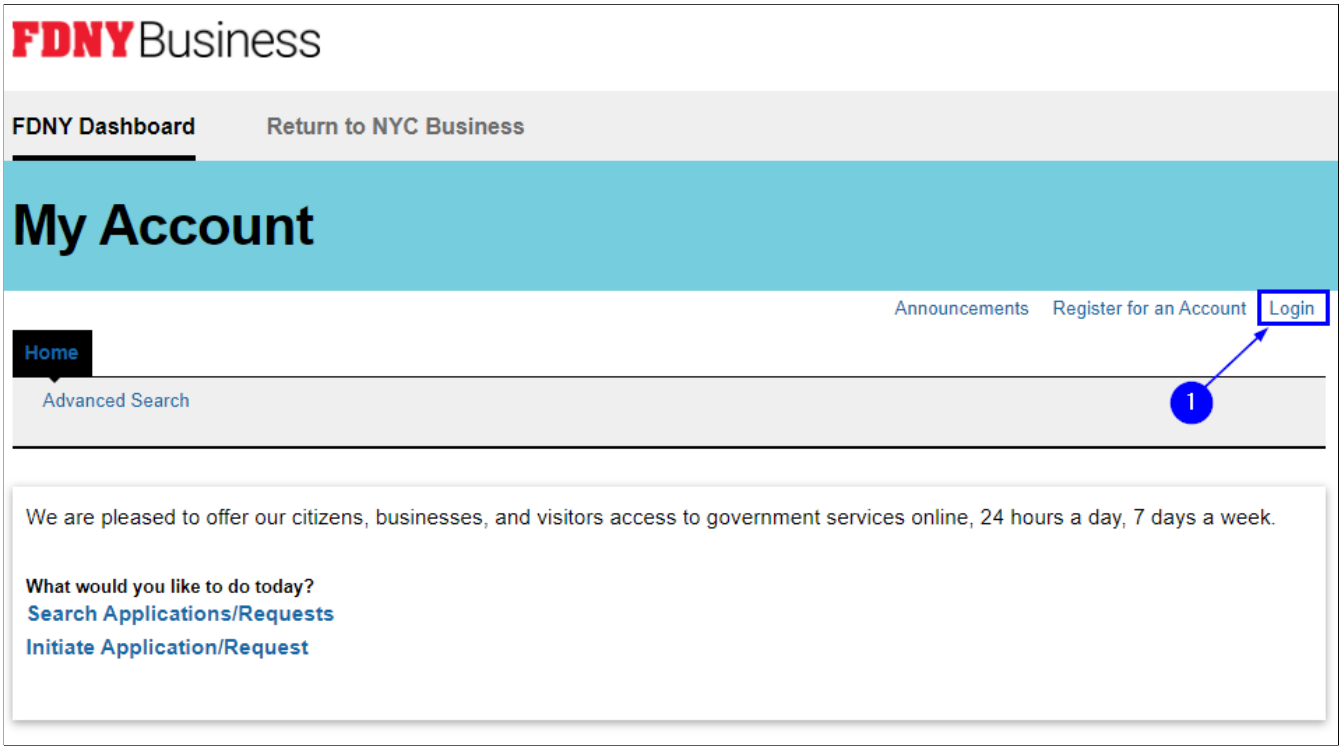

Fig. 2: Click 'Login'

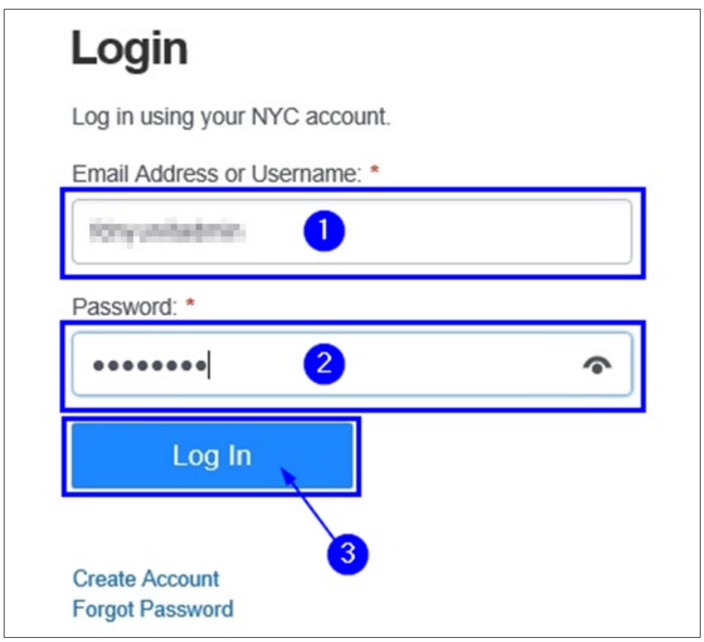

Fig. 3: Enter Your NYC ID/Password and Log In

2. Request an Inspection

Step 1. Start the Application

Once you have logged in to the FDNY Business Home Page, click on the **Initiate Application/ Request** option. See Figure 4.

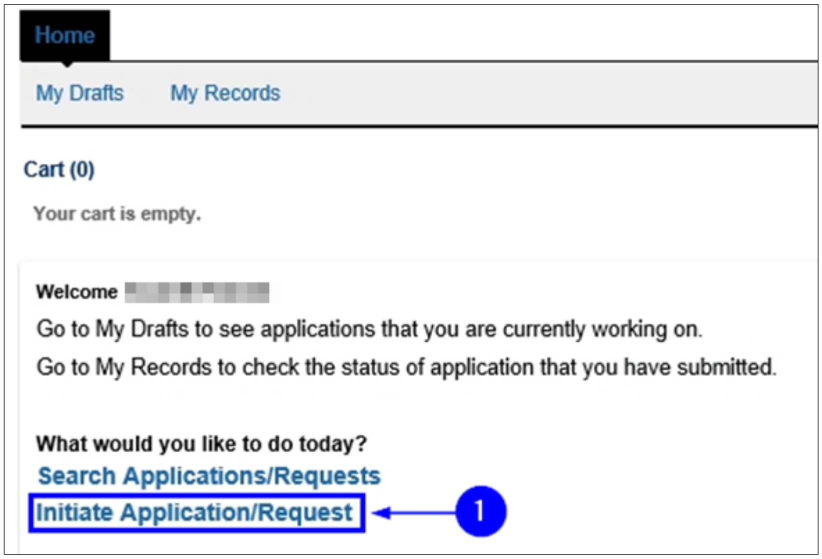

Fig. 4: 'Initiate Application/Request'

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.

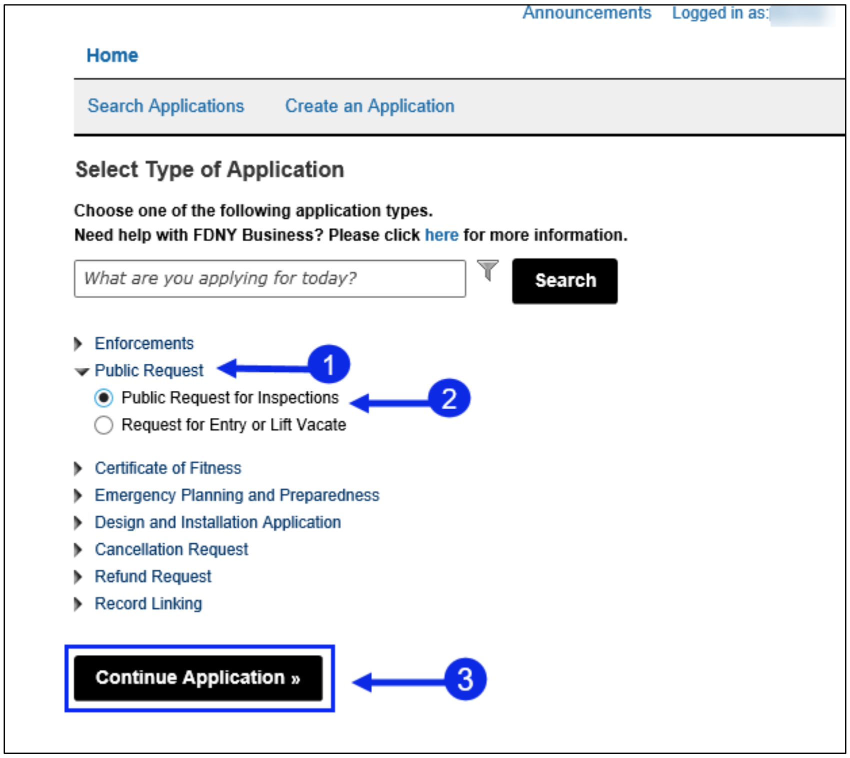

Fig. 5: Select and Click 'Continue Application'

Step 2. Complete the ‘Building Information’ Page

On the **Building Information** page, complete the “Premises Address” section. You will need to enter the address of (or closest to) the location for which you are requesting the Inspection.

To search for the Address, select “No” for the **Is this a New Address**.

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.

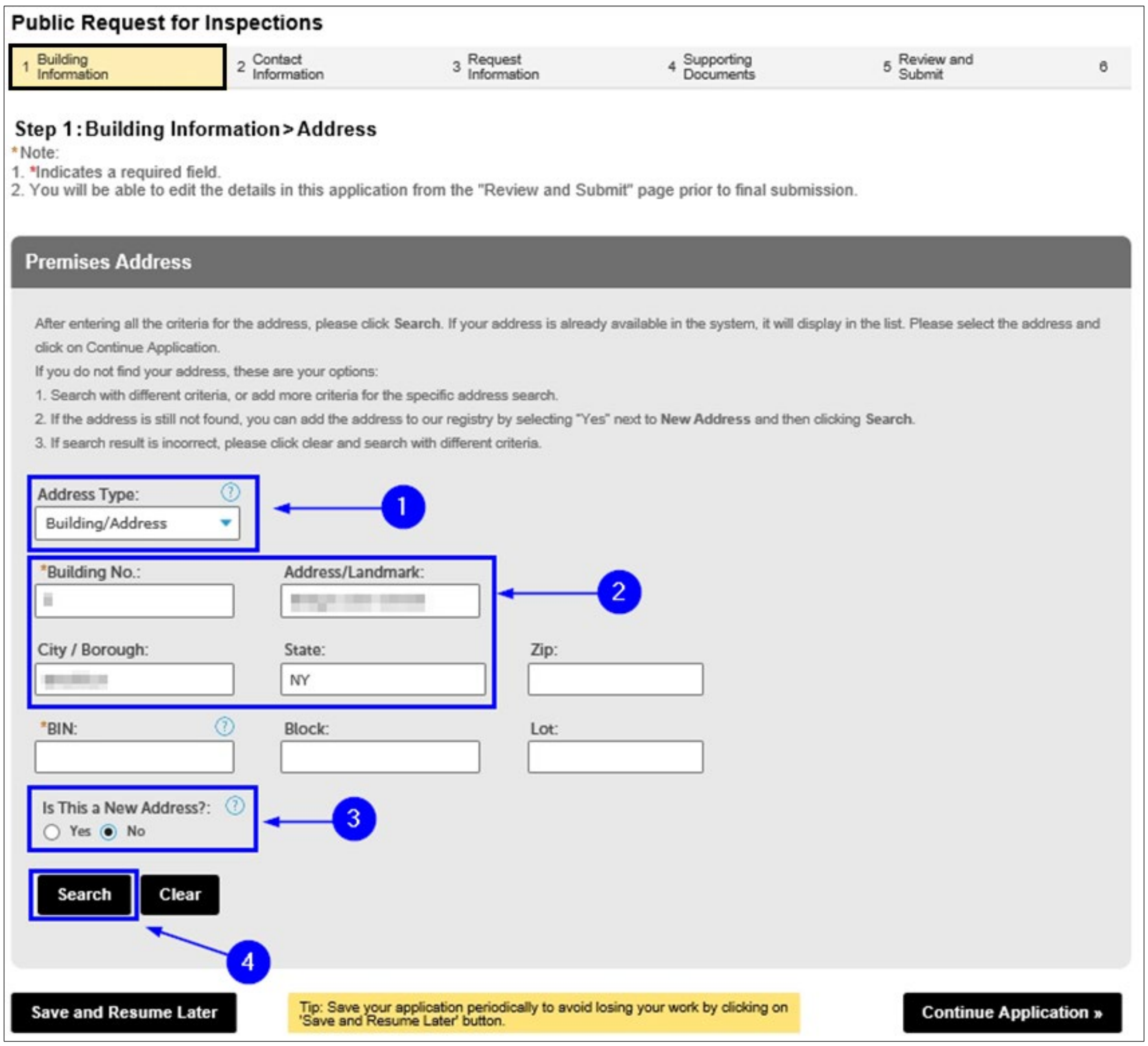

Fig. 6: Enter/Search the Address

The **Address Search Result List** window will open and display the top matches. Click to select it and click **Continue**. See Figure 7.

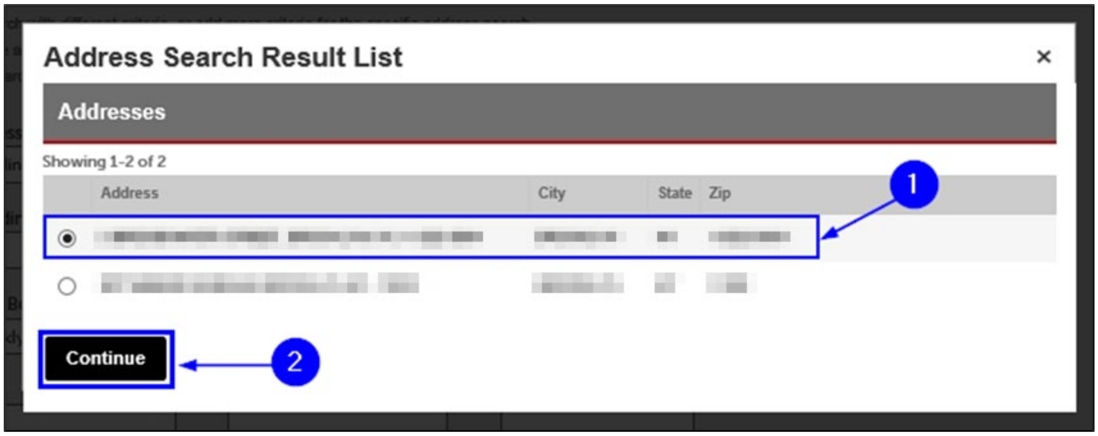

Fig. 7: Select the Address

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

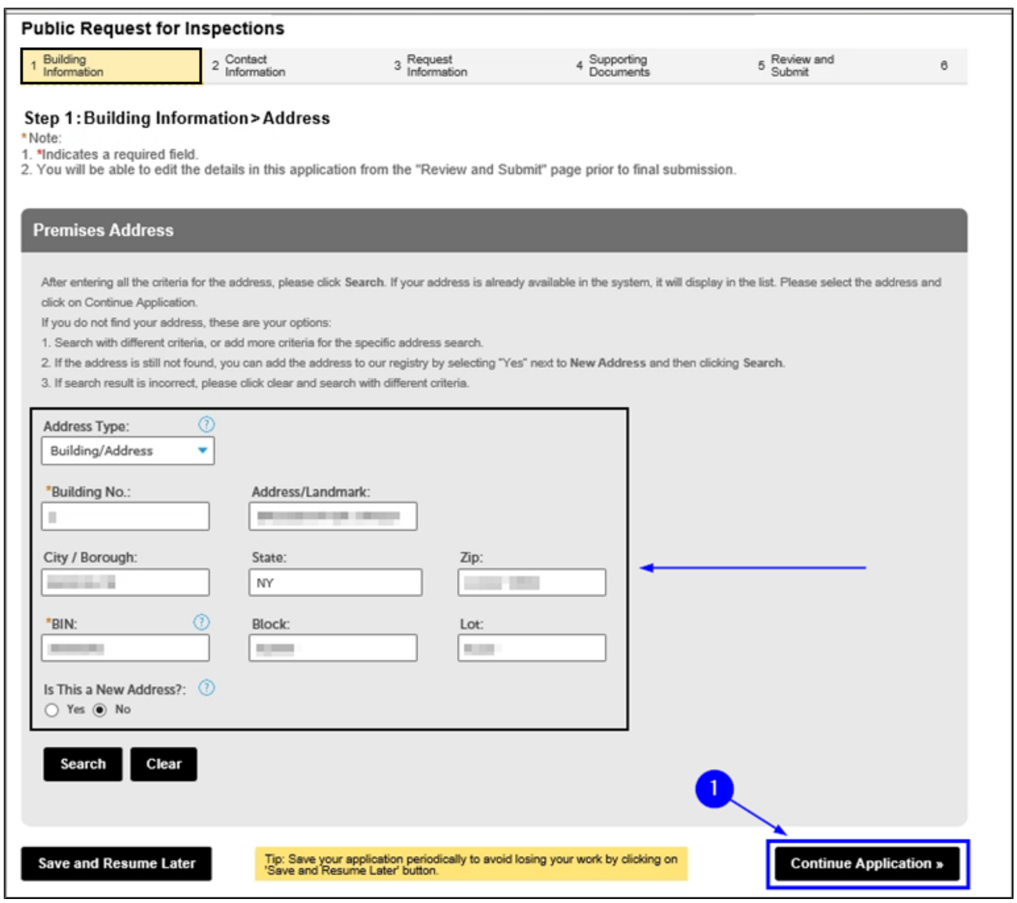

Fig. 8: Continue Application

Step 3. Complete the Applicable Sections on the 'Contact Information' Page

You are taken to the **Contact Information** page. It contains nine (9) sections, as follows. The contacts highlighted in red are the most frequently used for Explosives Inspection type. See Figures 9–10.

- Licensed Professional
- **Permit/LOA Contact**
- **Billing Contact**
- Business Owner
- Building Owner
- Building Representative
- Authorized Agent
- COF Holder
- Sponsor

The "Permit/LOA Contact" and "Billing Contact" sections MUST BE completed for **ALL** Requests

This Contact is the person to whom the Permit/LOA will be emailed. If you do not complete this section, you WILL NOT receive your Permit/LOA.

You must complete all required sections for Inspection request to be approved.

NOTE #1: If you have questions, dial 311 and ask for the FDNY Customer Service Center or email FDNY.BusinessSupport@FDNY.nyc.gov.

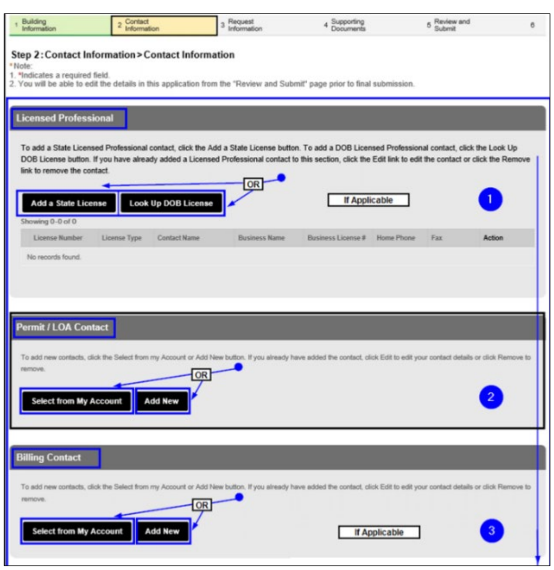

Fig. 9: 'Contact Information' Page

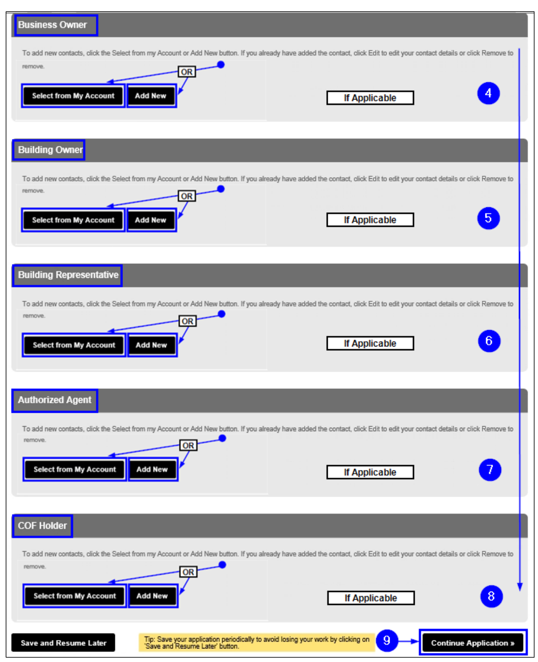

Fig. 10: Contact Information Page (Continued)

Using an Existing Contact/Adding New

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." 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.

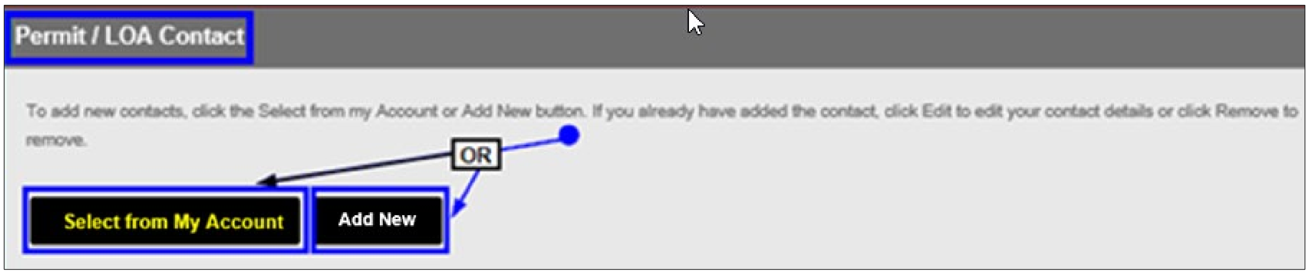

Fig. 11: Click 'Select from My Account'

The **Select Contact from My Account** window will open. If address(es) for the Permit/LOA Contact exist in the system, they will be displayed and the Contact's name will be shown near the top. See Figure 12.

Fig. 12: Select the Desired Address(es)

The **Contact Information** window will open and the Contact's details will be provided. Review the information and 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 Inspection will be sent to this email address.

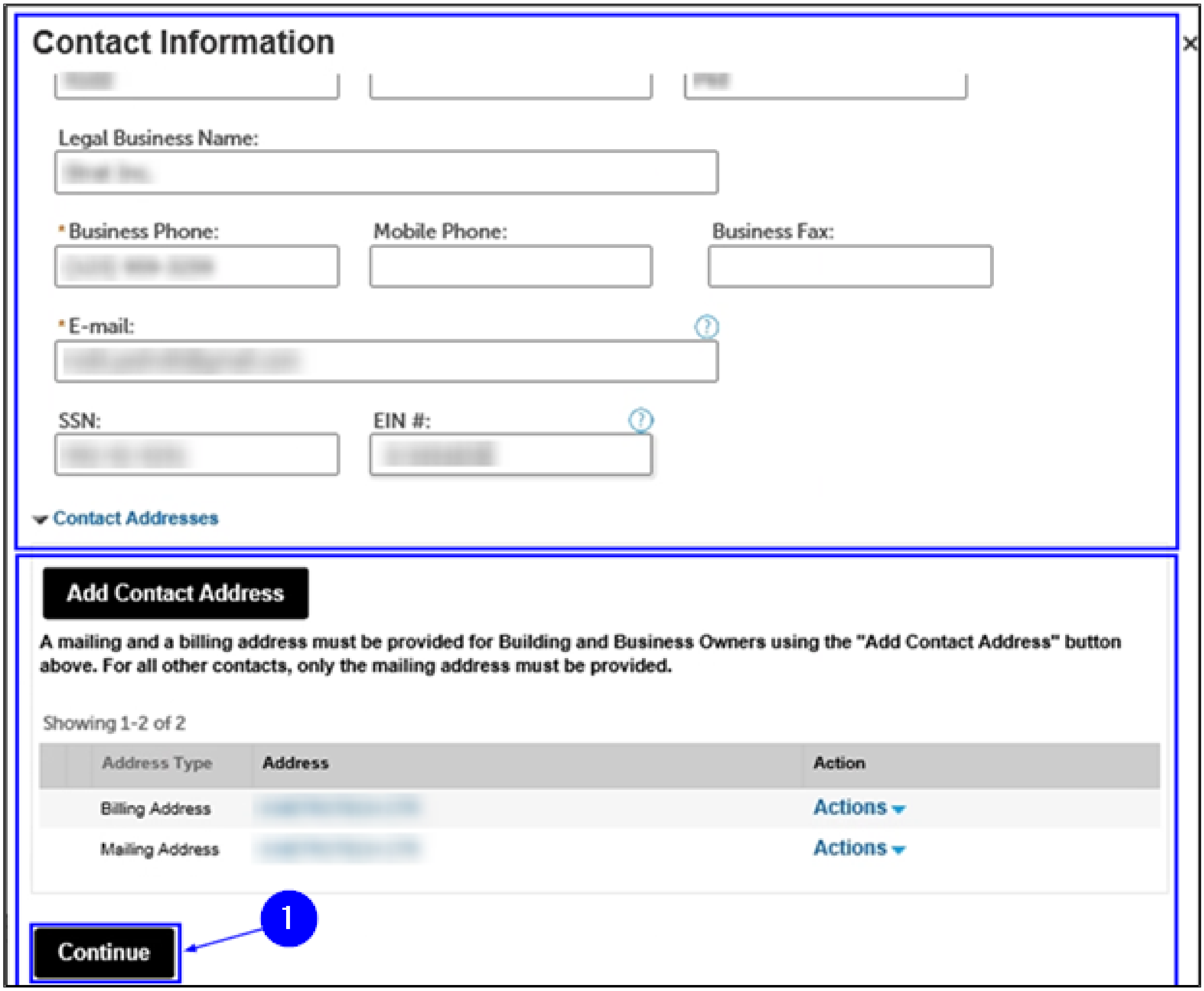

Fig. 13: Review and Click the 'Continue' Button

You will return to the **Contact Information** page. See Figure 14.

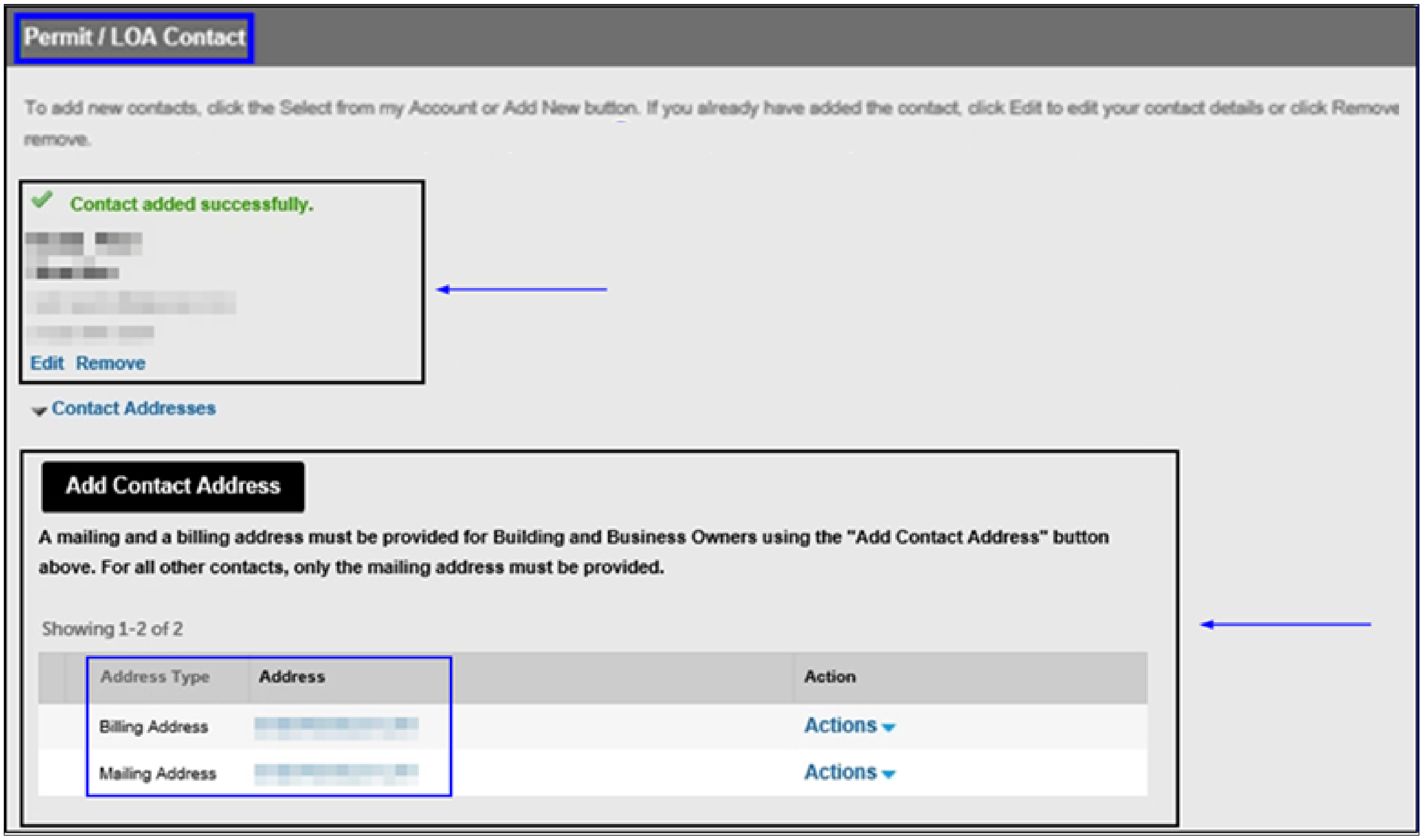

Fig. 14: 'Permit/LOA Contact' Information Selected and Added

If a Contact does NOT exist in your **NYC ID** account, you will need to add the Contact's information.

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. See Figure 16.

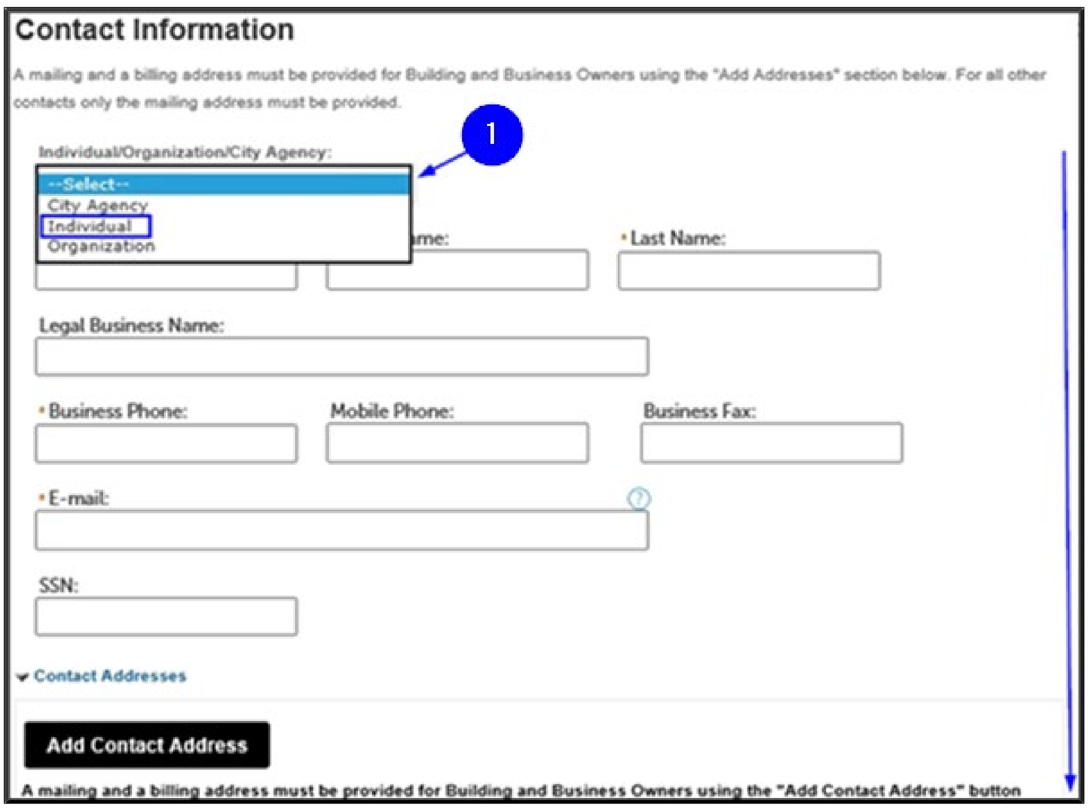

Fig. 16: Select the Contact Type

Enter the Contact's information. ALL sections marked with an asterisk (*) must be completed. 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 Inspection will be sent to this email address.

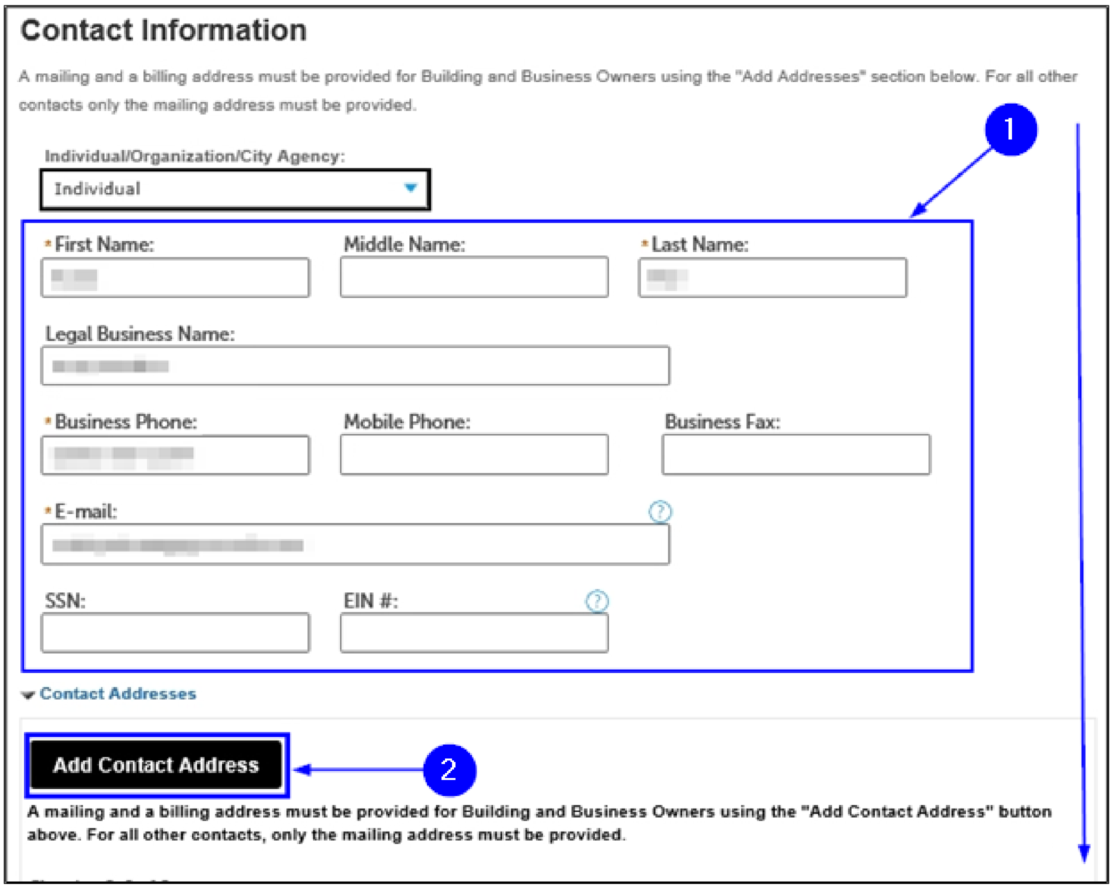

Fig. 17: Enter Information/Click 'Add Contact Address'

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 Inspection.

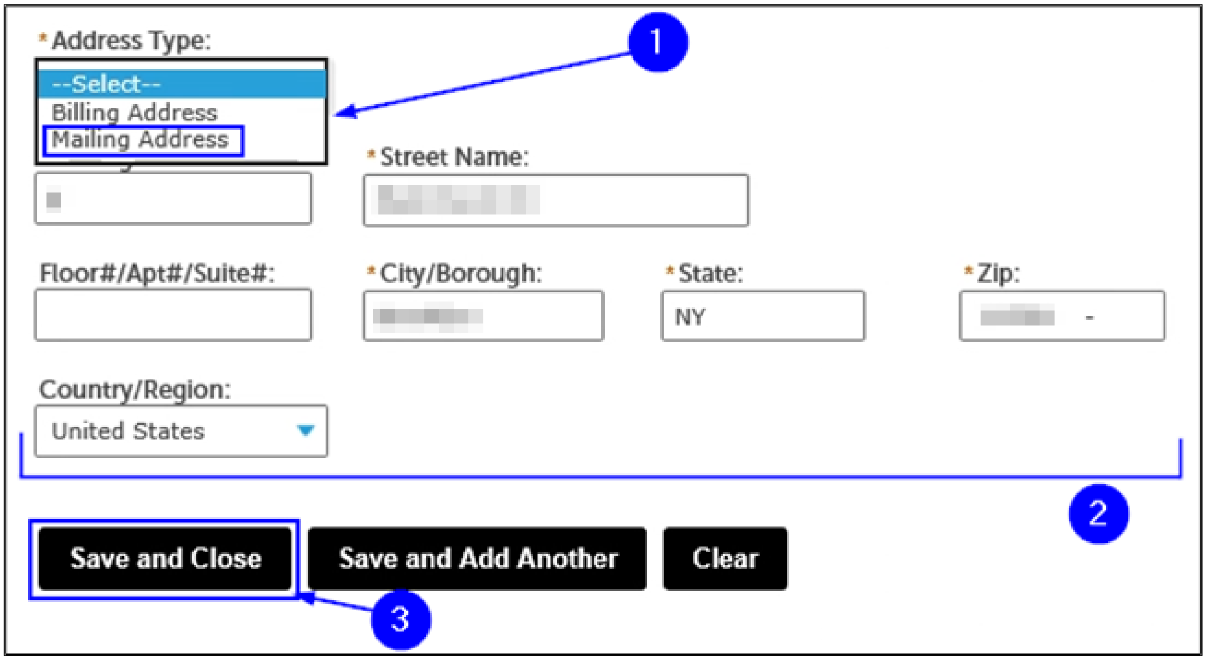

Fig. 18: Enter the Mailing Address Information

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.

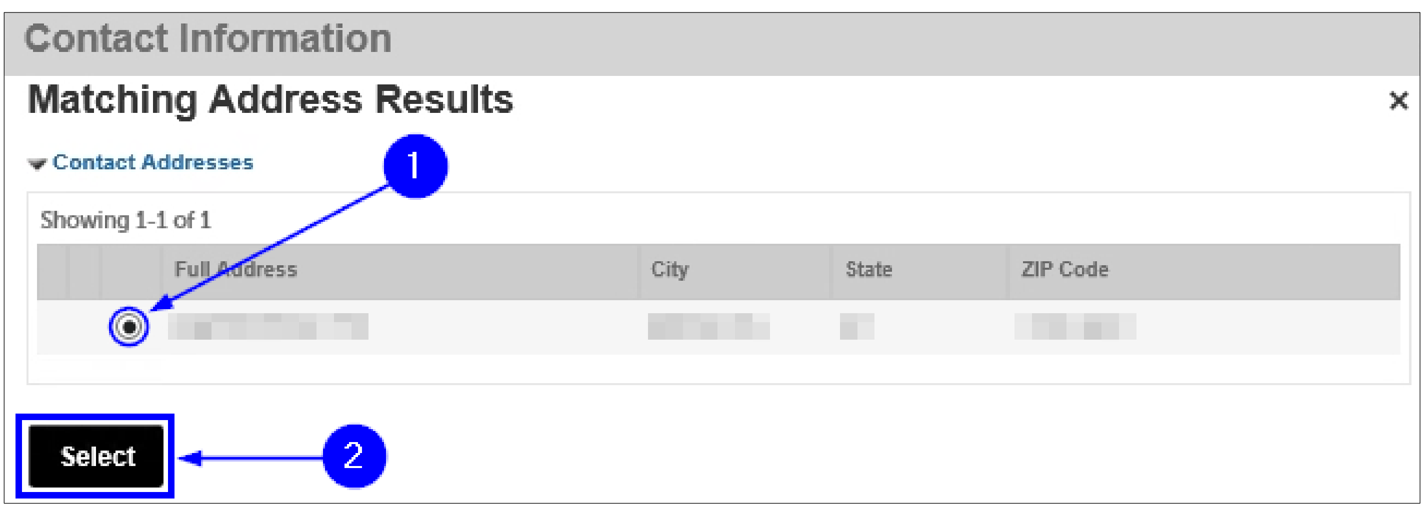

Fig. 19: Chose the Address and Click 'Select'

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.

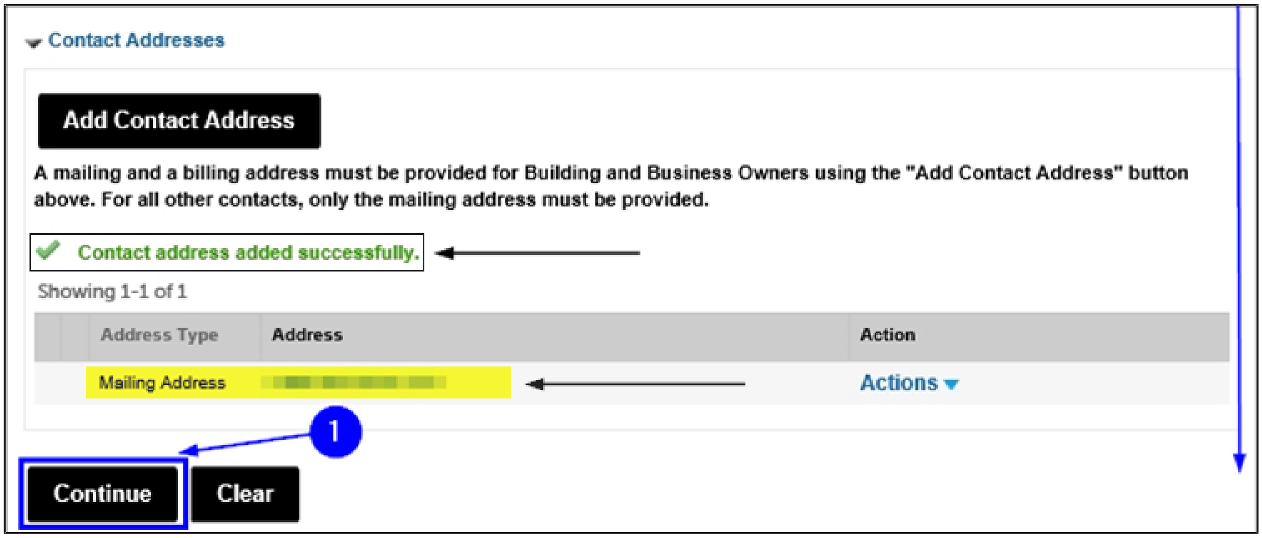

Fig. 20: Click ‘Continue’

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.

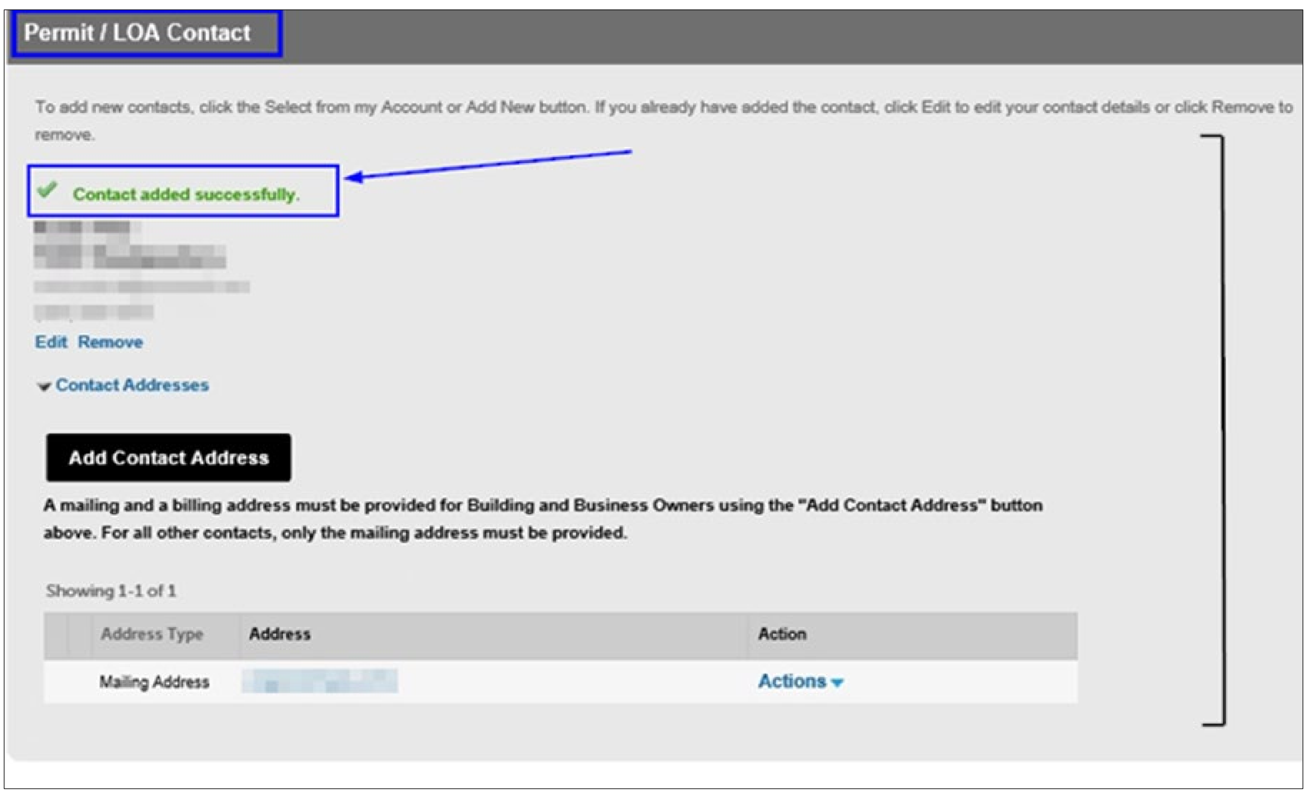

Fig. 21: Contact Information Added

Step 4. Complete the Request for Inspection Details

Next, on the **Request Information** page, you will need to add all the details for the Inspection 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 #1: You can only submit a Request for Inspection for one (1) Inspection Unit at a time.

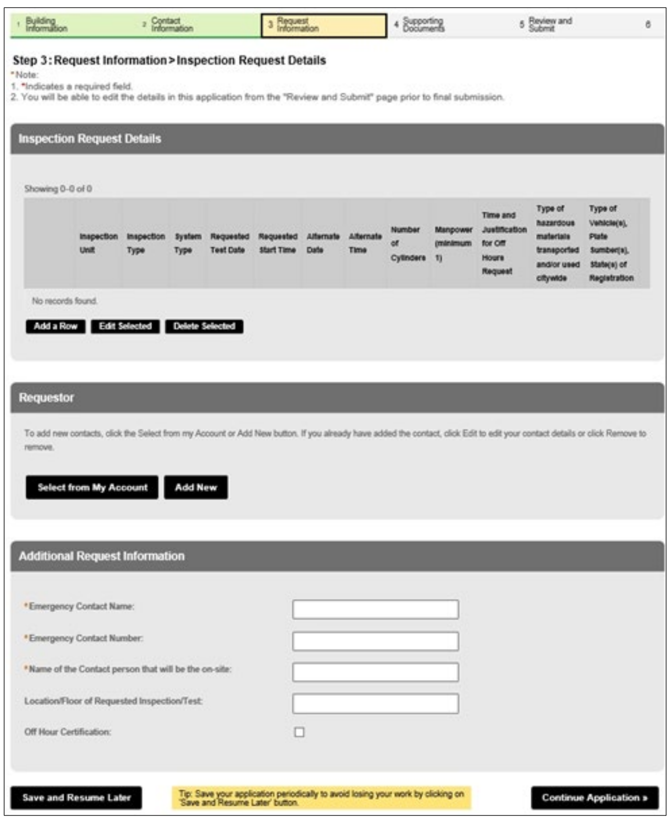

Fig. 23: 'Request Information' Page

To add your Inspection information, click the **Add a Row** button. See Figure 24.

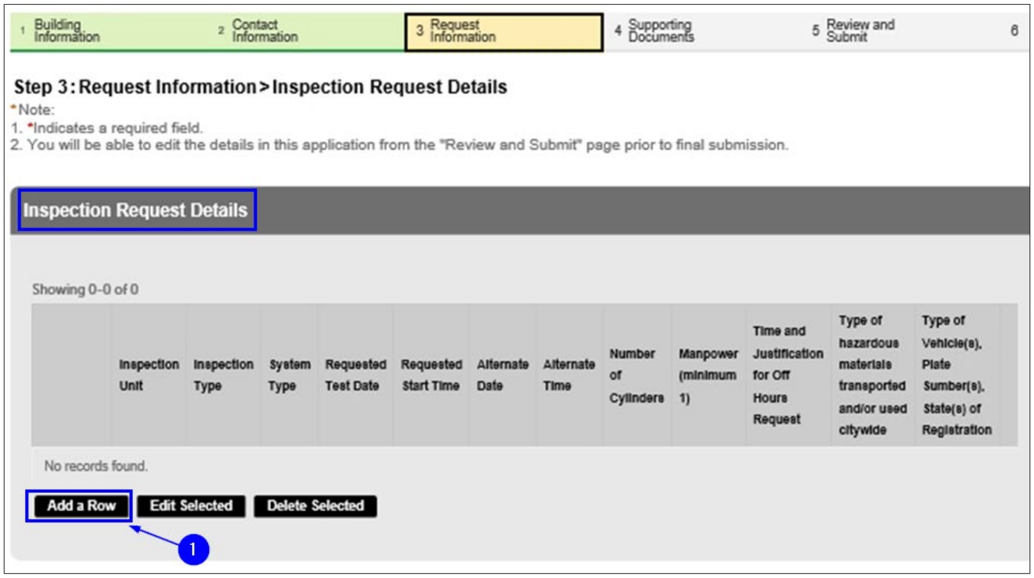

Fig. 24: Click 'Add a Row'

The **Select Inspection Unit** window will open. Choose Explosives and then click **Next** tab to scroll to the next page. See Figure 25.

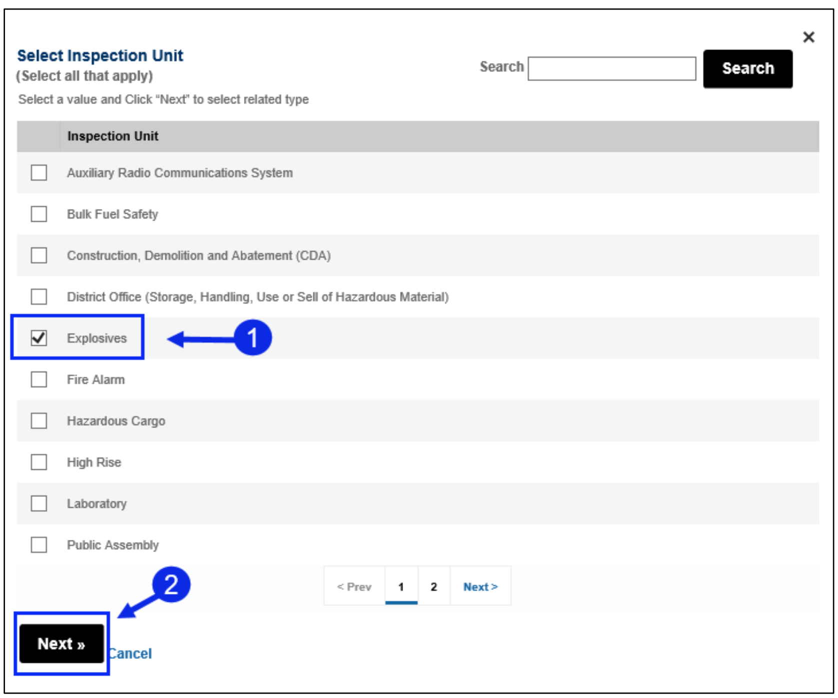

Fig. 25: Locate the Inspection Unit

Once you selected Explosives, you must select the Inspection Type requested, for this example “Special Effects.” Then, click the **Next** button. See Figure 26.

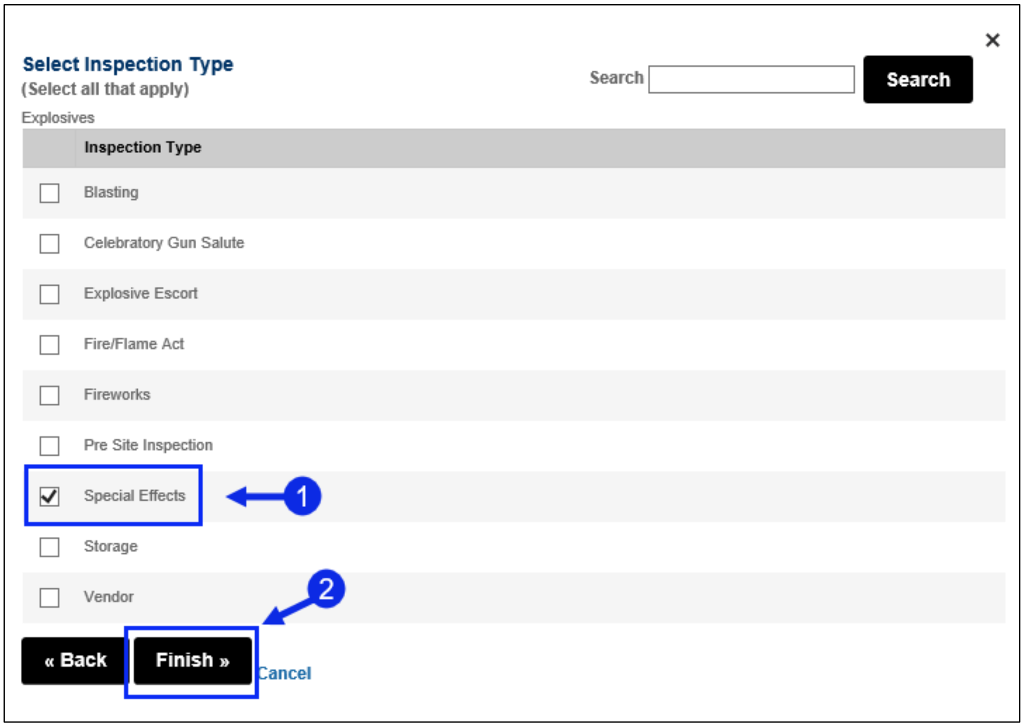

Fig. 26: Select the Inspection Unit/Click the ‘Next’ Button

The **Select Inspection Type** window opens and displays the Inspection types specific to the Inspection Unit you just selected. Click to select the correct Inspection type and then click **Finish**. See Figure 27.

Next, enter all the Inspection request 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** and select the **Requested Start Time**. Then, click on the **Calendar** icon ( ) to complete the **Alternate Date** and select the **Alternate Time**.

The “Requested Test Date” (Inspection) must be at least 3 business days from the current date. If you need to schedule for less than 3 business days, you will need to enter the date needed in the “Time and Justification for Off Hours Request” box.

You can select your permit start date and end date, permit Start time and end time, duration of request and Information about the Event.

Complete all sections and then click **Submit**.

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

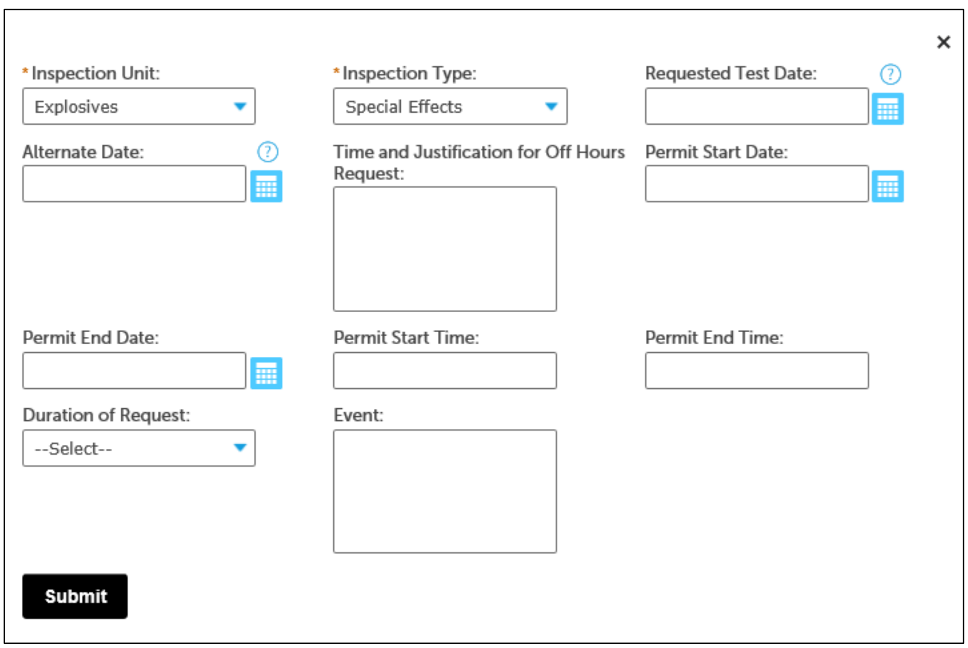

Fig. 27: Enter the Inspection Details

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**, otherwise you must **Add New.**

> **NOTE:** The Requestor is the person who is signed in to FDNY Business and who is completing this Request for an Inspection.

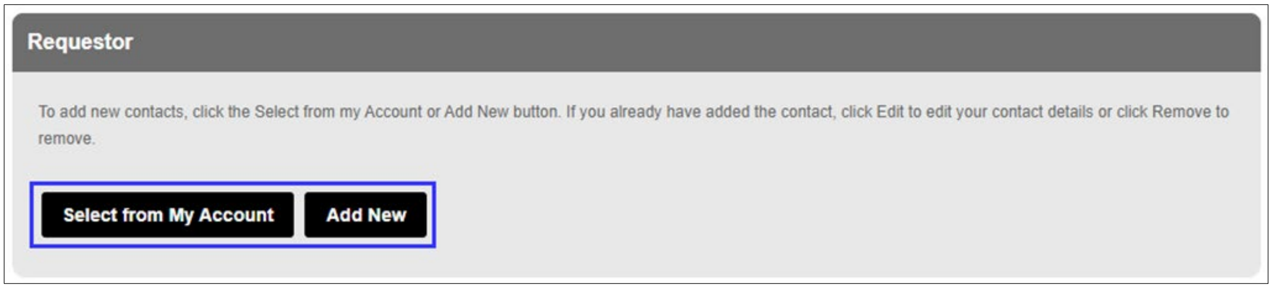

Fig. 28: Select/Add the Requestor Contact Information

Next, complete the “Additional Request Information” section. Enter the Emergency Contact’s name and phone number.

Then, enter the name of the on-site Contact person that will be present for the Inspection and click **Continue Application**. See Figure 29.

> **NOTE:** If you requested “Off Hours Testing” when completing the “Inspection Request Details” section 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 for Inspection.

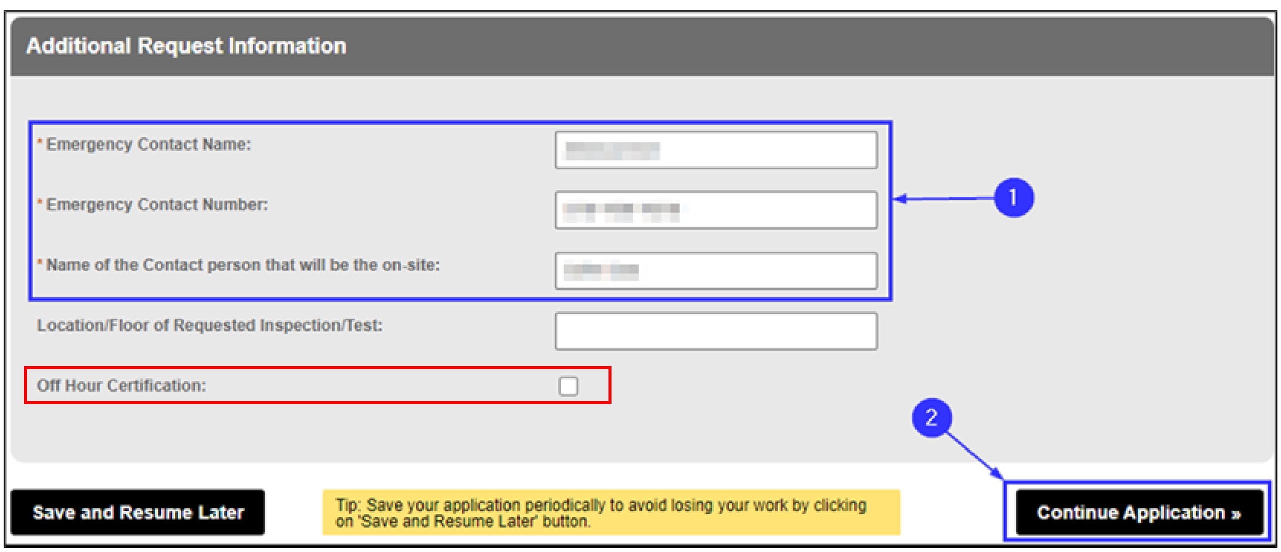

Fig. 29: Complete ‘Additional Request Information’ Section/Continue

The **Request Information** page will refresh. Next, you ONLY need to complete the Project Information” section

Leave the Inspection Record ID/Account # **BLANK.**

Fig. 30: Enter the Inspection Record ID / Account #

Next, complete the “Project Information” section. Enter the detailed description of the Inspection you are requesting including effect and materials being used. See Figure 31.

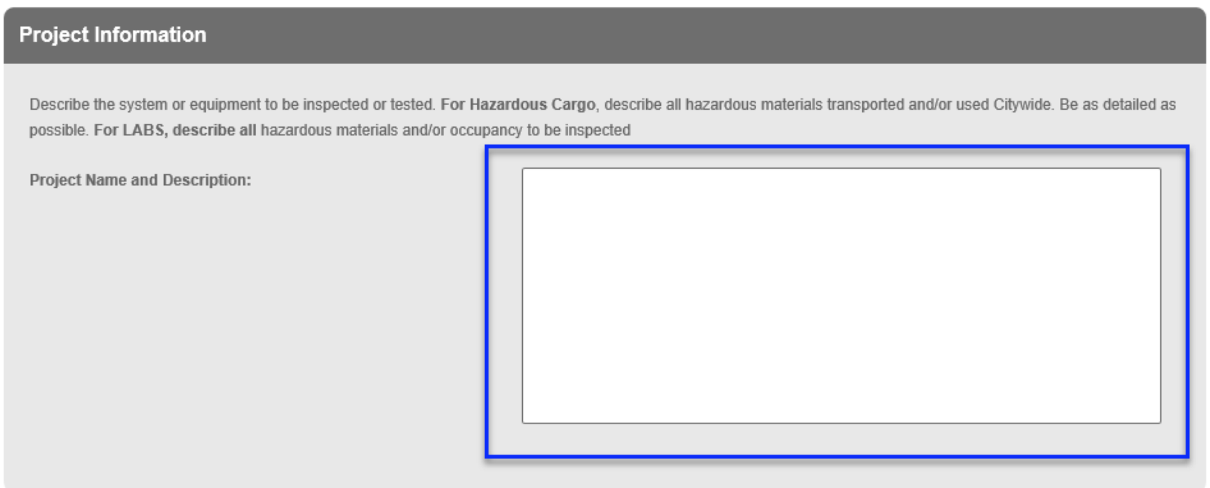

Fig. 31: Enter the Project Name and Description

Finally, leave “Plan Information” section **BLANK.**

Now, scroll to the bottom of the page and click **Continue Application**. See Figure 32.

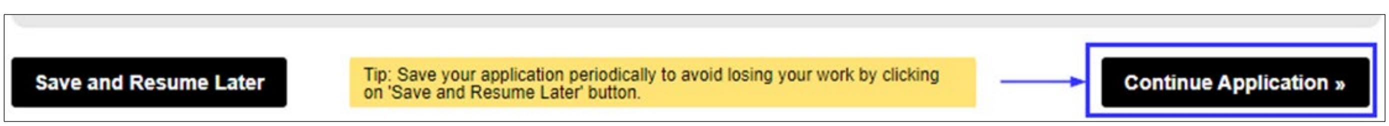

Fig. 32: Click ‘Continue Application’

Step 5. Upload Supporting Documents

You will be taken to the **Supporting Documents** page. Here, you can either select a Supporting Document (if you already have it saved to your **NYC ID** account) or you can upload a new document that you have saved on your computer.

In this example, we will click the **Add** button to upload and attach a supporting document. See Figure 33.

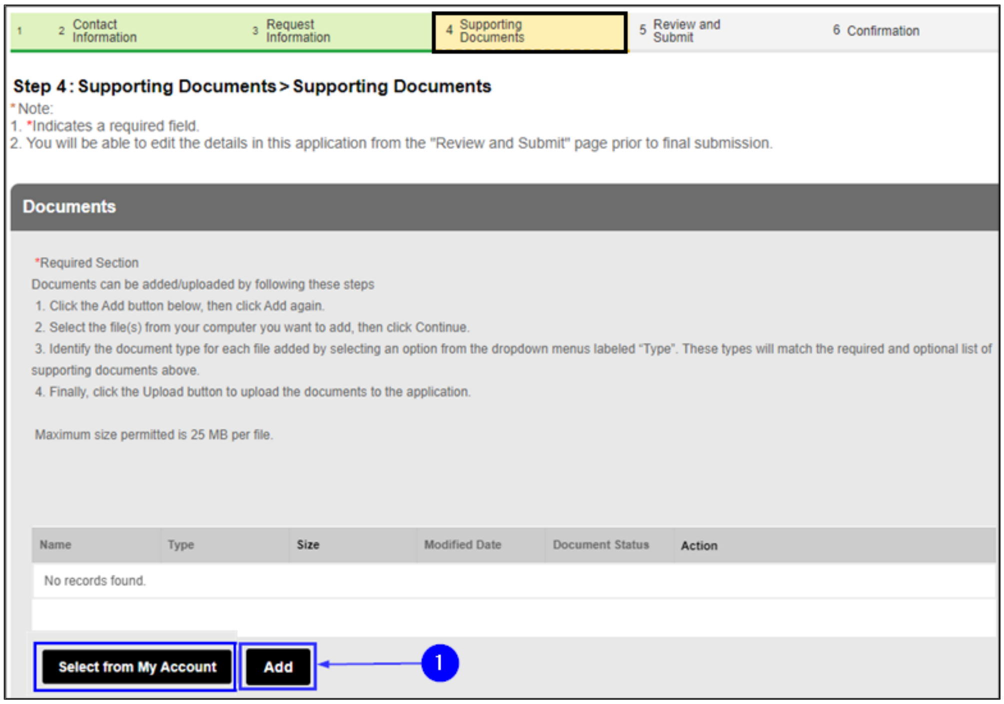

Fig. 33: Click the 'Add' Button

The **File Upload** window opens. Click the **Add** button. See Figure 34.

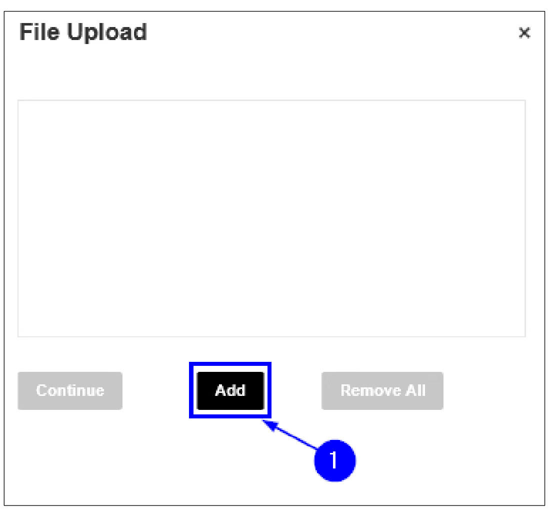

Fig. 34: Click 'Add'

Your File Explorer will open. Browse and locate the file you want to upload and click on it to select it. After clicking on it, as highlighted below in “yellow,” the selected file’s name will appear in the “File Name” field. Next, click the **Open** button. See Figure 35.

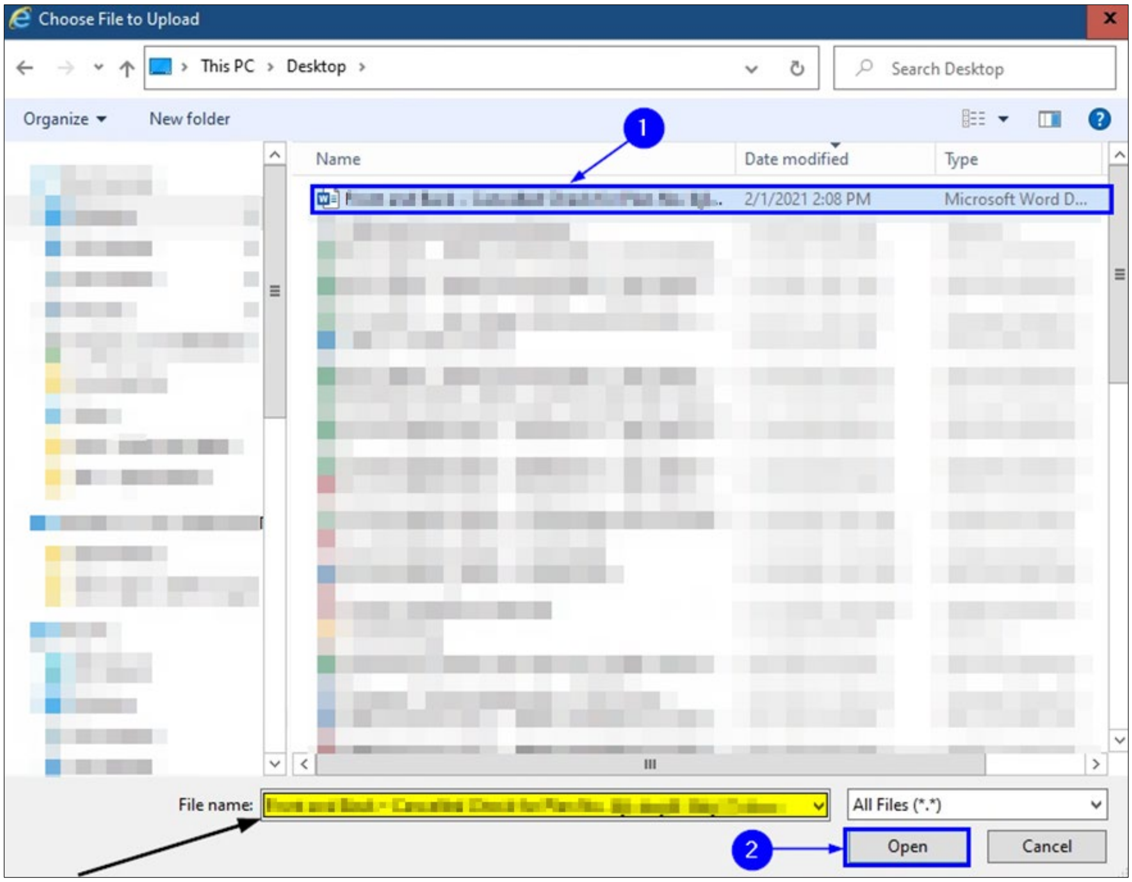

Fig. 35: Select the File and Click the ‘Open’ Button

When the upload status of your selected document reads “100%” (highlighted below in “yellow”), click **Continue**. See Figure 36.

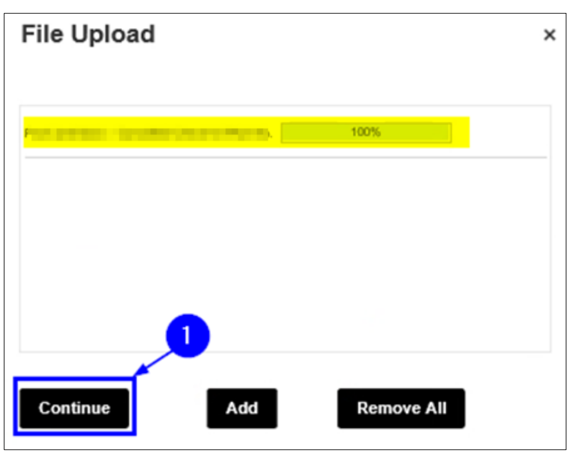

Fig. 36: Click ‘Continue’

Now, back on the **Supporting Documents** page, enter into the “Description” text box any applicable notes about the file you are uploading (a sample note is highlighted below in “yellow”). Then, click the **Upload** button.

NOTE: After clicking the **Upload** button, you will see a notification near the top of your screen stating that your file has been successfully uploaded. See Figure N2.

Fig. N2: File Successfully Uploaded

Once the file has been successfully uploaded, click **Continue Application**. See Figure 37.

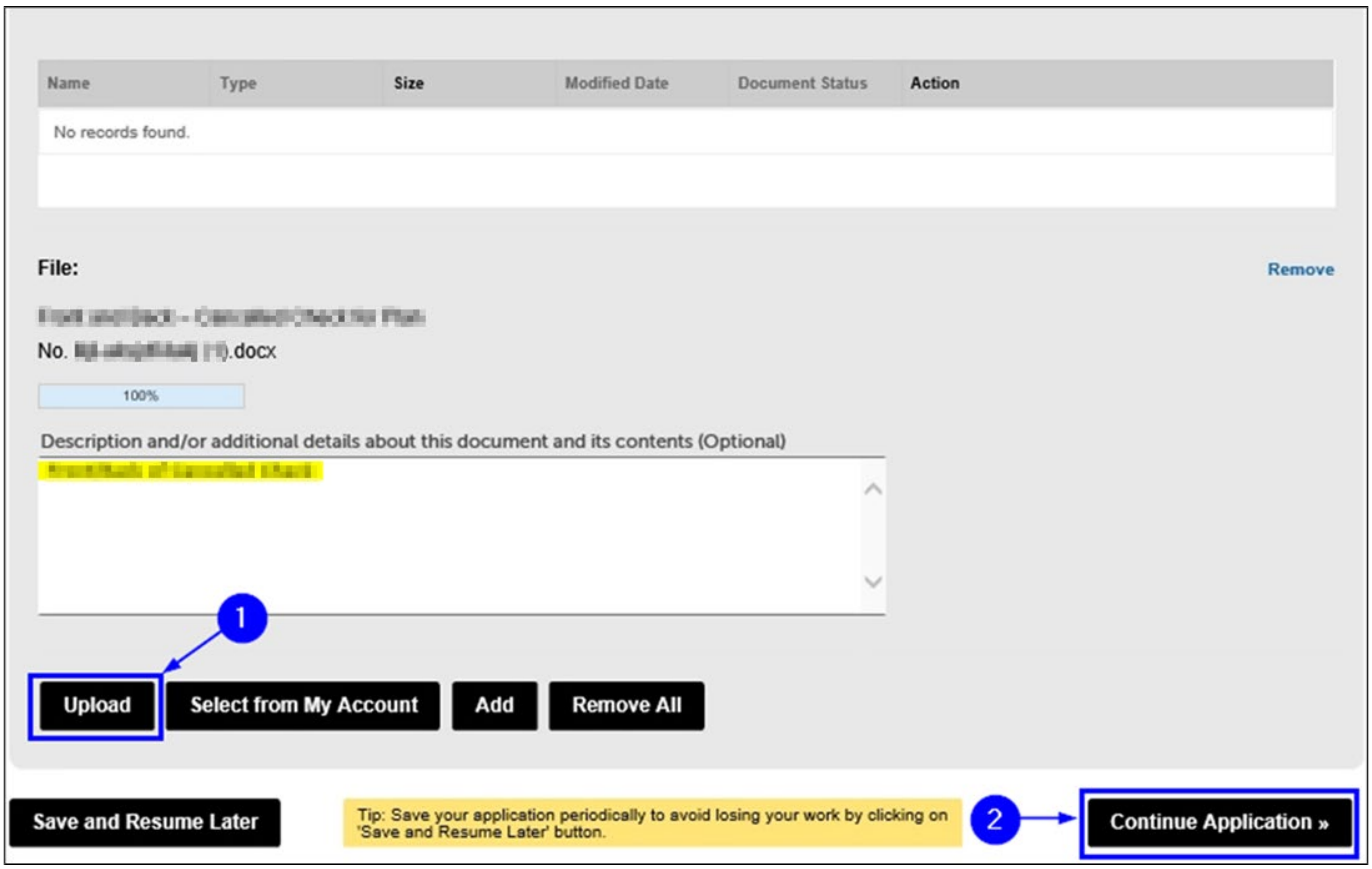

Fig. 37: Complete the Upload / Click ‘Continue Application’

You will be taken to the “Digital Signature” section where you must enter your **First Name** and your **Last Name**. Then, select your **Title/Roles** from the drop-down list.

If you select “Other,” you will have to enter your Title/Role in the “Specify Other” field.

Then, “check” the checkbox to acknowledge submission of your Application. Finally, click **Continue Application**. See Figure 38.

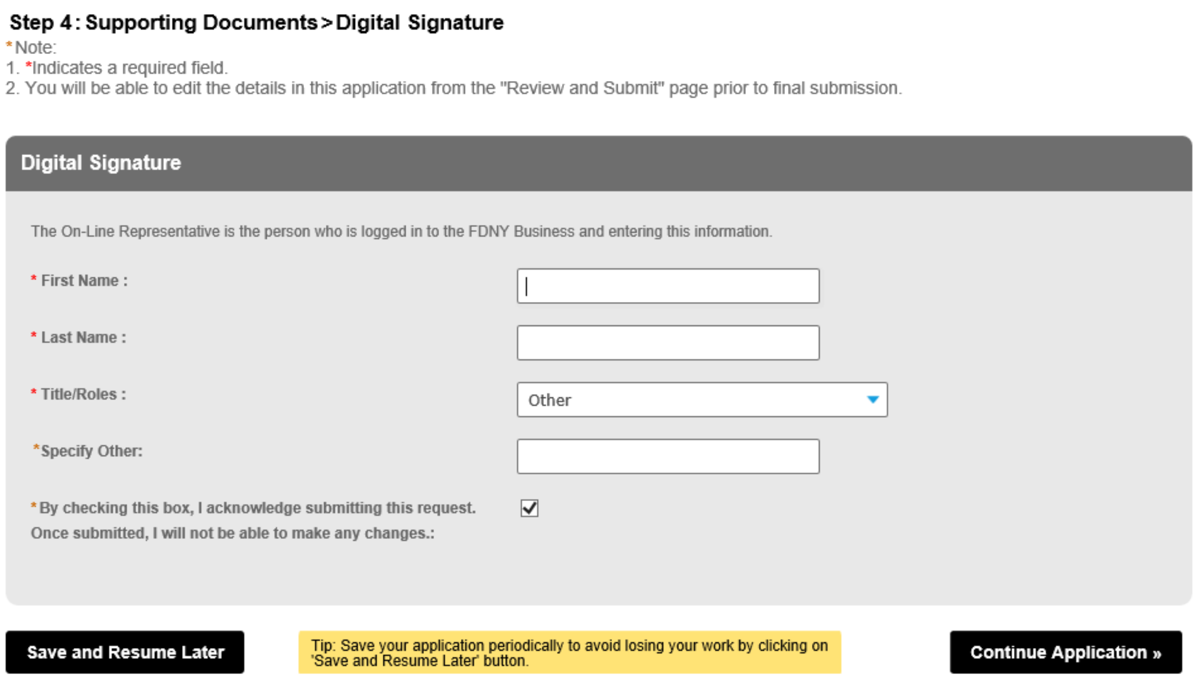

Fig. 38: Complete the ‘Digital Signature’ Section

Step 6. Review and Submit

Scroll through the page to 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 to correct the information. See Figure 39.

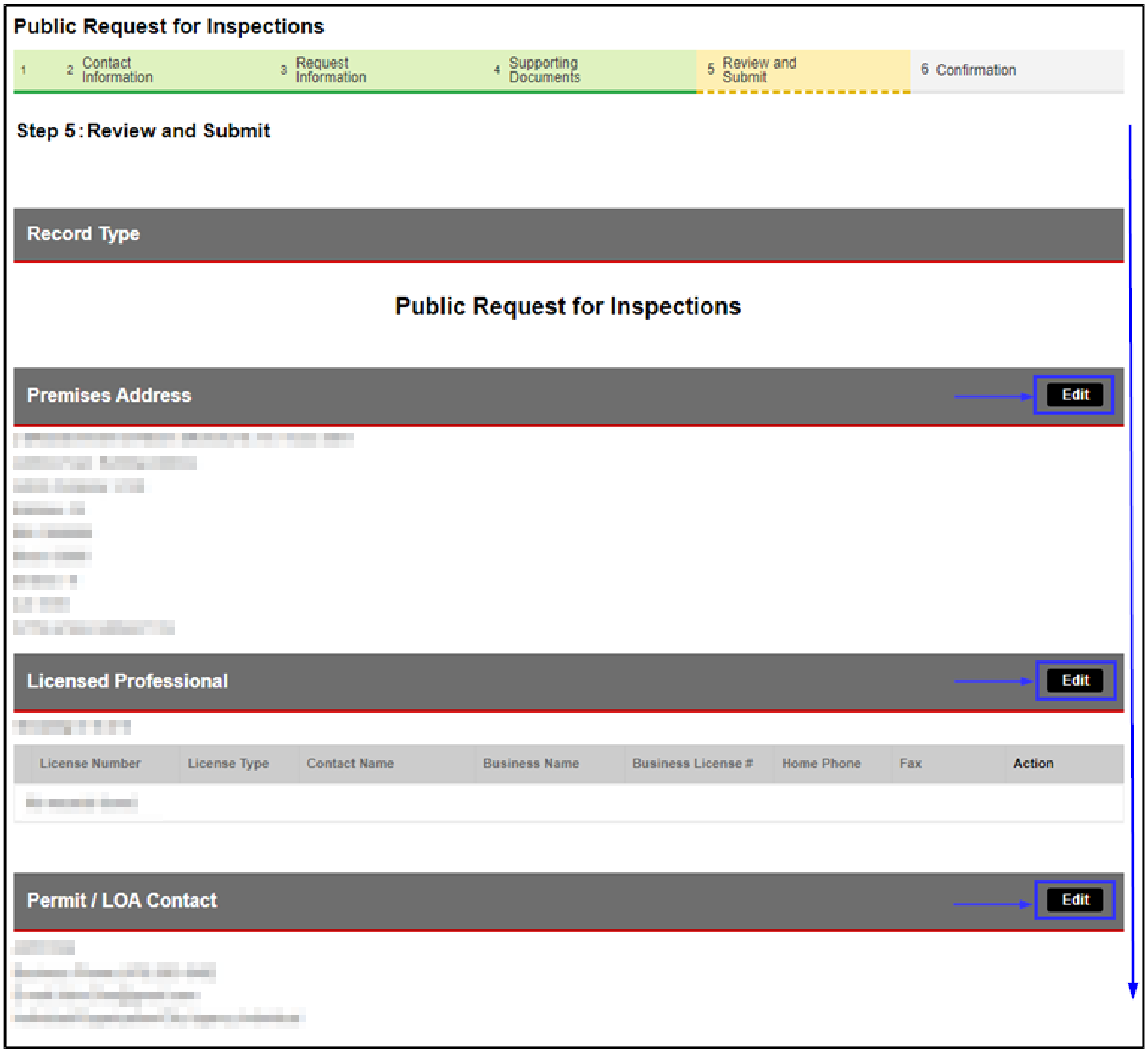

Fig. 39: Review your Request for Inspection Information

Once you submit the Request for Test/Inspection, the submission can <u>NOT</u> 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 40.

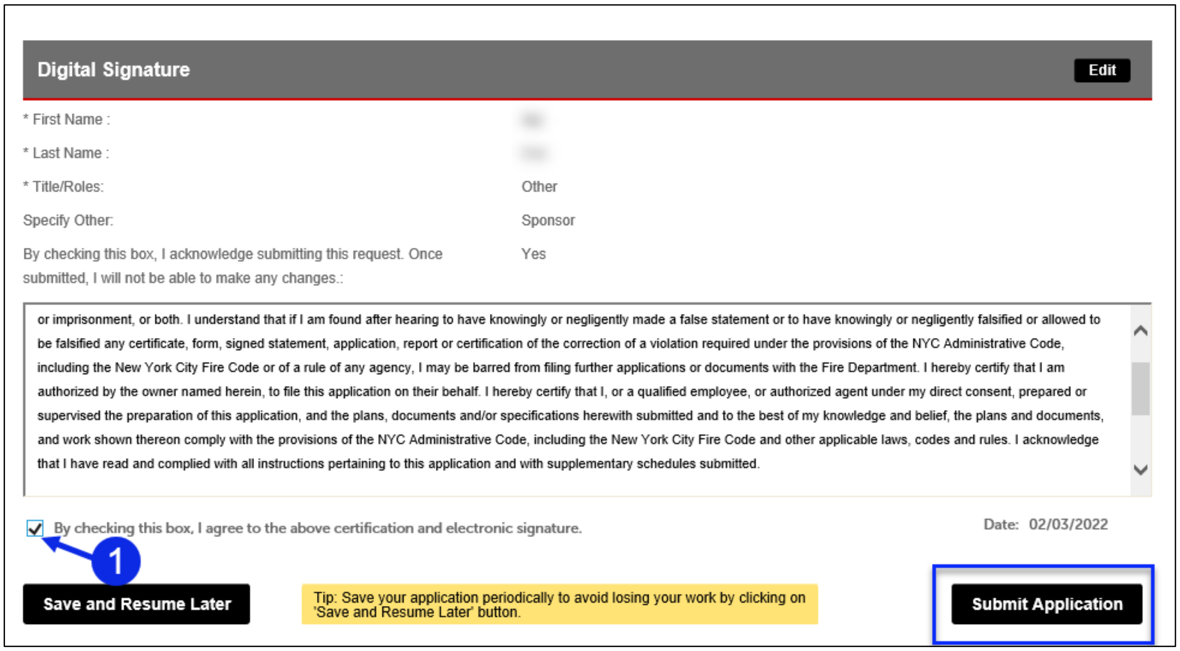

Fig. 40: Digitally Acknowledge, Sign and Submit the Application

Step 7. Submission Confirmation

You will receive confirmation that your Request for Inspection 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 41.

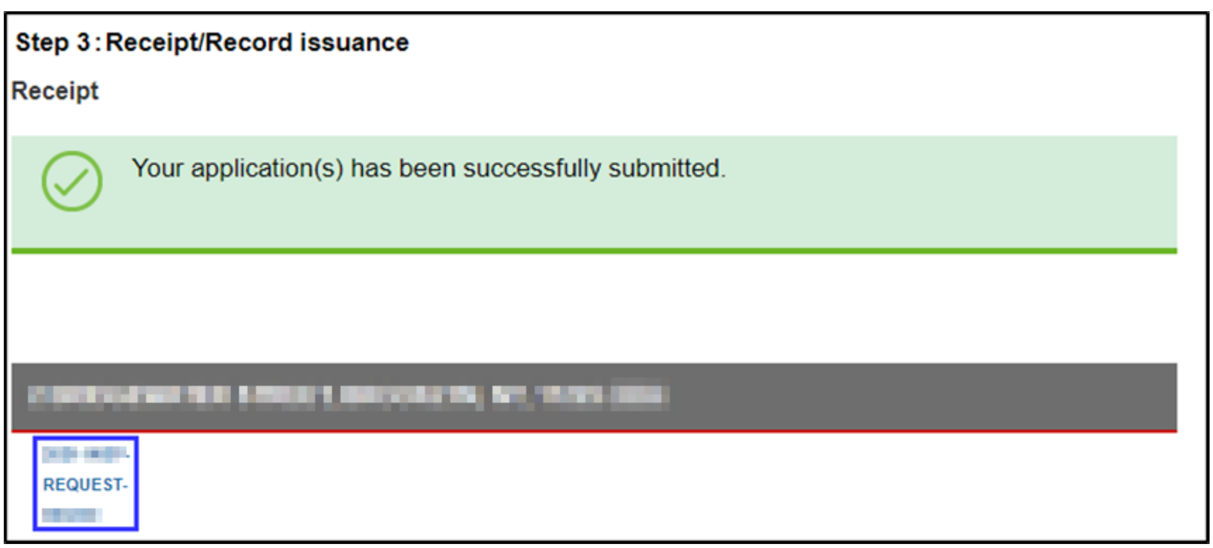

Fig. 41: Request Submission Confirmation / Record ID

After Your Submission

You will receive an email confirmation that your Request for Inspection has been submitted. See Figure 42.

Dear FDNY Customer,

The Fire Department of New York confirms that your request of a Rangehood Acceptance Test for record ID [illegible] has been received.

You will receive an email notification upon confirmation of your request with the scheduled date and time.

You can check the status of your application online: https://fires-stg-apps.fdnycloud.org/citizenaccess/Cap/MyRecordsCap.aspx

Thank You,

BUREAU OF FIRE PREVENTION

9 METROTECH CENTER, BROOKLYN, N.Y. 11201 3857

CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is stric prohibited.

*** This is an automatically generated email, please do not reply ***

Fig. 42: Request for Inspection — Sample Receipt Email

Once FDNY reviews your Request, you will receive another email with the date and time of your scheduled Test/Inspection. See the sample email shown in Figure 43.

Dear FDNY Customer,

The FDNY wants to inform you that an inspection has been scheduled on 7/7/2021 at 2:01 PM for [illegible]

If you have any issues with the inspection scheduled, please inform us at least 48 hours before the scheduled time at "311" or email us at "FDNY.BusinessSupport@fdny.nyc.gov".

Comments:

Thank You,

BUREAU OF FIRE PREVENTION
9 METROTECH CENTER
BROOKLYN, NY 11201

CONFIDENTIALITY NOTICE:
The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

*** This is an automatically generated email, please do not reply ***

Fig. 43: Scheduled Request for Inspection — Sample Confirmation Email

If you did NOT submit all the required information, you will be contacted by email or by phone to 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 or phone with a new date and time.

If your Request for Inspection has been rejected, you will need to submit a new Request for Inspection on FDNY Business.

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.

3. Request an Inspection Cancellation

If an Explosives and Entertainment Unit Inspection 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 Inspection or your request may be denied, and you may be charged the Inspection 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.

Request a Cancellation

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

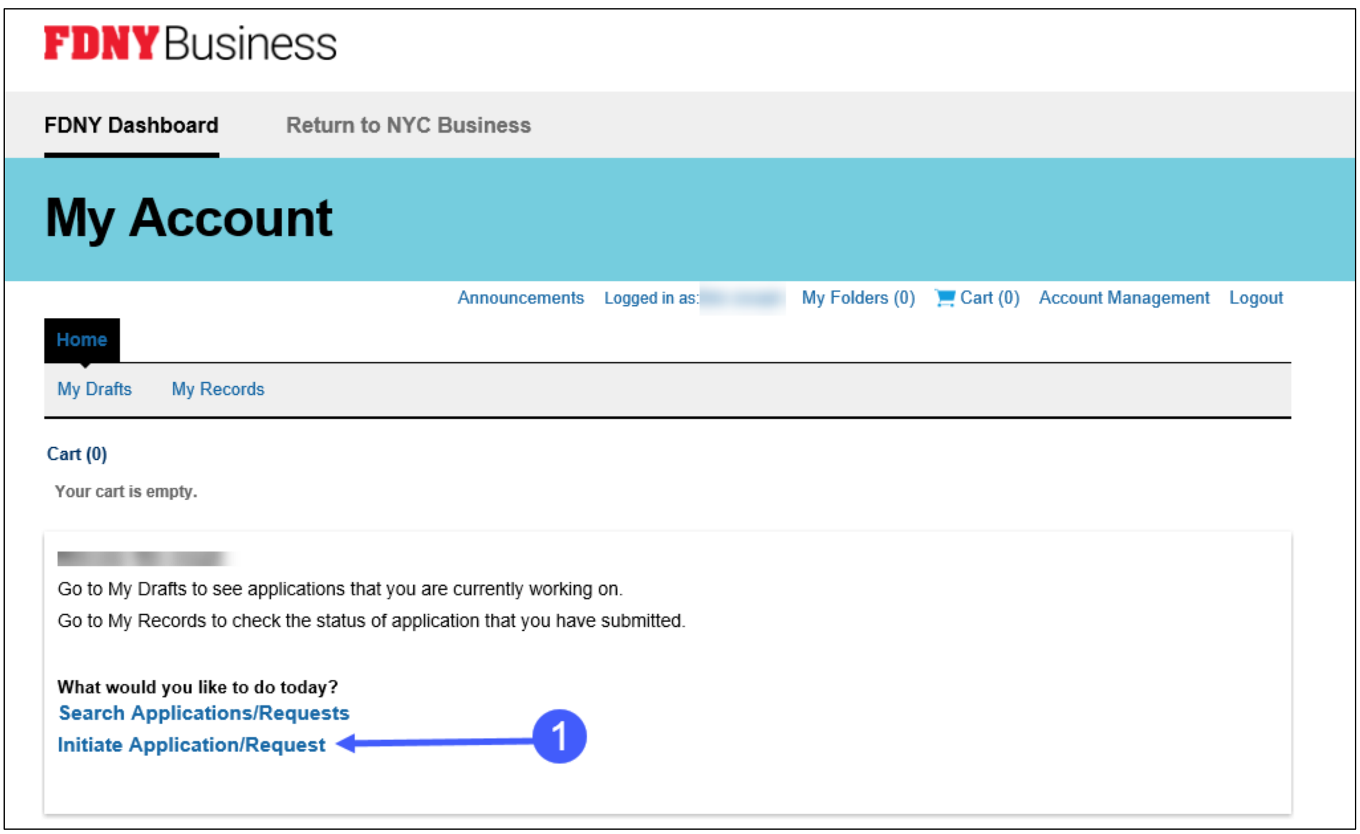

Fig 44: Click Initiate Application Request

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 45.

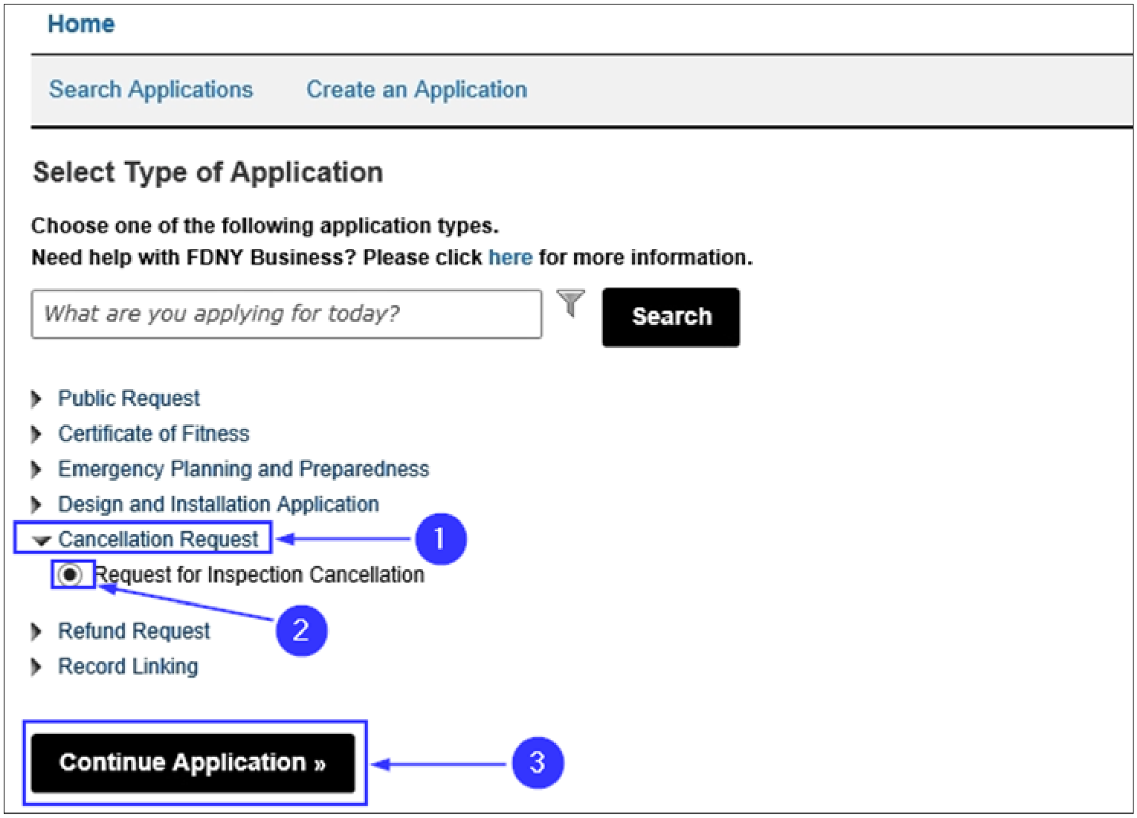

Fig. 45: Begin the ‘Request for Inspection Cancellation’

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 46. Click **Continue Application**.

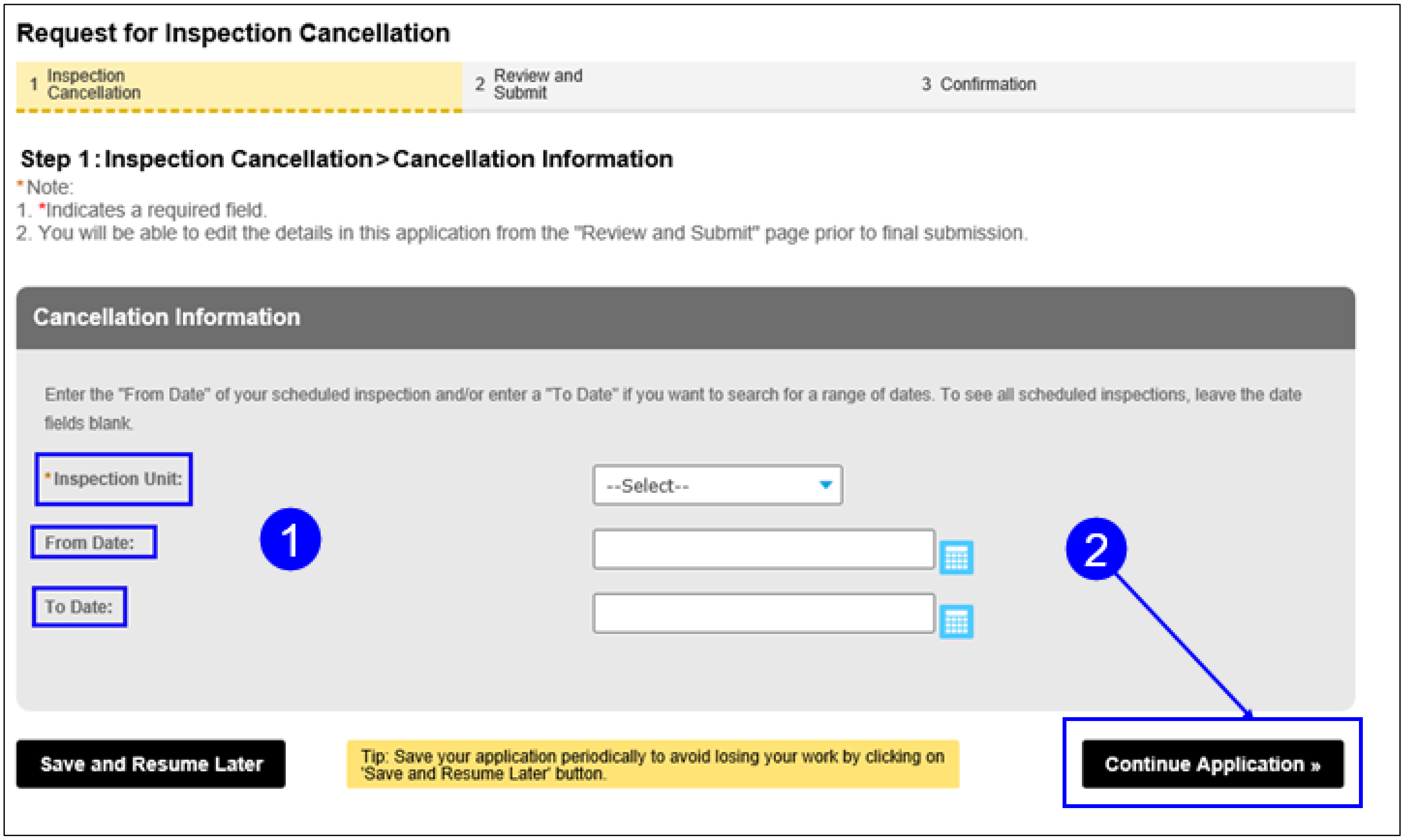

Fig. 46: Enter Inspection Cancellation Search Information

Check the box to select the inspection you want to cancel from the List of Scheduled Inspections. Then, click Edit Selected. See Figure 47.

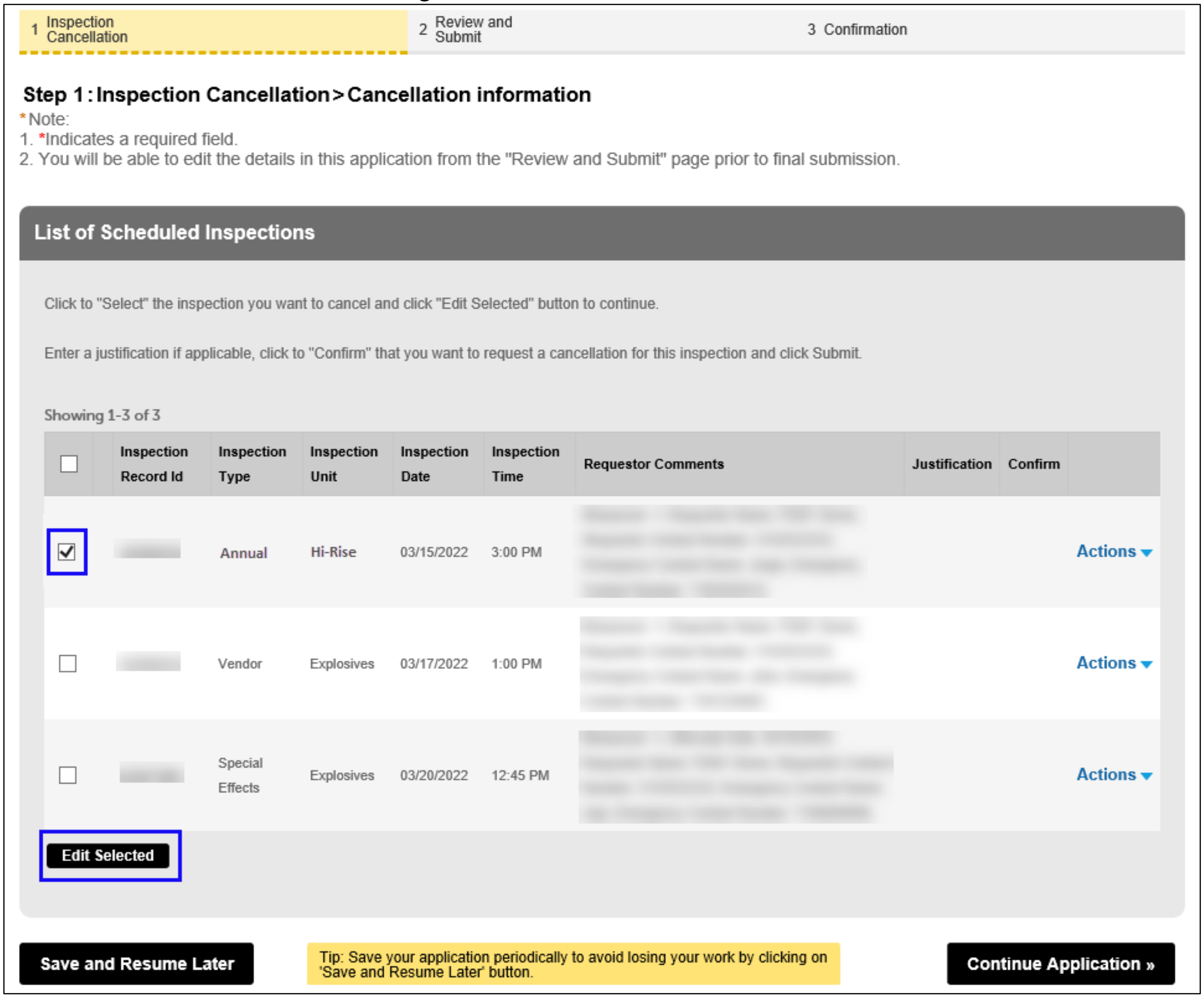

Fig. 47: Select Inspection/Onsite Exam to Cancel

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 48.

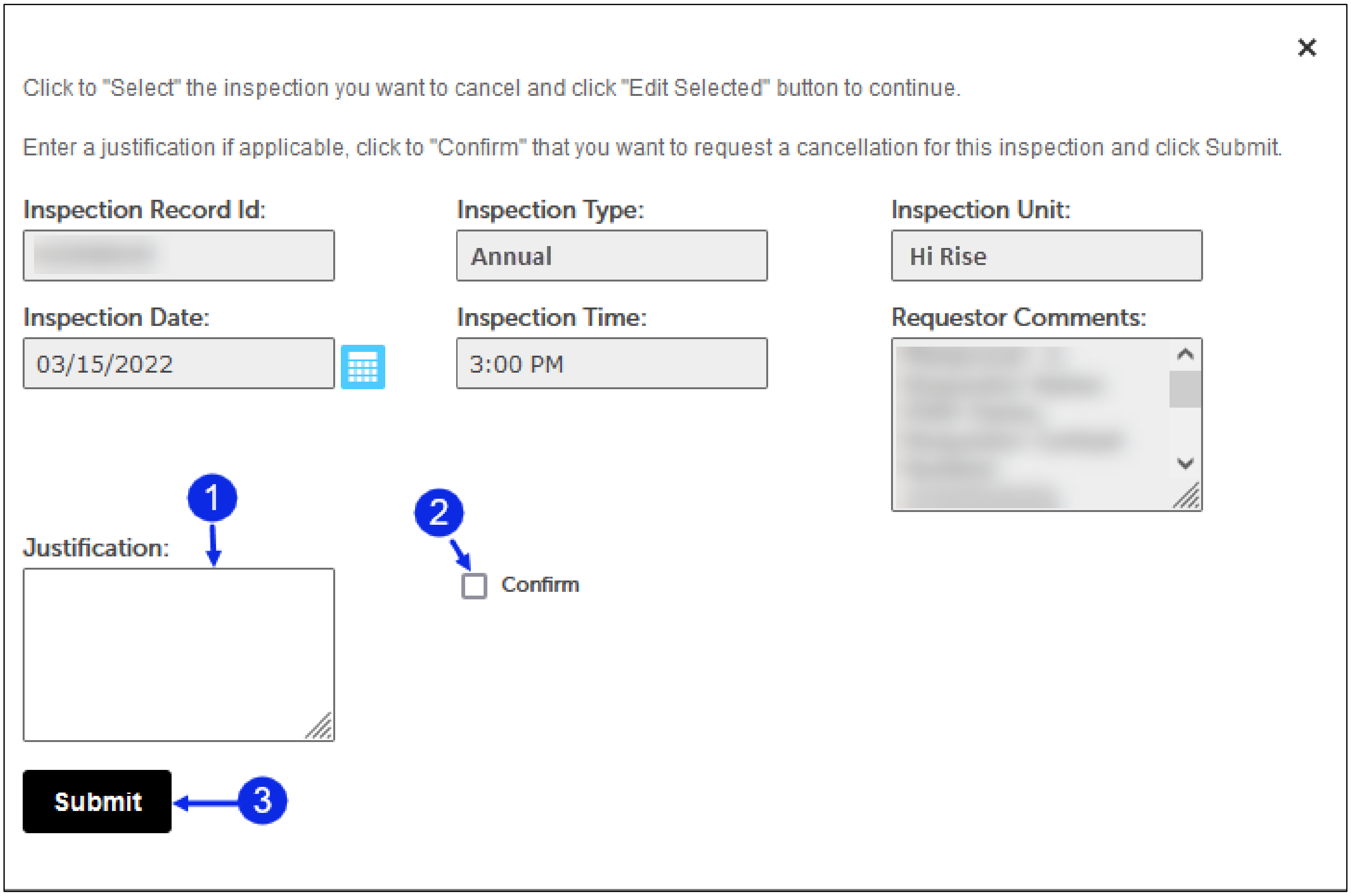

Fig. 48: The Inspection to Be Cancelled Is Shown

You will be returned to the “List of Scheduled Inspections”. Click **Continue Application**. See Figure 49.

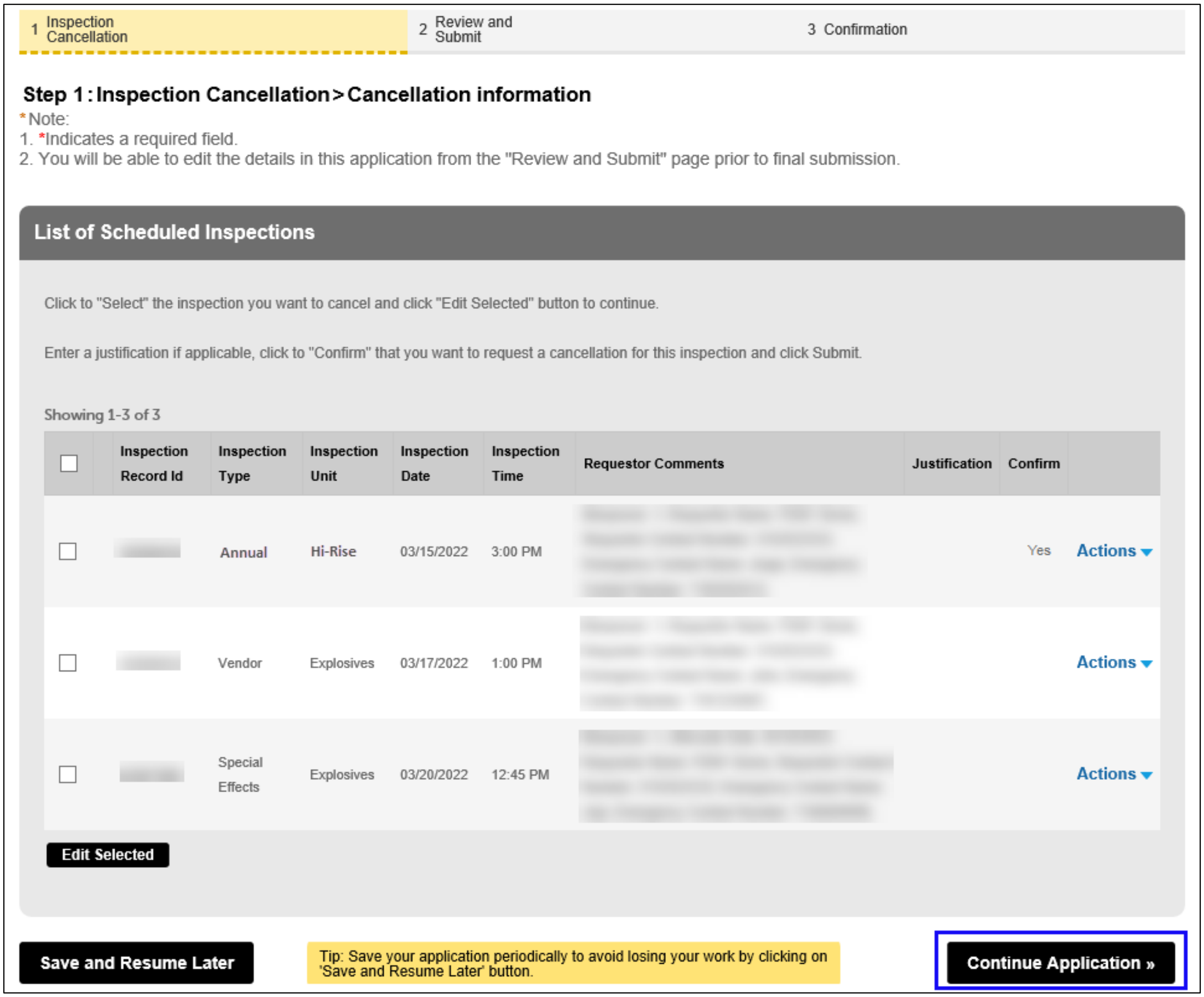

Fig. 49: Continue Application

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 50.

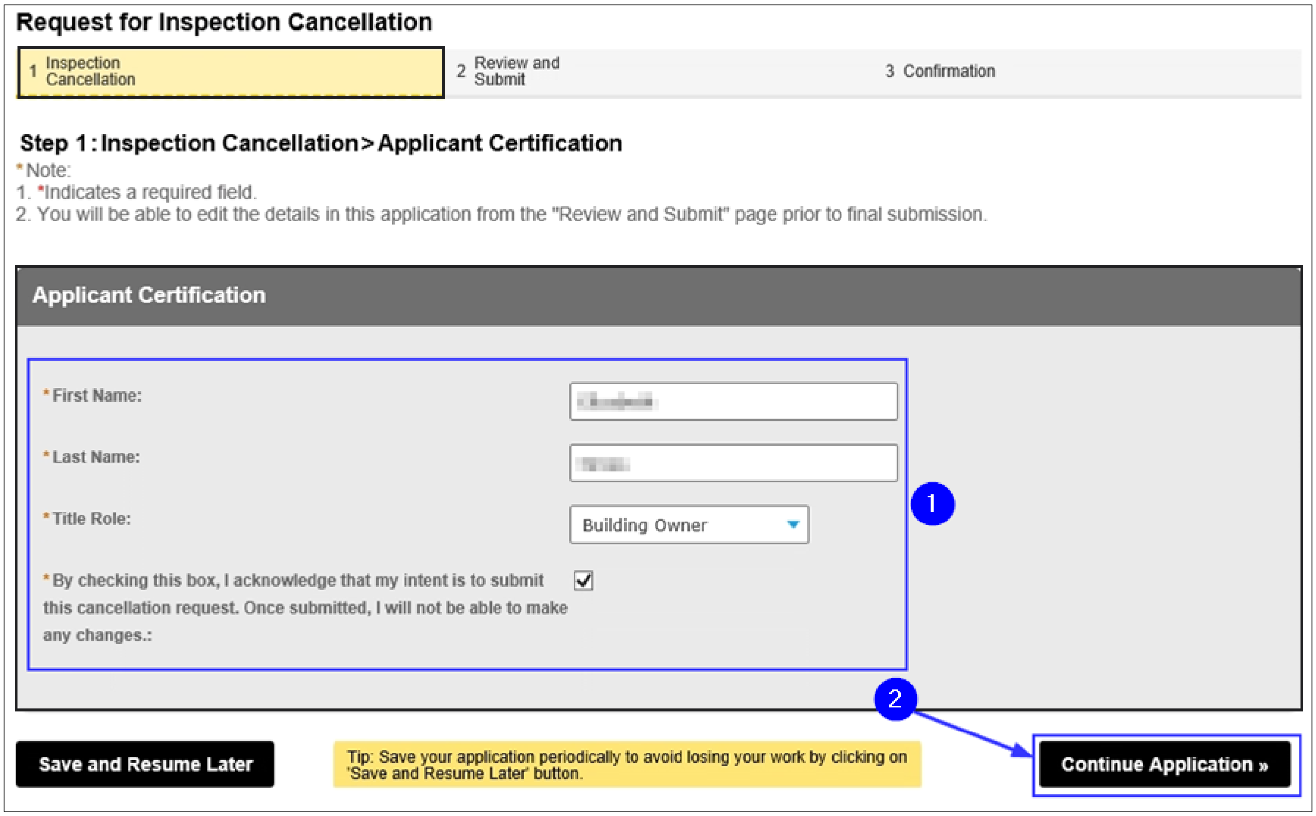

Fig. 50: Complete the 'Applicant Certification' Section

Supporting Documentation

On the “Supporting Documents” page, you can upload documentation, as applicable. See previous steps for instructions to upload documents. Click **Continue Application**. See Figure 51.

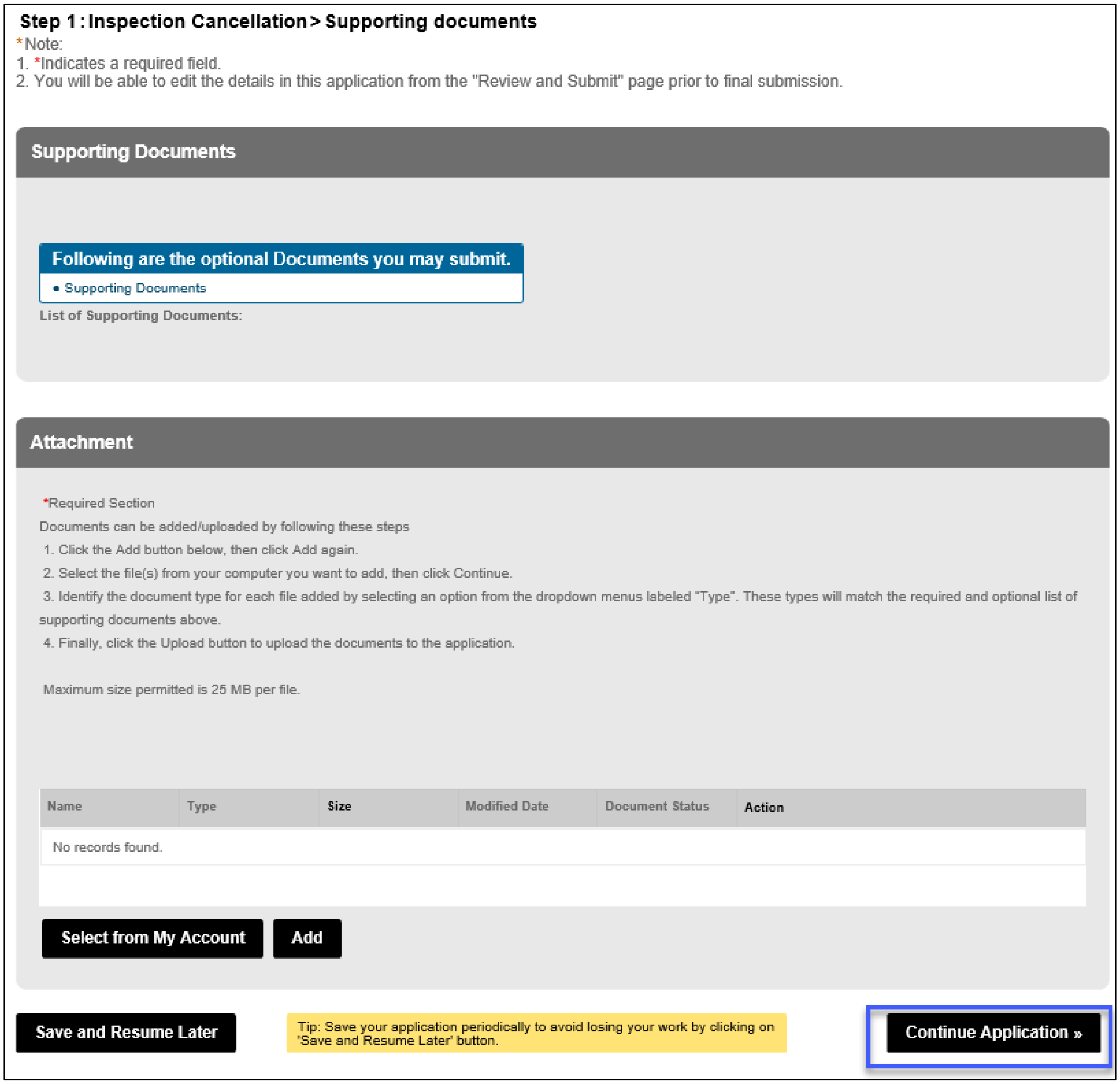

Fig. 51: Click ‘Continue Application’

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 52.

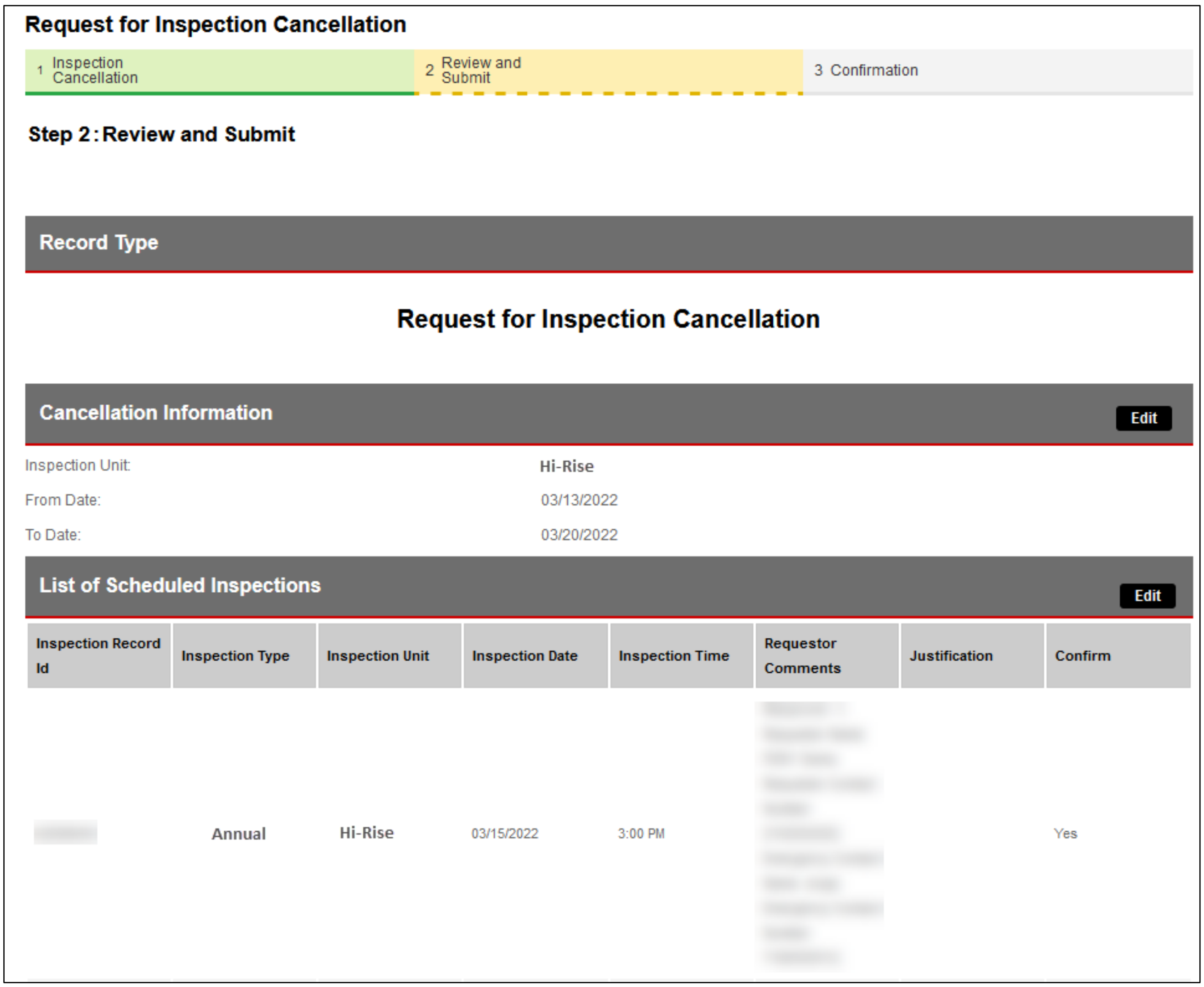

Fig. 52: Review Your Request for Inspection Cancellation

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 Inspection date and time, your Cancellation Request **may be rejected** and you may be charged the 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 53.

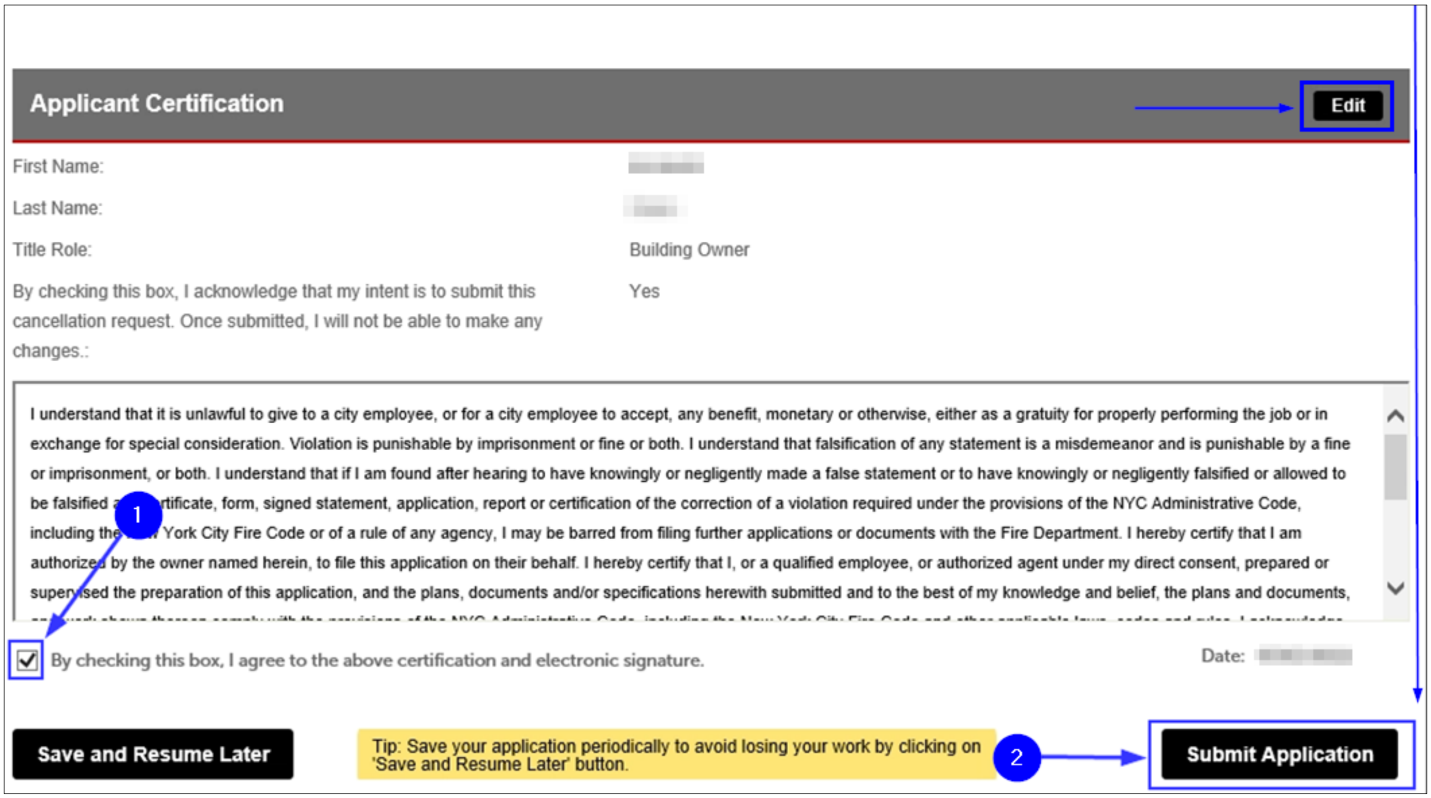

Fig. 53: Complete the 'Applicant Certification' Section / Click 'Submit Application'

You will receive confirmation that your Request for Inspection Cancellation has been successfully submitted. You will also receive an Inspection Cancellation Record ID. As highlighted in “yellow” in the below example, the Inspection Cancellation Record ID contains the word “CANCEL.”

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 Cancellation Request. See Figure 54.

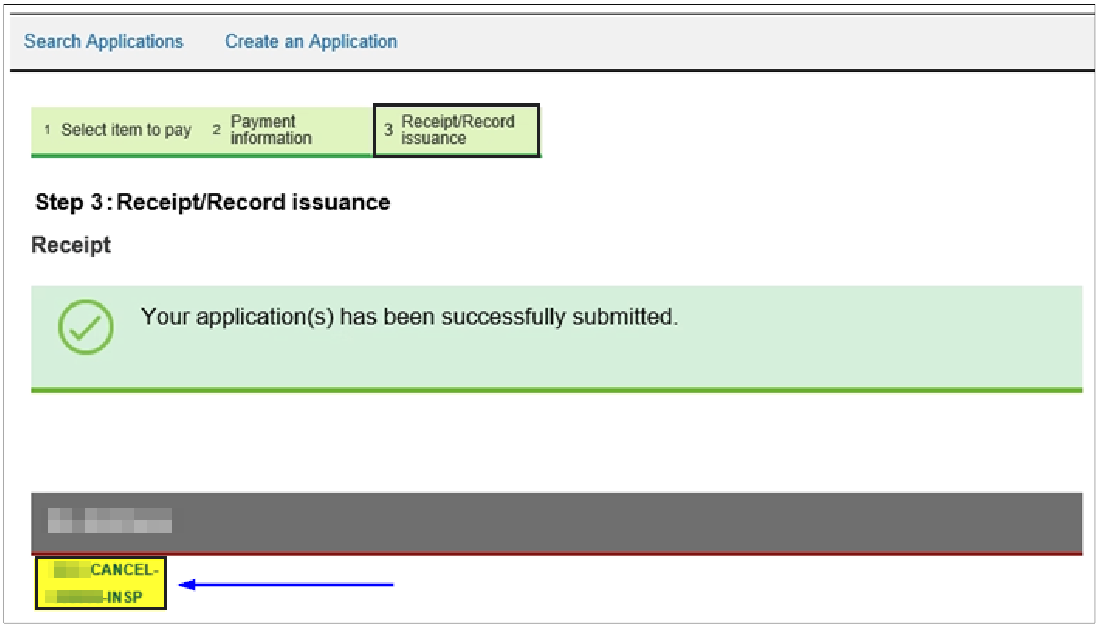

Fig. 54: Cancellation Request — Submission Confirmation / Record ID

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.