FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

How to Submit a Technology Management Withdrawal

Revised February 2, 2021

IMPORTANT INFORMATION

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

1. How to Submit a Technology Management Withdrawal

All Technology Management Withdrawals **including the Fire Alarm Withdrawal** requests must now be submitted by selecting "Technology Management Withdrawal Request under the "Design and Installation Application" section from the Application catalog. See Figure 1.

To submit a Technology Management Withdrawal Request on FDNY Business, from the home page, select "Initiate Application/Request". Then click the right-arrow to expand "Design and Installation Application".

Select the radio button for "Technology Management Withdrawal Request", and click **Continue Application**.
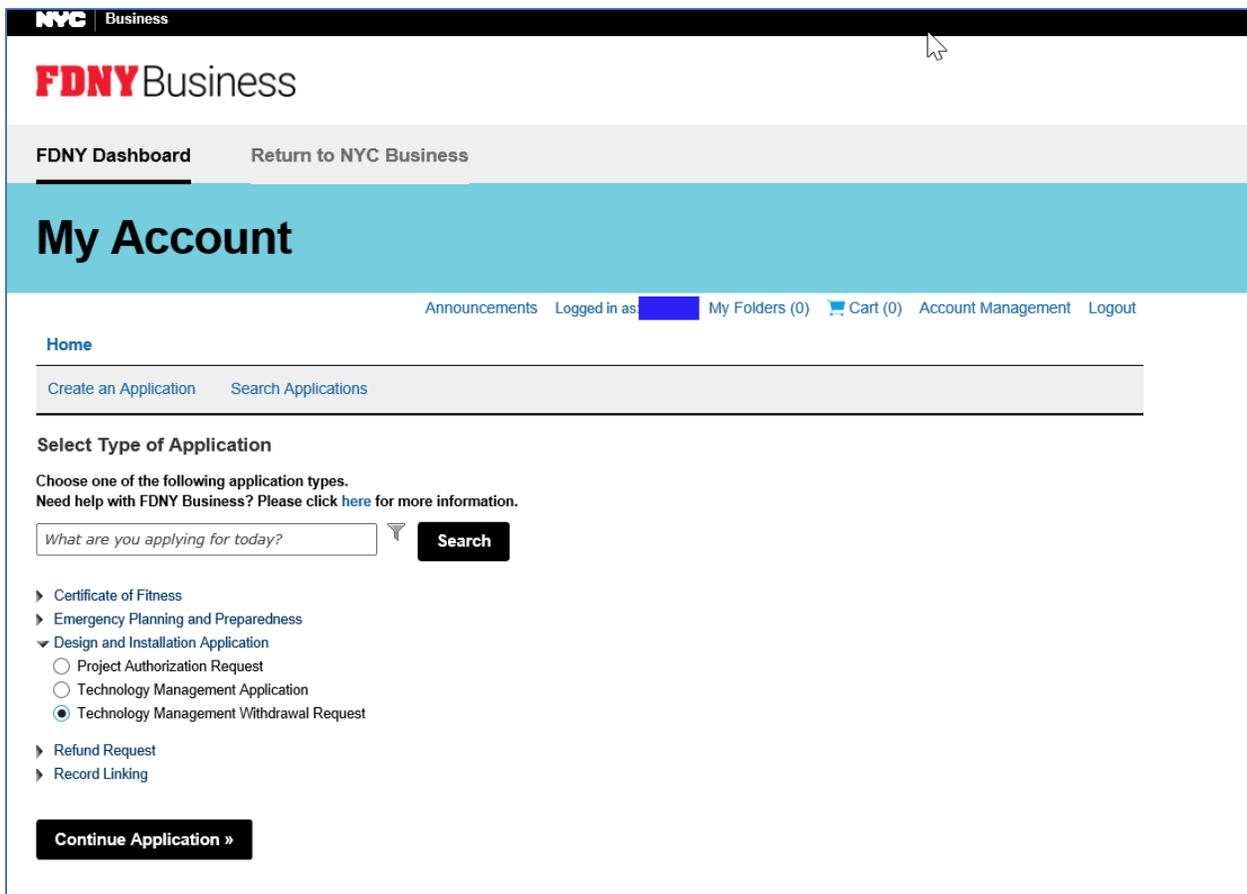

Fig. 1: Initiating a Technology Management Withdrawal Request

Enter the "Plan Record ID or FPIMS Account number or DOB Job number" of the application you wish to withdraw.

Enter a description of the reason for the withdrawal in the text box "Reason for Withdrawal".

Under the question "Are you requesting to withdraw a Fire Alarm application?", if you are withdrawing a Fire Alarm application, select "Yes". For all other application types, select "No".

> **NOTE:** You no longer need to submit an Amendment to request a Fire Alarm withdrawal. You will be prompted to pay the fee of $585.00 before you submit your withdrawal request. For other application types, there is currently no fee for withdrawal requests. Fee structure is under review by the FDNY and is subject to change.

Fig. 2: Withdrawal Request Information

Select Yes or No to "Is this Application being submitted on behalf of a City or State Agency?". If you selected Yes, your Application will be reviewed by FDNY to determine if the withdrawal fee is applicable, and you will receive an email notification upon completion of FDNY review.

When you are ready, click **Continue Application.**

> **NOTE:** Only the applicant can initiate a withdrawal request. If you are not listed as the applicant on the application, your withdrawal request may be denied.

On the next screen, upload any supporting documents as applicable, and click **Continue Application**.

To submit the application, electronically sign by checking the box to agree to the electronic signature, then click **Submit Application.**

If you requested withdrawal of a Fire Alarm application, you will be taken to the **Payments** screen. Enter your payment details to **Check Out** and complete your submission. Refer to Making Online Payments and Refund Requests on FDNY Business for additional details. See Figure 3.
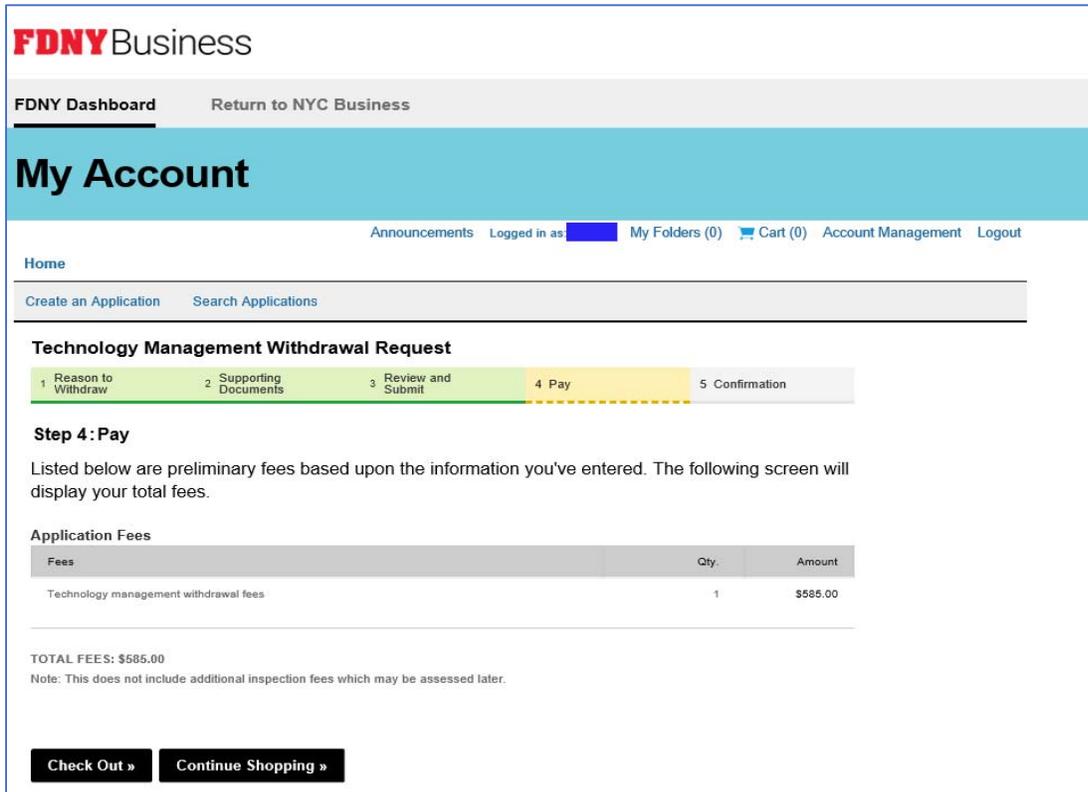

Fig. 3: Payment (Fire Alarm withdrawals only)

Once your Withdrawal Request is submitted, a confirmation will be displayed which contains your Withdrawal Record ID. You will also receive an email confirmation.

Your request will be reviewed by FDNY. Upon completion of FDNY review, the withdrawal request status will be updated to **Withdrawal Approved, Withdrawal Denied** or **Subject to an Inspection**, and an email notification will be sent to you.

Once FDNY review is completed, the application status for your original application will be updated to:

- **Withdrawn** – if the Withdrawal Request is approved

- **Withdrawal Request In Progress** – if Withdrawal Request is Subject to an Inspection

If the Withdrawal Request is rejected, the application will return to its previous status.

> **NOTE:** The original application for which the withdrawal was submitted will be locked for any further edits while the withdrawal request is under FDNY review. See Figure 4.
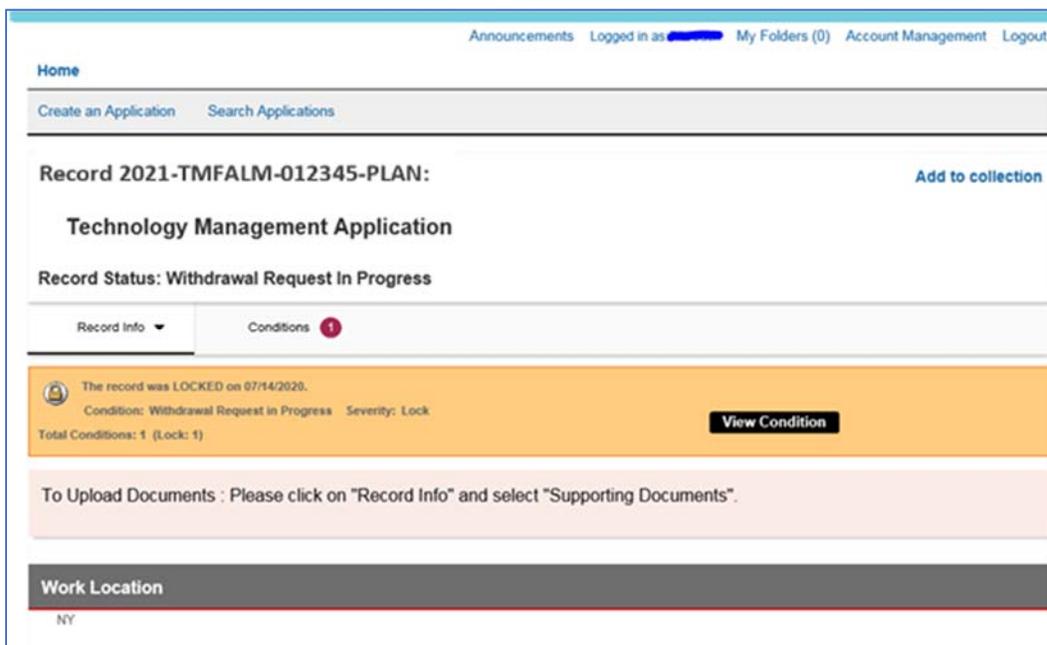

Fig. 4: Status of original Application

For questions regarding Withdrawals or for assistance with FDNY Business, dial 311 and ask for the FDNY Customer Service Center, or email **FDNY.BusinessSupport@FDNY.nyc.gov**.