FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

Anonymously View and Download a Permit or Letter of Approval

User Guide

V 1.0

October 2021

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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 *Anonymously View and Download a Permit and Letter of Approval* (LOA) User Guide is designed to assist users with the steps needed to view a Permit or LOA on FDNY Business.

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

Permits and LOAs **will no longer** be provided onsite or via USPS mail. These documents will now be issued via email to the Permit/LOA Contact in your FDNY Business Account. They can also be viewed and downloaded Anonymously without needing to log into FDNY Business.

Viewing a Permit or LOA can be done from any computer with an Internet connection.

For additional assistance, dial 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

View Permits and Letters of Approval on FDNY Business

A **Permit** or **Letter of Approval (LOA) can** be issued after the following conditions are met:

- An Inspection has been conducted and approved
  - Violations, Summonses or Notice of Defects must be corrected
- There is no outstanding balance on your account

If you need instructions on how to make a payment via FDNY Business, please see the **Online Payments and Refunds** User Guide.

Once the above conditions have been met, your **Permit** or **LOA** will be sent via email to the Permit/LOA Contact on your account.

Permits and **LOAs** will be emailed once payment has been received and settled. For **Permits**, this may take up to fourteen (14) days.

Permits and **LOAs** can also be viewed online by logging into FDNY Business (if you are the Permit/LOA Contact on an account) or anonymously by following the instructions below.

Step 1: Search for your Account / Record Number

To begin, from your computer browse to the FDNY Business Home Page and click on the **Search Application/Requests Link** option below "What would you like to do today?". See Figure 1.
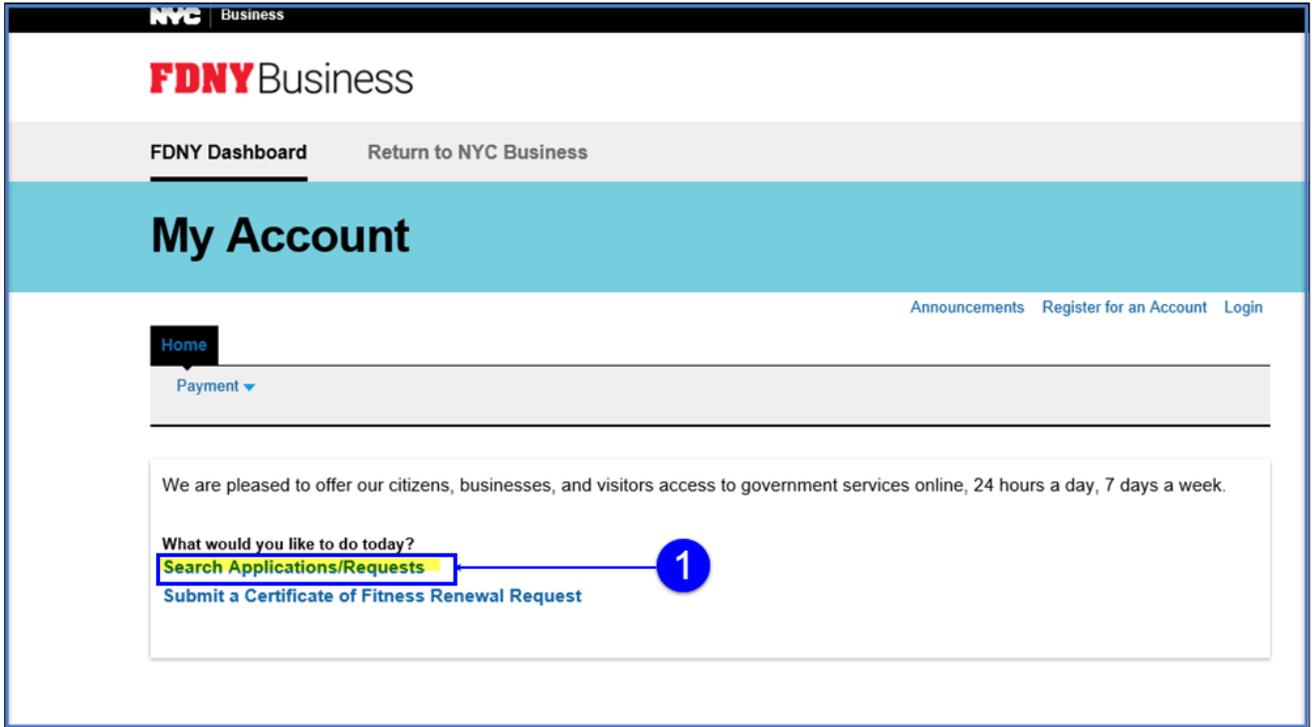
Figure 1: Search Applications/Requests

Step 2:   Enter your Account / Record Number

On the **General Search** page, enter the Account / Record Number associated with your Permit or Letter of Approval and click the **Search** button as shown in the example below.
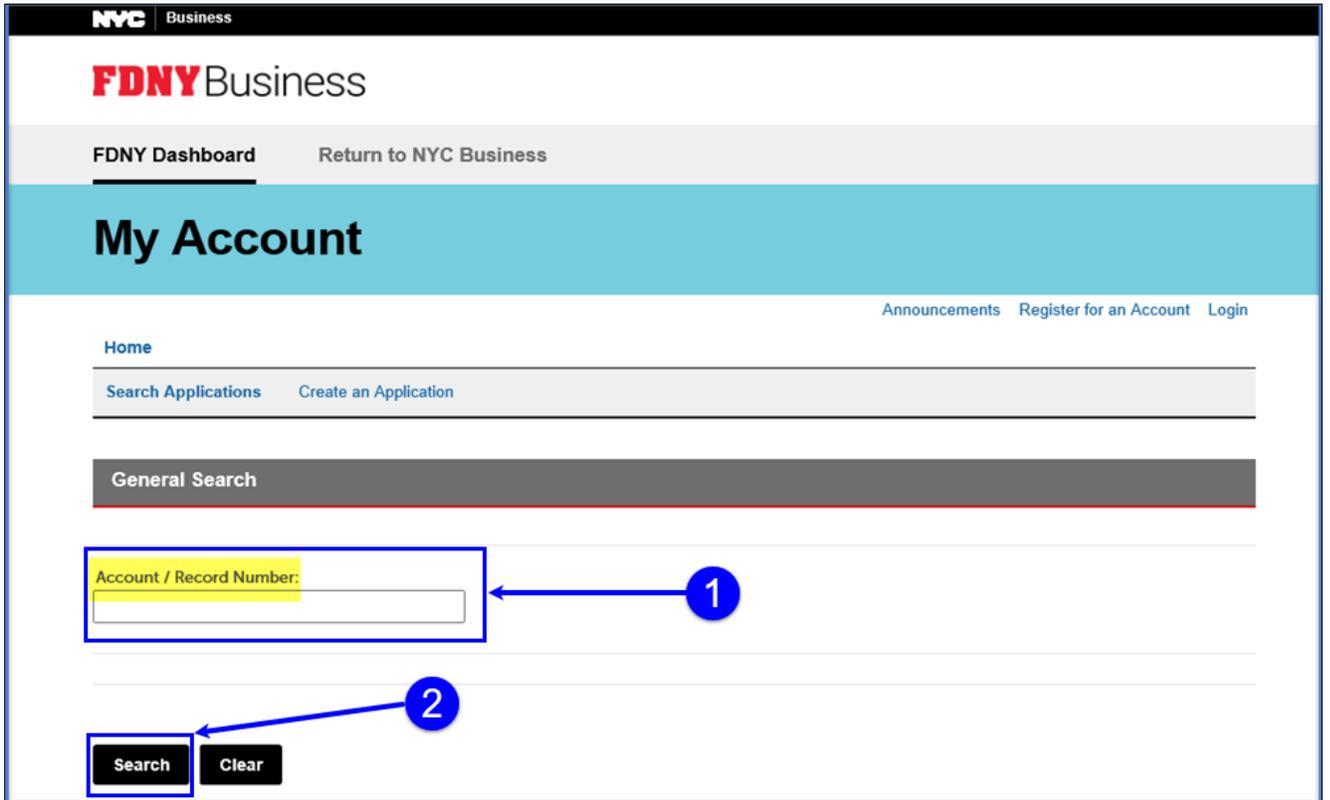
Figure 2: Search for Account / Record Number

Step 3:   Locating the Permit or LOA

When the system locates the Account/Record number, the search result is displayed as shown in Figure 3 below. In this example, a Permit was issued, and the Record Status is "Permit Active."

NOTE: If the Account Number is not valid, you will receive a notice stating "Your search returned no results. Please modify your search criteria and try again."
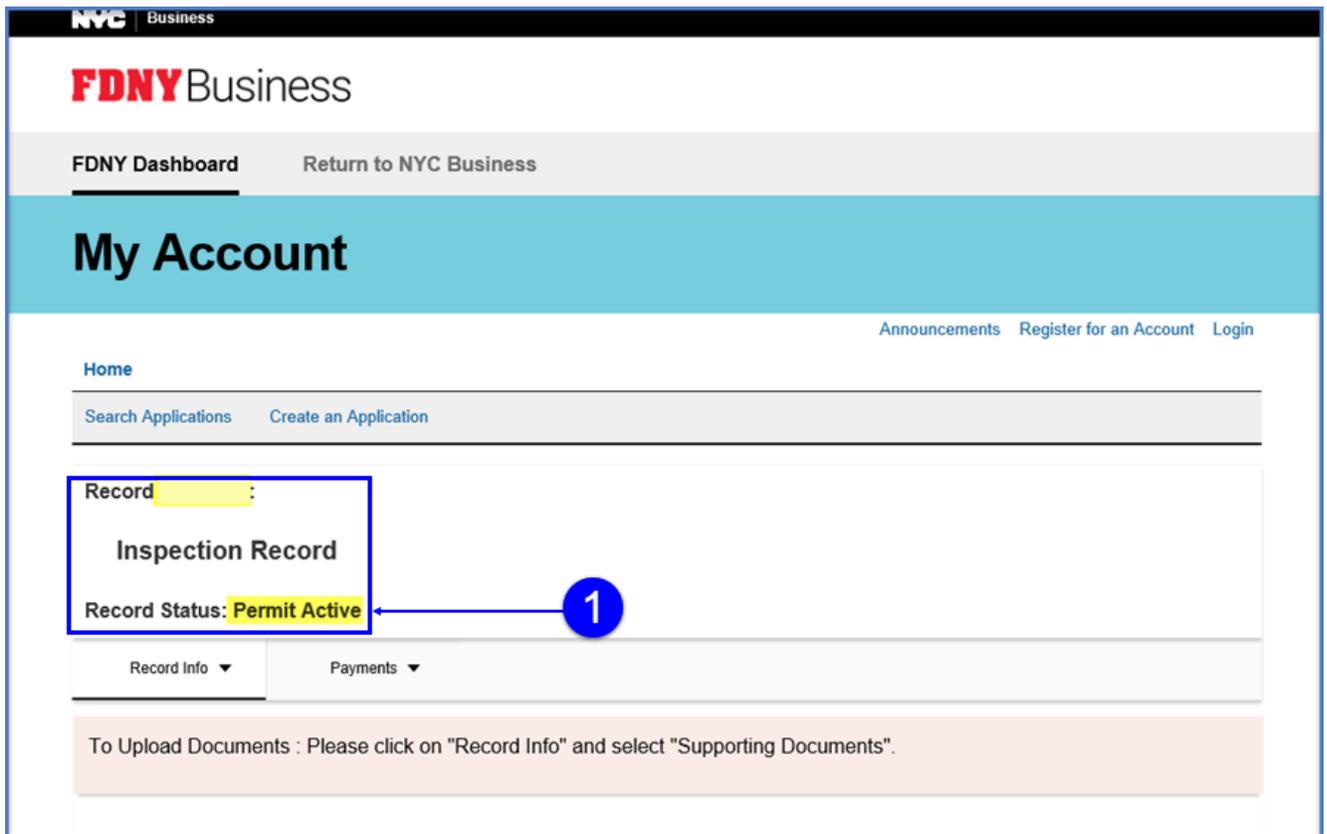
Figure 3: Search Results

Step 4:   Select 'Supporting Documents'

The Permit / LOA can be found under **Supporting Documents**.

Under the **Record Status**, click the **Record Info** dropdown menu, and Select **Supporting Documents** as shown in Figure 4 below.
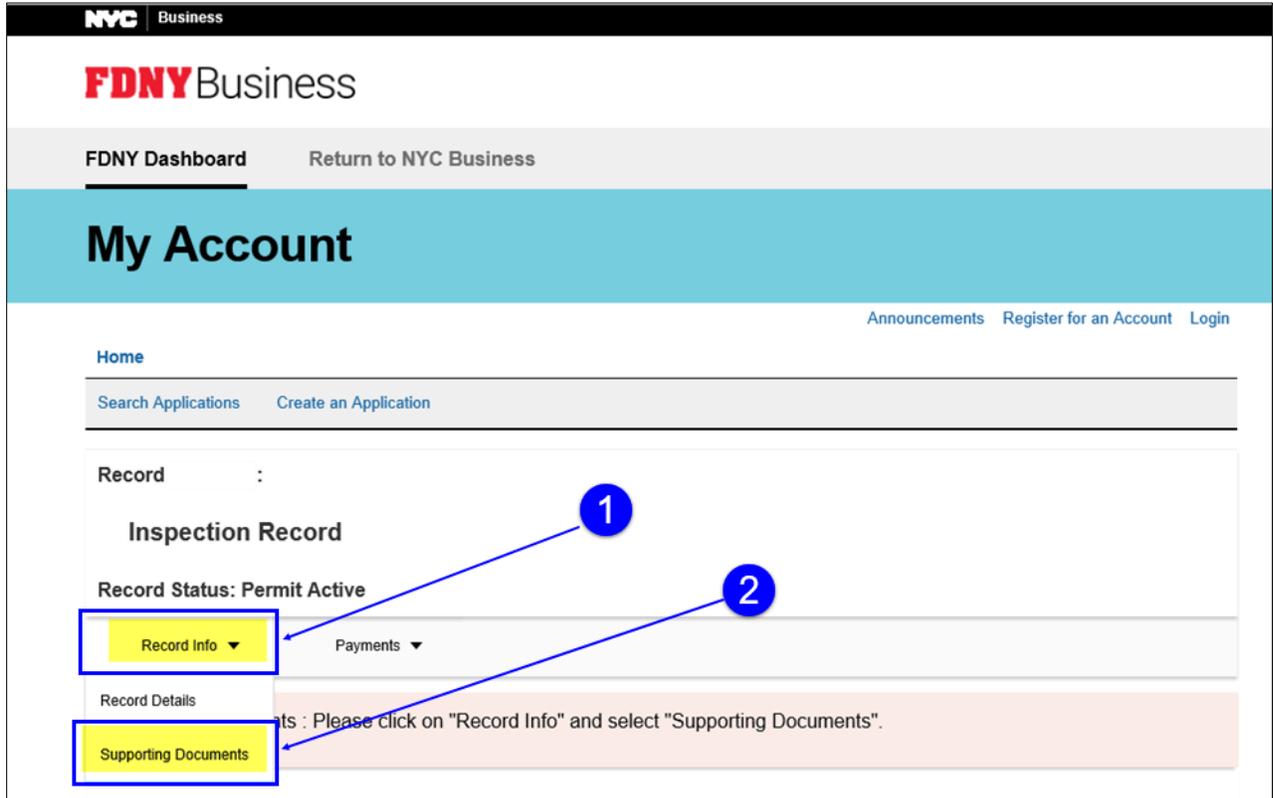
Figure 4: Record Info / Select 'Supporting Documents'

Step 5:   View and Download the Permit or Letter of Approval

Under **View People Attachments**, you will see the Permit displayed as a ".PDF" file under the "Type" column. Click the link to view and/or download the Permit.

Figure 5: View and Download Permit / LOA

In the example below, we have opened the Permit. You can save the permit to your computer and / or print it as needed.

FDNY

FIRE DEPARTMENT PERMIT (SITE-SPECIFIC)

		ACCOUNT NO
PO. 15		

ISSUE DATE 9/27/2021	EXPIRATION DATE 05/19/2022	2

PREMISES ADDRESS		
BLOCK/LOT	BIN #	ZIPCODE 11230-4714
ADMIN CO. L156	BATTALION 33	DIVISION 15

ISSUED TO

CORPORATION NAME

DBA

HOURS OF OPERATION   PHONE #

PERMIT DESCRIPTION

QTY	TYPE/DESCRIPTION	DETAILS	FLOOR NO.
			1

COMMENTS	

This permit authorizes the above-referenced owner to manufacture, store, handle, use, transport or sell a hazardous or combustible material and/or conduct an operation or maintain a facility regulated by the New York City Fire Code, as specified above, at the premises set forth above, subject to the strict observance of the Fire Code and other laws, rules, and regulations enacted for the protection of the public. This permit is not transferable to any other person, firm or corporation and shall remain in effect for the period specified unless suspended or revoked by the fire department prior to expiration

BY ORDER OF THE FIRE COMMISSIONER

New York City Fire Code Section FC105.3.5 requires that permits be posted in a conspicuous location on the premises at all times and be readily available for inspection by any representative of the Department.

Fire Department, City of New York
9 MetroTech Center, Brooklyn New York 11201-3857

Figure 6: Sample Permit

NOTE: Permits and Letters of Approval must be printed and posted per New York City Fire Code.

If you are not able to locate / view your Permit or Letter of Approval and believe you have entered the correct Account number, contact the FDNY Business Support by dialing 311, or via email at FDNY.BusinessSupport@FDNY.nyc.gov for assistance.