

# FIRE DEPARTMENT OF THE CITY OF NEW YORK

# **FDNY** Business

Anonymously View and Download a Permit or Letter of Approval

**User Guide** 

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 <u>will no longer</u> 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 <u>FDNY.BusinessSupport@FDNY.nyc.gov</u>.

## **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
  - o 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 <u>FDNY Business Home Page</u> and click on the **Search Application/Requests Link** option below "What would you like to do today?". See Figure 1.

NVC Business	
<b>FDNY</b> Busir	ness
FDNY Dashboard	Return to NYC Business
Му Ассо	unt
Home Payment ▼ We are pleased to offer What would you like to of Search Applications/ Submit a Certificate of	Announcements Register for an Account Login r our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week. to today? Requests of Fitness Renewal Request

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.

NVC Business				
<b>FDNY</b> Busir	ness			
FDNY Dashboard	Return to NYC Business			
Му Ассо	unt			
Home		Announcements	Register for an Account Lo	ogin
Search Applications	Create an Application			
General Search				
Account / Record Numbe	<u> </u>			
Search Clear	2			

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."

Business	
<b>FDNY</b> Busi	ness
FDNY Dashboard	Return to NYC Business
Му Ассо	ount
Home	Announcements Register for an Account Login
Search Applications	Create an Application
Record Inspection R Record Status: Per	ecord mit Active ← 1
Record Info 🔻	Payments 🔻
To Upload Documer	nts : Please click on "Record Info" and select "Supporting Documents".

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.

<b>NVC</b> Business		
FDNY Busir	ness	
FDNY Dashboard	Return to NYC Business	
Му Ассо	ount	
Home	Announcements Register for	an Account Login
Search Applications (	Create an Application	
Record : Inspection Re	lecord 1	
Record Status: Pern	mit Active 2	
Record Info 🔻	Payments 🔻	
Record Details	ats : Please Click on "Record Info" and select "Supporting Documents"	
Supporting Documents		

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.

<b>FDNY</b> Busir	iess						
FDNY Dashboard	Return to NYC	Business					
INIY ACCOU	unt						
					Announcemen	ts Register for an Account	Login
Home							
Search Applications C	reate an Application						
Deserd 1							
Record :							
Inspection Re	cord						
Record Status: Perm	it Active						
Record Info 💌	Payments 🔻				1 March 100 augus		
Record Info  To Upload Document	Payments    S : Please click on	"Record Info"	and select "Su	pporting Docu	ments".		
Record Info 👻	Payments ▼ s : Please click on nts	"Record Info"	and select "Su	pporting Docu	ments".		
Record Info  To Upload Document Supporting Docume *Required Section	Payments    S: Please click on nts	"Record Info"	and select "Su	pporting Docu	ments".		
Record Info   Record Info  To Upload Document  Supporting Docume  *Required Section Documents can be added/uploa 1. Glick the add button below	Payments   Payments   s : Please click on  nts  rided by following these s then click Add again	"Record Info"	and select "Su	pporting Docu	ments".		
Record Info	Payments	"Record Info" a steps d, then click Continu	and select "Su	pporting Docu	ments".		
Record Info	Payments   Payments   S : Please click on  nts  Ided by following these s then click Add again. omputer you want to add yr each file added by sel	"Record Info" a steps d, then click Continu lecting an option fro	and select "Su e. m the dropdown m	pporting Docu	ments". . These types will match	the required and optional list of	
Record Info	Payments   Payments   S : Please click on  nts  ided by following these is then click Add again. omputer you want to add r each file added by sel on to upload the docume	"Record Info" a steps d, then click Continu lecting an option from ents to the application	and select "Su e. m the dropdown m on.	ipporting Docu	ments". . These types will match	the required and optional list of	
Record Info	Payments   Payments   S : Please click on  nts  aded by following these s then click Add again. omputer you want to add or each file added by sel on to upload the docume MB per file.	"Record Info" a steps d, then click Continu lecting an option from ents to the application	and select "Su we. m the dropdown m	Ipporting Docu	ments". . These types will match	the required and optional list of	
Record Info	Payments   S : Please click on  Its  Ided by following these s then click Add again. omputer you want to add or each file added by sel on to upload the docume MB per file.	"Record Info" a steps d, then click Continu lecting an option froi ents to the applicatio	and select "Su we. m the dropdown m on.	apporting Docu	ments".	the required and optional list of	
Record Info    To Upload Document   Supporting Docume    Required Section  Documents can be added/uploa   1. Click the Add button below,  2. Select the file(s) from your o  3. Identify the document type fr supporting documents above.  4. Finally, click the Upload butt  Maximum size permitted is 25	Payments   S: Please click on  Its  Ided by following these s then click Add again. omputer you want to add or each file added by sel on to upload the docume MB per file.	"Record Info" a steps d, then click Continu lecting an option from ents to the application	e. m the dropdown m	enus labeled "Type"	ments". . These types will match	the required and optional list of	
Record Info   To Upload Document  Supporting Docume  *Required Section Documents can be added/uploa  . Click the Add button below, 2. Select the file(s) from your o 3. Identify the document type fi supporting documents above. 4. Finally, click the Upload butt Maximum size permitted is 25  View People Attachment	Payments   S : Please click on  Its  Ided by following these s then click Add again. omputer you want to add or each file added by sel on to upload the docume MB per file.  S	"Record Info" a steps d, then click Continu ecting an option from ents to the application	e. m the dropdown m on.	enus labeled "Type	ments". ". These types will match	the required and optional list of	
Record Info	Payments   S : Please click on  nts  ided by following these s then click Add again. omputer you want to add or each file added by sel on to upload the docume MB per file.  Type	"Record Info" a steps d, then click Continu lecting an option from ents to the application	and select "Su we. m the dropdown m on. 1 Modified Date	enus labeled "Type"	ments". . These types will match	the required and optional list of	
Record Info ▼ To Upload Document Supporting Docume *Required Section Documents can be added/uplot 1. Click the Add button below, 2. Select the file(s) from your o 3. Identify the document type fi supporting documents above. 4. Finally, click the Upload butt Maximum size permitted is 25 View People Attachment Name permitsitespecific. 20210927 144	Payments   S : Please click on  Ints  Ided by following these s then click Add again. omputer you want to add or each file added by sel on to upload the docume MB per file.  S  Type X48. pdf Permit	"Record Info" a steps d, then click Continu ecting an option from ents to the application size 249.10 KB	and select "Su ee. m the dropdown m on. Modified Date	enus labeled "Type"	ments". These types will match Upload Date Re 09/27/2021	the required and optional list of	

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.

	FIRE DEPARTMENT P	ERMIT (S	ITE-SPECIFIC)	
	DO 15		ACCOUNT NO	
ISSUE DATE 9/27/2021	EXPIRATION DATE 05/	9/2022		2
PREMISES ADDRESS				
BLOCK/LOT	BIN #		<b>ZIPCODE</b> 11230-4714	
ADMIN CO. L156	BATTALION 33		DIVISION 15	
DBA HOURS OF OPERATION		PHONE	#	
		RIPTION		
QTY TYPE/D			DETAILS	FLOOR NO
QTY TYPE/D		I	DETAILS	FLOOR N
QTY TYPE/D		I	DETAILS	FLOOR N
QTY         TYPE/D           COMMENTS         COMMENTS	bove-referenced owner to r terial and/or conduct an oper bove, at the premises set for and regulations enacted fi son, firm or corporation and fire department prior to expira	nanufacture, ation or mair h above, sub or the protect shall remain ation	DETAILS store, handle, use, trans tain a facility regulated by ject to the strict observan ction of the public. This in effect for the period sp	FLOOR No 1 sport or set y the New Y ice of the F permit is pecified un
QTY     TYPE/D       COMMENTS     COMMENTS	bove-referenced owner to r terial and/or conduct an oper bove, at the premises set for and regulations enacted fi son, firm or corporation and fire department prior to expira	nanufacture, ation or mair h above, sub or the protect shall remain ttion BY ORI	DETAILS store, handle, use, trans ntain a facility regulated by oject to the strict observan ction of the public. This in effect for the period sp DER OF THE FIRE COMM	FLOOR N 1 sport or set y the New V ice of the F permit is pecified un
QTY         TYPE/D           COMMENTS         COMMENTS	bove-referenced owner to r terial and/or conduct an oper bove, at the premises set for and regulations enacted fi son, firm or corporation and fire department prior to expira- tion FC105.3.5 requires that eadily available for inspection	nanufacture, ation or mair h above, sub or the prote shall remain tion BY ORI permits be p by any repre	DETAILS store, handle, use, trans itain a facility regulated by oject to the strict observan ction of the public. This in effect for the period sp DER OF THE FIRE COMM osted in a conspicuous lo esentative of the Departme	FLOOR N 1 sport or set y the New V ice of the F permit is pecified un MISSIONEF

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 <u>FDNY.BusinessSupport@FDNY.nyc.gov</u> for assistance.