

UPCOMING CHANGE

Façade Inspection and Safety Program: Cycle 8 Filing Begins February 21, 2015

The filing period for Façade Inspection Safety Program (FISP) Cycle 8 begins on February 21, 2015. Technical Reports filed under Cycle 8 must meet the below submission requirements.

FISP Cycle 8 Reports must be saved as PDF files onto a DVD or CD format; paper reports will no longer be accepted. Submitted DVDs or CDs must:

- Have FISP reports in PDF titled/named with a Control Number and a Building Identification Number (BIN), separated by a hyphen. Examples:
 - In “870219-2379100”, the digits before the hyphen are the Control Number, and the digits after the hyphen are the Building Information Number.
 - Amended FISP Technical Reports should include a “-2” at the end: “870219-2379100-2”.
 - Subsequent FISP Technical Report should include a “-S” at the end: “870219-2379100-S”.
- Have separate folders for: 1) Safe status reports; 2) Safe With Repair and Maintenance status reports; and 3) Unsafe status reports.
- Amended reports should be submitted on a separate DVD/CD.
- Include PDF copies of the following items (which must also be printed and submitted with the DVD/CD):
 - Completed Technical Report Form ([TR6](#));
 - Screen shot of the BIS façade page for each technical report being submitted; and
 - Façade Batch Intake Form ([FBI1](#)) which will list each building being submitted.

For more information on compliance with façade safety requirements, visit the [Façades page](#) of under the Safety & Development section of the Department’s website at nyc.gov/buildings.