



FDNY
Bureau of Fire Prevention
Fire Alarm Inspection Unit
9 Metrotech Center Brooklyn, NY 11201-3857
fdny.businesssupport@fdny.nyc.gov

NOTICE OF DEFECT DOCUMENT SUBMISSION

All information must be typed/printed and completed. Forms with missing information will be returned.

First Name: _____ Last Name: _____ Phone: _____

C of F type: S-88 S-99 R-01 R-02 C of F number: _____

C of F company name: _____ E-Mail: _____

(This must match the email address of the CoF holder above which was registered with the FDNY.)

Premises Address: _____ Borough: _____

Application Number (check the one that applies: FPIMS# DOBPW# FDNY BUSINESS Record ID): _____

Notice of Defect Info: Control #: _____ Issuance Date: _____ Issuing Inspector: _____

Provide file names and description for each document attached to this email submission:

- Notice of Defect _____
- _____
- _____
- _____
- _____
- _____
- _____

By signing this form, I hereby certify that:

- **I am the CoF holder identified above. The email address above belongs to me. It has been registered for use with the above CoF and will be used to submit documentation to the Fire Department via email.**
- **The email submission will consist of: this completed form, the Notice of Defect, and all documentation required to be submitted to correct the Notice of Defect and detailed above.**
- **All documentation submitted is complete, authentic and signed/sealed by a qualified licensed professional.**
- **All original documentation will be maintained for a minimum of 3 years and will be kept readily available for Fire Department inspection or audit.**

I acknowledge that it is unlawful under New York State and New York City law (including NYC Administrative Code §15-220.1) to make a false statement to the Fire Department. I understand that I will be subject to all applicable penalties provided by law for false or fraudulent submissions, including but not limited to suspension, revocation and/or non-renewal of this and other Certificates of Fitness and company certificates pursuant to FC 113 and 115 and Fire Department rules 3 RCNY 113-01 and 115-01; and/or other penalties provided by law, rule or regulation, including those applicable to my professional license.

Signature of Applicant: _____ Date: _____

OFFICIAL FDNY USE ONLY	
Reviewed by _____ (Name of FDNY staff)	Approved: <input type="radio"/> Yes <input type="radio"/> No Date: _____
Signature: _____	FAIU account #: _____ Fee: <input type="radio"/> \$105

Instructions

- *All documents listed on the Notice of Defect (formerly known as Letters of Defect) must be included in this submission.*
- *All information must be typed or printed.*
- *Email address of the S-88/S-99/R-01/R-02 holder must match the email address on file with the FDNY COF application.*
- *This submission has a fee of \$105*

Procedure for submitting documents listed on notices of defects.

1. Scan all required documents, including:
 - the completed Notice of Defect Document Submission Form.
 - the Notice of Defect.
 - all documentation requested on the Notice of Defect.
 - be sure all documents are scanned at a high resolution and any raised seals are visible.

If submitting an as-built, be sure that:

- it contains all necessary features such as proper functionality statement, matrix, one line riser.
- all applicable job numbers for the application are in the title block (FPIMS, DOB, RECORD ID).
- if job is filed with DOB, barcode must be present.
- address in title block must match actual address on filed plans.
- floors are consistent with the filed documents and marketing/construction floors are identified, if applicable.

2. Email the PDF files (Max 20MB) to Plan.Intake@fdny.nyc.gov with the subject line "Notice of Defect Document Submission".

Step 3. Plan Intake Personnel will review the documents.

- If all submission requirements are met:
 - You will receive an email with confirmation that your application was accepted, and it will be reviewed by Fire Alarm Inspection Unit (FAIU).
 - Once reviewed by FAIU, you will receive an invoice. If submission is approved, you will receive a Letter of Approval by mail.
- If the submission requirements are not met:
 - You will receive a notification email from Plan Intake, requesting the necessary documentation or corrections as required.
- If Submission is denied:
 - You will receive an email detailing reasons for denial and may need to refile and pay a new fee.