

**SAMPLE DESIGNATION LETTER (for T-89)**

**MUST BE SUBMITTED ON COMPANY LETTERHEAD**

To: FDNY  
Bureau of Fire Prevention  
9 MetroTech Center,  
Brooklyn, NY 11201

From: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Subject: Request to apply T-89 Certificate of Fitness

Re: \_\_\_\_\_

(Applicant's name)

The above individual will be designated as a Fire and Life Safety Director at

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (PREMISES ADDRESS)

Company name: \_\_\_\_\_

The Comprehensive Fire Safety and Emergency Action (Level 1) Plan of the premises listed above (check if applies)

has not been submitted to FDNY.

has been submitted to FDNY but has not been accepted by the FDNY.

The candidate listed above has been designated to be an FLS Director or Deputy FLS Director for the premises at the above address. The applicant is of good character and is physically able to perform the duties and responsibilities required from the holder of this certificate of fitness. Before our premises obtain the FDNY acceptance of its Comprehensive Fire Safety and Emergency Action (Level 1) Plan, we recommend this candidate to perform the duties of an FLS Director on an interim basis with the valid T-89 Certificate of Fitness. This candidate will be authorized to implement the provisions of FC Chapter 4 and R404-01 with respect to fire emergencies and to take such actions in response to non-fire emergencies as the building owner authorizes, based on the standard FDNY non-fire emergency procedures and the plan or procedures currently in place for our premises. **We understand that once our premises obtains the FDNY acceptance of the Comprehensive Fire Safety and Emergency Action (Level 1) Plan, we will immediately schedule the applicant for the non-fire portion on-site exam to obtain the F-89 Certificate of Fitness.**

Sincerely,

\_\_\_\_\_  
Building Owner or Manager (Contact phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_)