How to Submit a Technology Management Withdrawal
IMPORTANT INFORMATION

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1. How to Submit a Technology Management Withdrawal

All Technology Management Withdrawals including the Fire Alarm Withdrawal requests must now be submitted by selecting “Technology Management Withdrawal Request under the “Design and Installation Application” section from the Application catalog. See Figure 1.

To submit a Technology Management Withdrawal Request on FDNY Business, from the home page, select “Initiate Application/Request”. Then click the right-arrow to expand “Design and Installation Application”.

Select the radio button for “Technology Management Withdrawal Request”, and click Continue Application.

![Figure 1: Initiating a Technology Management Withdrawal Request](image-url)
Enter the “Plan Record ID or FPIMS Account number or DOB Job number” of the application you wish to withdraw.

Enter a description of the reason for the withdrawal in the text box “Reason for Withdrawal”.

Under the question “Are you requesting to withdraw a Fire Alarm application?”, if you are withdrawing a Fire Alarm application, select “Yes”. For all other application types, select “No”.

**NOTE:** You no longer need to submit an Amendment to request a Fire Alarm withdrawal. You will be prompted to pay the fee of $585.00 before you submit your withdrawal request. For other application types, there is currently no fee for withdrawal requests. Fee structure is under review by the FDNY and is subject to change.

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**Fig. 2: Withdrawal Request Information**

Select Yes or No to “Is this Application being submitted on behalf of a City or State Agency?”. If you selected Yes, your Application will be reviewed by FDNY to determine if the withdrawal fee is applicable, and you will receive an email notification upon completion of FDNY review.

When you are ready, click **Continue Application**.

**NOTE:** Only the applicant can initiate a withdrawal request. If you are not listed as the applicant on the application, your withdrawal request may be denied.

On the next screen, upload any supporting documents as applicable, and click **Continue Application**.
To submit the application, electronically sign by checking the box to agree to the electronic signature, then click **Submit Application**.

If you requested withdrawal of a Fire Alarm application, you will be taken to the **Payments** screen. Enter your payment details to **Check Out** and complete your submission. Refer to **Making Online Payments and Refund Requests** on FDNY Business for additional details. See Figure 3.

**Fig. 3: Payment (Fire Alarm withdrawals only)**

Once your Withdrawal Request is submitted, a confirmation will be displayed which contains your Withdrawal Record ID. You will also receive an email confirmation.

Your request will be reviewed by FDNY. Upon completion of FDNY review, the withdrawal request status will be updated to **Withdrawal Approved**, **Withdrawal Denied** or **Subject to an Inspection**, and an email notification will be sent to you.
Once FDNY review is completed, the application status for your original application will be updated to:

- **Withdrawn** – if the Withdrawal Request is approved
- **Withdrawal Request In Progress** – if Withdrawal Request is Subject to an Inspection

If the Withdrawal Request is rejected, the application will return to its previous status.

**NOTE:** The original application for which the withdrawal was submitted will be locked for any further edits while the withdrawal request is under FDNY review. See Figure 4.

![Fig. 4: Status of original Application](image)

For questions regarding Withdrawals or for assistance with FDNY Business, dial 311 and ask for the FDNY Customer Service Center, or email [FDNY.BusinessSupport@FDNY.nyc.gov](mailto:FDNY.BusinessSupport@FDNY.nyc.gov).