

**FDNY****Bureau of Fire Prevention****Fire Alarm Inspection Unit**

9 Metrotech Center Brooklyn, NY 11201-3857

Fire.alarmschedules@fdny.nyc.gov

VIEW INSTRUCTIONS**FIRE ALARM INSPECTION UNIT REQUEST FORM**

All information must be completed.

Forms with missing information will be returned.

Inspection Type:

INITIAL INSPECTION

REINSPECTION

CONTINUATION OF INSPECTION

RESCHEDULE OF CANCELLATION

Orig Cancelled by: FDNY

CANCELLATION Scheduled Date: _____

Contractor

Scheduled Inspector: _____

(See cancellation instructions below)

Inspection scheduling information:

REGULAR HOURS

M-F 9:00 AM- 4:30 PM

NEXT AVAILABLE APPOINTMENT

OVERTIME CHARGES DEPENDENT ON AVAILABLE
APPOINTMENT TIME.

OVERTIME HOURS

INSPECTION OCCURS OUTSIDE OF REGULAR HOURS.

Application Identification Number: _____

FDNY Bus. Rec ID, FPIMS, DOB, LOD, VO

Requested Day /Time: _____

e.g. Saturdays or 6:00 pm Mon-Fri

BUSINESS/PROJECT NAME: _____

PREMISES ADDRESS: _____ Cross Str. _____

MUST include Street, Boro and Zip**Request made by:**

Name: _____ Title: _____ Lic No.: _____

Company/Org name: _____

Company address: _____

Primary phone: _____ Email: _____

Additional phone no.: _____

Print: _____ Signature: _____ Date: _____

Inspection information:**JOB DESCRIPTION (MAY USE INFORMATION FROM TM-1, PW-1 or VIOLATION ORDER):**

Work Floors: _____

On-site contact name: _____ Contact phone: _____

OFFICE USE ONLY

INSPECTOR: _____

DATE OF INSP.: _____ START TIME: _____

ADDITIONAL COMMENTS : _____