



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF LEGAL AFFAIRS

Dated: August 18, 2023

VIA OPEN RECORDS

Open Records Customer

RE: FOIL Request – Violations or Fuel Tanks

FDNY Open Records Notice

Dear Open Records Customer:

This letter serves as a final response to your Freedom of Information Law (FOIL) request. Please be advised that New York City Fire Department building related reports are easily accessible by the general public and will no longer be processed as FOIL requests.

The following **FDNY Building Related Reports** for active violations and conditions can be obtained online through self-service by using the FDNY Business portal:

1. **Copy of a Violation (Summons, Notice of Violation, and Violation Order)**
2. **Violation Special Report**
3. **Fuel Tank Special Report (Environmental Assessment Report)**

To access these records, please visit the following link: <https://fires.fdnyccloud.org/>. Complete instructions are also attached.

NOTE: THESE RECORDS WILL ALSO CONTINUE TO BE AVAILABLE IN-PERSON AND BY MAIL THROUGH THE PUBLIC RECORDS UNIT.

PLEASE BE ADVISED that only violation reports after 09/01/2021 are available online through self-service via the FDNY Business Portal. To obtain a record of violation prior to 09/01/2021, use the attached **Copy of Violation Request Form** or visit the Public Records window in-person.

FDNY PUBLIC RECORDS UNIT

9 MetroTech Center – First Floor

Brooklyn, NY 11201

Use the FLATBUSH AVENUE ENTRANCE

Hours of Operation: Monday – Friday, 8:00am to 2:30pm (except Holidays)

For additional assistance please contact:

FDNY Business @ FDNY.BusinessSupport@FDNY.nyc.gov

-OR-

FDNY Public Records Unit @ PublicRecordsUnit@fdny.nyc.gov

FDNY Open Records Notice

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This concludes the FOIL Unit's response and your request will be marked as "closed" in the Open Records portal as of the date of this letter.

Any person denied access to a record may appeal the decision in writing within thirty days. Please state a specific ground for appeal and include copies of the initial request and denial. Appeals should be sent to:

FOIL Appeals Unit
NYC Fire Department
9 MetroTech Center, 4th Floor
Brooklyn, NY 11201-3857
Tel. (718) 999-2040
Fax (718) 999-2235
FDNYFOIL.Appeals@fdny.nyc.gov

Sincerely,

/s/ Alva Wright

Alva Wright, Esq.
Records Access Officer
foilrequests@fdny.nyc.gov

FDNY Building Reports

Follow the instructions below to obtain a:

- (1) Copy of Violation (Summons, Notice of Violation, or Violation Order)

***This is for copies of violations after September 2021 only**

***For copies of violations before September 2021 use the Copy of Violation form**

- (2) Violation Special Report, or
- (3) Fuel Tank Special Report (Environmental Assessment Report)

BUILDING PROFILE LOOKUP *For summons and violations go to page 3

Step 1:

- Go to the following link: <https://fires.fdnyccloud.org/>

***Use Microsoft Edge browser or FireFox**

Step 2:

- At the bottom of the page go to **Services**.
- Under Services, click on **Print Building Profile By BIN**.
- Enter the Building Identification Number (BIN).
- Click **Search**.

***If you do not know the BIN, see page 2.**

The screenshot shows the 'My Account' page of the FDNY portal. At the top, there's a light blue header with the title 'My Account'. Below it, a navigation bar includes links for 'Announcements', 'Register for an Account', 'Reports (1)', and 'Login'. The main content area has a 'Home' link and a 'Search Applications' section with a 'Create an Application' button. Below this is a 'General Search' section with a text input field labeled 'Account / Record Number:' and two buttons: 'Search' and 'Clear'. At the bottom, there's a footer with four columns of links: 'Link to Record' (Request a PIN, Link to Record Using a PIN), 'Services' (Begin Application/Request, Pay Now, **Print Building Profile By BIN**, View/Download LOA/Permit, Violation Search), 'Contact Us' (By Email, By Phone), and 'Get Help' (User Guide, FAQs, Stay Connected with social media icons for Facebook, Twitter, Instagram, and YouTube). A blue arrow originates from the 'Print Building Profile By BIN' link in the Services column and points back to the instructions in Step 2.

For additional assistance, send an email to FDNY.BusinessSupport@FDNY.nyc.gov or PublicRecordsUnit@fdny.nyc.gov.

If you do not know the BIN#:*Step 1:**

- Go to the NYC Department of Buildings Building Information System (BIS) at: <https://a810-bisweb.nyc.gov/bisweb/bsqpm01.jsp>

Step 2:

- Under **BIS Menu** click on **Building Information Search**

**Step 3:**

- Go to **Search by Property**
- Choose option 1, 2, or 4.
- Pick a Borough** and enter a house number and street -OR- block and lot (optional).
- Click **GO**

Search by Property

1	Pick a Borough ▼	House No: <input type="text"/>	Street: <input type="text"/>	GO
2	Pick a Borough ▼	Block: <input type="text"/>	Lot: <input type="text"/>	GO
3	Building Identification Number (BIN): <input type="text"/>			GO
Browse Block and Lot				
4	Pick a Borough ▼	Block: <input type="text"/>	Lot (optional): <input type="text"/>	GO

[Back to top](#)

Step 4:

- The **BIN#** appears on the top right. See example below.

NYC Department of Buildings				
Property Profile Overview				
10 100 STREET	BROOKLYN	11232	BIN# 0000000	
10 STREET	100 - 100	Health Area : 0000	Tax Block : 000	
		Census Tract : 000	Tax Lot : 00	
		Community Board : 000	Condo : NO	
		Buildings on Lot : 1	Vacant : NO	
View DCP Addresses...	Browse Block			
View Zoning Documents	View Challenge Results	Pre - BIS PA	View Certificates of Occupancy	

Step 5:

- Return to page 1 of these instructions and go to the following link: <https://fires.fdnyccloud.org/>

For additional assistance, send an email to FDNY.BusinessSupport@FDNY.nyc.gov or PublicRecordsUnit@fdny.nyc.gov.

FDNY Building Reports

FOR VIOLATIONS AND SUMMONS

Step 1:

- Go to the following link: <https://fires.fdnyccloud.org/>

*Use Microsoft Edge browser or FireFox

Step 2:

- At the bottom of the page go to **Services**.
- Under Services, click on **Violation Search**.
- Enter the summons number or violation order number
 - Example: Summons number 14102352X needs to be entered has 014102352X
- Click **Search**.

Step 3: How to navigate the Violation search page.

- After selecting “**Supporting Documents**” under record info, allow the page to load.
- You should be able to see a PDF on the screen after 5-10 seconds for view and download.
- Select the one that says FDNY Summons_85

My Account

Announcements Register for an Account Reports (1) Login

Home

Search Applications Create an Application

General Search

Account / Record Number:

Search Clear

Link to Record
Request a PIN
Link to Record - Using a PIN

Services
Begin Application/Request
Pay Now
Print Building Profile By BIN
View/Download LOA/Permit
Violation Search

Contact Us
By Email
By Phone

Get Help
User Guide
FAQs
Stay Connected
f t i y

For additional assistance, send an email to FDNY.BusinessSupport@FDNY.nyc.gov or PublicRecordsUnit@fdny.nyc.gov.



FIRE DEPARTMENT – CITY OF NEW YORK
Public Records Unit / Violations Section
9 MetroTech Center
Brooklyn, New York 11201-3857
(718) 999-2681 or 2682



Copy of Violation Request Form

SECTION A

CUSTOMER INFORMATION

Please print the required information below.

Name

Address

State

Zip Code

Telephone Number

OFFICE USE ONLY

Cashier / Search No.

PRU Staff

Accepted By/Initials: _____

Searched By: _____

Total Amount: _____

Note: Please make sure you complete this form and attach all required documents. Enclose a check or money order made payable to the **NYC Fire Department** and a stamped self-addressed envelope (with postage). Mail checks or money orders directly to the address and unit listed above. **DO NOT MAIL CASH.**

SECTION B

REQUEST A RECORD

FEE \$0.25 (CENTS) / PER PAGE

Address #1

House Number

Street Name

Borough

Violation Number

Address #2

House Number

Street Name

Borough

Violation Number

Address #3

House Number

Street Name

Borough

Violation Number

Address #4

House Number

Street Name

Borough

Violation Number

CUSTOMER - PLEASE READ INFORMATION BELOW.

You must have the specific violation number in order to complete this form. The FDNY may not be able to respond to a request for multiple violations on the same day that the request is submitted.

Note: Requests will be responded to within 10 business days.

PR 5 (July-08)