



FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
FIRE ALARM INSPECTION UNIT



9 METROTECH CENTER, BROOKLYN, N.Y. 11201-3857
TELEPHONE: (718) 999-2469 FAX: (718) 999-2892

ACCOUNT ACCESS REQUEST

Instructions:

- The following form shall be completed and signed by the Owner (Property Manager, Managing Agent, etc.).
A separate form must be submitted for each account number to which access is being requested.

1 APPLICANT INFORMATION (Owner, Partner, Corporate or LLC Office, Managing Agent, Property Manager, etc.)

Last Name: First Name:
Address (House No, Street Name, City, State, Zip):
Business Telephone: Mobile Telephone: E-MAIL:

2 PROJECT INFORMATION

Address (House No, Street Name, City, State, Zip):
Business Name: BIS Job No.:

3 APPLICANT'S STATEMENT (must be notarized)

I, (Name), being duly sworn affirm that I am the (Owner, Managing Agent, Property Manager, etc.)
of property located at
I hereby grant permission to (Name of Individual/ Company) to act as my representative
in all aspects in order to obtain access to all information pertaining to the construction documentation filed under the
Department of Buildings Plan/Work Application No. (PW-1)
Further, I hereby authorize my representative to answer and manage any and all questions related to the Fire Department

NOTARIZATION:
Title:
Signed:
Name (print):
Date:
State of New York, County of:
Sworn to or affirmed under penalty of perjury
Notary Seal
Notary Public Signature

4 RESOLUTION (Office Use Only)

Date: FPIMS Account No: Outstanding Balance, \$
Access: [] Approved [] Denied
Access Processed By: (PAA) (Print) (Signature)
Release of Information Approved By: (Director of FAIU, Deputy Chief Inspector) (Print) (Signature)