



# ***NY Fire Consultants, Inc. Fire Safety Message***

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## **AFTER THE FIRE PART III**

### **FIRE RECORDS**

Any Fire Department record not listed can be requested in writing from:

Record Access Officer  
FDNY Bureau of Legal Affairs/CDLS Unit  
9 MetroTech Center, 4th Floor  
Brooklyn, New York 11201-3857

All mail requests must be accompanied by a check or money order for the applicable fees payable to "NYC Fire Department" (no cash accepted), and a stamped, self-addressed envelope for each item requested. (For "per page" fees, remit payment when you are advised of the exact amount due.)

Special procedures apply to subpoenas for Fire Department records, are explained in the end.

**Please be sure to include a stamped, self-addressed envelope with all mail requests**

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### **Fire Incident Reports:**

BF-24/BF-25/BF-25A/BF-25B (\$.0.25 per report)

Provide complete street address, borough and date of fire.

### **Notice of Violation**

(\$0.50 per NOV) Provide NOV number

### **Permit or Notice of Violation Search**

(\$10.00 per report) Report on permits, outstanding violations or corrected violations. Provide complete street address and borough.

### **Other Building Records**

(\$0.25 per pages) Provide complete street address, borough and specify record requested. You will be advised of exact amount due.

### **Ambulance Call Report**

(Prior to 6/10/98 \$0.75; on or after 6/10/98 \$1.50 per report)

Provide patient's name, date and exact location of ambulance call, and name of hospital. To expedite response, provide account number on your ambulance bill or EMS job number from the 911 printout. Notarized patient authorization required. Copies may be requested in person (Use Flatbush Avenue Entrance), or by mail:

FDNY Public Records Unit  
9 MetroTech Center, 1st Floor  
Brooklyn, New York 11201-3857

For additional information regarding these records, call: (718) 999-2684

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### **Fire Marshall "Fire and Incident Report" (F1-101)**

(\$0.25 per report) Provide complete street address, borough and date of fire. Copies may be requested by mail only:

Special Services Command  
FDNY Bureau of Fire Investigations  
9 MetroTech Center, 8th Floor  
Brooklyn, New York 11201-3857

For additional information regarding these records, call: (718) 722-2900.

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### **Procedure for Subpoenaing Fire Department Records:**

Except as may be authorized by federal law, all subpoenas for Fire Department records must be "so ordered" by a judge. The so-ordered subpoena, together with the applicable subpoena fee, may be served on the Fire Department by delivery to the Service of Process Window, located in the Certificate of Fitness Processing Area on the first floor of Fire Department headquarters at 9 MetroTech Center (use Flatbush Avenue entrance), or by mail, in accordance with the requirements of the New York Civil Practice Law and Rules

FDNY Bureau of Legal Affairs/CDLS Unit  
9 MetroTech Center, 4th Floor  
Brooklyn, New York 11201-3857

You will be advised of the exact amount due for reproduction costs, if applicable.

## Sprinkler Flow Tests

Fire Department inspectors have been visiting residential buildings with sprinklers systems. The inspectors are checking to see if the buildings are in compliance with the sprinkler flow test rules. Local Law 10 of 1999 requires that sprinkler systems be "flow tested" by a licensed plumber or a licensed fire suppression contractor and recorded on form FP-100. This testing must be done every thirty (30) months and every other test (every sixty (60) months or five years) must be witnessed by a Fire Department representative. A copy of this report must be maintained on the premises and be made available for examination by any Fire Department representative upon request for a period of five (5) years from the date of the test. Such reports shall be made available to the occupants of the building or space during normal business hours.

It has been over sixty (60) months since this law was passed, so all buildings should have their sprinkler system tested and witnessed by the Fire Department. The maximum fine for not having the flow test is \$5,000. I suggest that you notify the building superintendent to have this test completed before a Fire Department inspector visits the building.

### **NY Fire Consultants Services:**

#### Fire and Life Safety Consulting

Fire and Life Safety Inspections  
Fire Safety Plans for Residential Buildings  
(LL 10 of 1999)  
Fire Safety & Evacuation Plans Commercial  
(Class E) Buildings

#### Interior Fire Alarms Consultants

#### Emergency Procedures Manuals

#### Fire & Evacuation Preparedness Training

#### Violations Correction & Removal

Environmental Control Board  
Fire & Building Department  
Housing Preservation & Development