



Procedure to schedule an EAP or FSD onsite exam

- Step 1.** Go to <http://www.nyc.gov/apps/311/>
- Step 2.** Top Right in Search 311 Box, Enter \$Onsite Exam\$
- Step 3.** Click desired link
Fire Safety Director onsite Exam
Or
Emergency Action Plan (EAP) onsite Exam
- Step 4:** Click link at bottom center of page “Request aonsite exam”
- Step 5** Enter the info requested

Inspection Type:

Fire Safety Director - F58

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|--------------------|---|
| Description | - Onsite test |
| Details | - Hotel or Office |
| DOB Job # | - Gnter “Unknown” |
| Additional Details | - Building address Candidates Name Candidates SSN |

EAP Inspection - F59

| | |
|--------------------|---|
| Description | - Onsite test |
| Details | - Office B Code |
| DOB Job # | - Gnter “Unknown” |
| Additional Details | - Building address Candidates Name Candidates SSN Existing FSD C of F number |

NOTE: If requesting to expedite the exam, do so in this box
(Specify Weekday after 5pm or Weekend test)

- Step 6:** Follow remainder of instructions