

Fire Safety Permits Process

Includes: Assisted Living/Nursing Homes, Day Cares, Foster Homes, and Medical Facilities

Instructions

Step 1 - Log In

Register and log into
[Citizen Self Service Portal \(CSS\)](#)



Step 2 - Select Permit Type

Click on "Apply"
In Search Box, type **Fire Safety** and click
"Apply" for appropriate selection



Step 3 - Add Location

Click on "+ Add Location"
Type in **Numerical Address** (ex. 10405) in
Address Information and select applicable
property address
Click on "Magnifying Glass"
Click on "Add" and "Next"



Step 4 - Description & Contacts

Enter in brief description of permit type
requested & click "Next"



Step 5 - Additional Information

Provide Business Name
Provide Business Address and phone number



Step 6 - Sign & Submit

Type your name to electronically sign and
click "Next"
Review & Submit Application
Pay your invoice (**credit card payment only**)
& Request an Inspection

Screenshot

