

SERVICE UPDATE

eFiling: New Enrollment Process for Professional Engineers and Registered Architects

Effective February 1, 2016, all Design Professionals (including individuals that hold an additional professional license and/or tracking number) must submit their Authentication/Enrollment Form for eFiling enrollment to the Limited Alteration Application (LAA)/Permit Renewal and Hub Authentication Unit in person or by mail accompanied with the following documentation:

In-person

- The Professional Engineer (P.E.) or Registered Architect (R.A.) whose name appears on the Authentication/Enrollment Form must be present at the time of submission with a Department-issued identification card.
- The original Authentication/Enrollment Form must be dated, signed and sealed by the Professional Engineer (P.E.) or Registered Architect (R.A.).

In-person submissions **must** be dropped off from **9:00am- 4:00pm** (Monday – Friday) to the **Limited Alteration Application/Permit Renewal and Hub Authentication Unit Customer Service window**, located on the 5th floor at 280 Broadway.

By Mail

- Include the **original** Authentication/Enrollment Form which must be dated, signed and sealed by the applicant whose name appears on the form.

And

- Provide a copy of either a New York State issued identification card or a Department-issued identification card that matches the name of the applicant reflected on the Authentication/ Enrollment Form.

All Authentication/Enrollment Forms must be mailed to:

New York City Department of Buildings
LAA/Permit Renewal and Hub Authentication Unit
Attn: eFiling Enrollment
280 Broadway 5th floor
New York, New York 10007

POST UNTIL: December 31, 2016

Bill de Blasio, Mayor
Rick D. Chandler, P.E., Commissioner

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nyc.gov/buildings