



# DOB Appointments Registration

Submit the following information to register for plan examination appointment scheduling. Once registered, you will be able to make appointments through the [DOB Appointments](#) online system.

**Application Type:**      Initial Request                  Reset PIN#

**First Name:**

**Last Name:**

**ID Type:**                  Filing Representative – Class 2                  Professional                  Interagency

**DOB ID Number:**

**Business Name:**

**Business Phone:**

**Mobile Phone:**

**Email Address:**

**Choose a 4-digit Pin Number**

(do not begin with "0")

*Falsification of any statement is a misdemeanor under §§ 28-211.1, 28-201.2.1.2, and 28-203.1.1 of the Administrative Code and is punishable by a fine, imprisonment, or both. I understand that it is a crime to offer or give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. A conviction of offering a bribe or gratuity is punishable by imprisonment, fine or both.*

For questions or additional information, contact:      NYC Department of Buildings  
Licensing & Exams Unit  
**Phone:** (212) 393-2259  
**Email:** [licensingDOB@buildings.nyc.gov](mailto:licensingDOB@buildings.nyc.gov)