

REMINDER

Authorized Activity and Responsibilities for Registered Filing Representatives

Pursuant to the Rules of the City of New York (RCNY) Section 104-24, Registered Filing Representatives may perform certain activities and submit filings based on their registration class.

Class 1 Registered Filing Representatives

- May present, submit, furnish or seek approval of applications or construction documents, and remove documents from the possession of the Department.
- Class 1 Registered Filing Representatives **CANNOT** appear before or attend appointments with plan examiners and other Department technical staff including, but not limited to Code and Zoning Specialists, Plan Examiners, Chief Plan Examiners, Borough Commissioners, and Deputy Borough Commissioners, regarding construction document approvals, including, but not limited to, plan review, audit review, pre-determinations, and determinations.

Class 2 Registered Filing Representatives (*Code and Zoning Representative*)

- May perform all of the activities of a Class 1 Registered Filing Representative and may also appear before and attend appointments with plan examiners and other Department technical staff regarding construction document approvals, including, but not limited to, plan review, audit review, pre-determinations, and determinations.
- Can **only appear before, or attend** such appointments at the NYC Development Hub for **New Building applications, Alteration Type 1 applications, and any and all related applications, in-person or online**, if they are employed and supervised by the Registered Design Professional (RDP) of record.
- If not employed and supervised by the RDP of record, when appearing before or attending such appointments at the NYC Development Hub, Class 2 Registered Filing Representatives **must** be accompanied by the RDP of record or an individual employed and supervised by the RDP of record in the preparation of the construction documents being discussed.

For questions concerning this Service Reminder please email the Department's Licensing & Exams Unit at licensingdob@buildings.nyc.gov.

POST UNTIL: December 2018