

UPCOMING CHANGE

eFiling: Registration Changes for Filing Representatives

Filing Representatives have been added to eFiling as a new license/tradesperson type. To sign up for **eFiling** as a Filing Representative, you will be required to enter your Department-issued Identification Number and provide your Company Name.

All Filing Representatives **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 original Authentication/Enrollment Form **must** be notarized, dated, and signed by the applicant whose name appears on the form.

In-person submissions **must** be dropped off between 9:00am-3:45pm (Monday through 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 notarized, dated, and signed by the applicant whose name appears on the form.

and

- Provide a copy of 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
NY, New York 10007

All Filing Representatives currently registered in eFiling as preparers will need to add their Department-issued ID # in eFiling:

1. Login to eFiling and select **Manage Your Account**

Development Hub

- Major Alterations
- New Buildings
- Demolitions

Hub Self-Service

- Minor Alterations
- Hub Full-Service
- Minor Alterations
- Signs

Electrical and Minor Plumbing

All Electrical Work
Limited Alteration Application

Manage Your Account

Add License Type
Add Sustainable Contractor Designation

Manage Your Account [hide](#)

Boiler Insurance Agency Inspectors are prohibited from changing email addresses. If you need to change this information, please contact DOBHOWSupport@buildings.nyc.gov.

To change your password, please enter your current password, then type in your new password in both spaces provided.

Old Password:

New Password:

Verify Password:

Change Password

Use manage account add or change a license or tracking number. You will need to print out the form, sign the form, have it notarized (General Contractor only), apply your professional seal, and mail it in for authorization.

Manage Account

2. Enter your Department-issued Identification Number and Company Name, then click Submit.

High Pressure Boiler Operator/
Stationary Engineer Lic. #

Company Name

Filing Representative DOB Issued ID #

Company Name

Submit

3. Submit the Authentication/Enrollment Form to the Limited Alteration Application (LAA)/Permit Renewal and Hub Authentication Unit in-person or by mail per the above steps.

Post Until: INDEFINITELY