

SERVICE UPDATE

Filing Representative Registration: New Classes, Requirements + Training

Beginning July 1, 2013, there will be two classes of filing representatives: Class 1 Filing Representatives and Class 2 Code and Zoning Representatives.

Applicants will be required to complete Department-approved training, which the Department will provide to applicants at no cost over the next year. Training for Class 1 applicants is 16 hours, and training for Class 2 is 36 hours. Review the filing representative rule [1 RCNY 104-24](#); additional information will be available later this year.

Responsibilities for New Classes

Class 1 Filing Representatives will be able to:

- Present, submit or furnish applications or construction documents; and
- Remove documents from the Department.

Class 2 Code and Zoning Representatives will be able to:

- Perform all Class 1 activities; and
- Seek construction document approvals by appearing before and attending appointments with plan examiners and/or Department technical staff.

Class 2 Qualification Requirements

After June 30, 2013, applicants without a four-year college degree may not register as Class 2. Applicants applying for a **Class 2** registration must meet one of the following new requirements:

- Four-year college degree in architecture or engineering from an accredited college; *or*
- Four-year college degree in another field from an accredited college *plus* two years as a registered filing representative with the Department on at least 50 jobs within four years of the application for registration; *or*
- Four years as a registered filing representative with the Department on at least 125 jobs within eight years of application for registration.

To determine the number of jobs associated with your filing representative registration number on a Plan / Work Application (PW1), use the filing representative search feature in the [Buildings Information System](#).

New Applicants

Applicants must provide required documentation and pay a \$50 registration fee and \$330 background investigation fee. Read [How to Become a NYC Registered Class 1 or 2 Filing Representative](#) for the required documents and fees.

Filing Representative Renewals

All current Filing Representatives must renew by June 30, 2013 and meet the new qualification requirements to re-register. Read the [Renew Registration](#) guide for more information. In 2013, the \$50 filing representative renewal fee will remain unchanged.

Michael R. Bloomberg, Mayor
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