



SIA1: Special Inspection Agency Renewal/Change Cover Sheet

This form must be submitted with the SIA1 Form.

All documents generated must be signed and sealed appropriately and submitted with all other filing requirements to the Licensing & Exams Unit.

REMINDER:
All directors (Primary and Technical) must sign and seal the SIA1 application in Section 9 Statements and Signatures before mailing.

1 Registrant Information

Application Type: Renewal Add Endorsement SIA Number: _____

Agency Name: _____ NYS/DOB License Type: _____

Primary Director Name: _____ NYS/DOB License Number: _____

Type of change: Director(s) Company Name Add/Remove Endorsements Address Other

Upgrade/Downgrade Endorsement

2 Registration Fee Calculation *The following fee calculation is based on information provided by the registrant.*

A) \$90.00 Renewal Fee (for renewal applications only): _____

B) Special Inspection Endorsement Fee: _____
(# of special inspection endorsements x \$30.00)

1) Number of special inspection endorsements: _____

2) \$30.00 per special inspection endorsement: \$30.00*

3) Late Renewal Fee: \$50.00 (if less than 30 days prior to expiration date) _____

C) Total Amount Due:
(Renewal fee (if applicable)+ Special Inspection endorsement Fee)

3 Other Important Information

- The registrant is responsible for reviewing all documentation generated by this registration for completeness and accuracy. All hard copy and electronically submitted documentation is considered an official record of your registration and accepted for filing at the Department.
- It is the registrant's responsibility to ensure that the forms generated by this registration are accompanied by all other required documentation and that all filing submissions are in compliance with applicable codes, laws, rules and regulations.

4 Where to File *This application with all other requirements must be submitted by mail to the Licensing & Exams Unit.*

Office Location: New York City Department of Buildings
 Licensing & Exams Unit
 Attn: Special Inspection Agency Registration
 280 Broadway, 6th floor
 New York, NY 10007

Questions?: Email: SIRegistration@buildings.nyc.gov

Internal Use Only

Date received: _____ Fee paid: \$ _____

Clerk's Signature: _____ Expiration Date: _____

Comments : _____ Transaction Processed: _____