



Purpose of form:

This Special Inspections Agency Change/Renewal form must be completed by the Director of the Agency upon renewal or when a change to the Registration is being made.

General Information: How to Obtain a Special Inspection Agency (“SIA”) registration. Forms are required for renewals or change of information.

All applications for Special Inspection Agency registration must be submitted by mail with supporting documentation to:

NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 6th Floor
New York, NY 10007

The following documents are required to process your change/renewal application:

1. The SIA1 Form (The Director and the Technical Directors are required to sign and seal the application)
2. The SIA1 Coversheet
3. Renewal and/or Endorsement fees (check or money order) if renewing and/or adding endorsements
4. Document upload of the following must be done at time of renewal, or when insurance expires, or when changes are made to any of these items: State issued ID, Professional Liability Insurance, Workers Compensation Insurance or Waiver, Proof of address & filing receipt issued by The NYS Department of State.

1 Applicant Type

Check the appropriate box to indicate whether the registration is a renewal or change.

- If you are renewing please calculate the \$90 renewal fee plus \$30 for each endorsement;
- If you are changing information please calculate \$30 for each endorsement being added;

2 Special Inspection Agency Number

Enter your SIA Registration number issued to you by the Department of Buildings.

3 Agency Information

Fill in the Agency name, owner name, telephone number, address, email.

4 Director Information

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- Check (X) the appropriate box to indicate whether the agency Primary Director is a PE, RA, or a Licensed Trade. (i.e Master Plumber)
 - Provide your last name, first name, license #, home address, telephone number, mobile number, date of birth, and email.
 - If you are a Professional Engineer or Registered Architect provide your license number issued by NYS Dept. of Education
 - If you are a Licensed Trade please provide your license number issued by NYC Dept. of Buildings

5 Technical Director

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- Check (X) the appropriate box to indicate whether the applicant is a PE, RA, or a Licensed Trade. (i.e Master Plumber)
 - If the agency is a corporation or partnership, provide the following technical director information.:
 - Full Name (First and Last Name)
 - NYS or NYC issued license number
 - Title of the technical director

6 Special Inspections

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- Select Class 1, 2, or 3 to identify the special inspections category performed by the agency.
 - Refer to amended rule, 1RCNY §101-06 Special Inspectors and Special Inspection Agencies to determine which special inspection category your agency intends to perform [Section §4 (c)(ii)].
 - **Reminder:** Underpinning, Mechanical Demolition, and Excavation—Sheeting, Shoring, and Bracing cannot be registered as a Class 3 category.



7 License Use

- Indicate the type of company the agency is registered as.
 - If an agency is registered as an individual / sole-proprietor, then a technical director is not required.
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8 Convictions and Fines

- This section must be completed by Registered Design Professionals and Licensed Trades Professionals.
 - Answer Yes or No to each question.
 - If you answer "Yes" to any of these questions, you **must** complete and attach form LIC34 with this application.
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9 Statements and Signatures

- The Director and Technical Director(s) of the Agency listed on this form must sign and seal the application
 - If an application is not signed and sealed as required, it will not be accepted.
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In accordance with Federal and State Laws, the New York City Department of Buildings requires that all applicants for licenses/license holders provide their Social Security Number (SSN). DOB will use the SSN to conduct background investigations and maintain accurate license and related records. This information may be shared with other government agencies, consistent with applicable laws and Departmental policy or with the SSN holder's written permission, but will otherwise be kept confidential. The specific statutory authority for requiring SSN's is in the following: Federal Law-Privacy Act of 1974 (Section 7 of P.L., 93-579); Welfare Reform Act of 1996 (42 USCA 666(a)), and Section 5 of the NYS Tax Law.
