

# UPCOMING CHANGE

## Special Inspection Agencies: Requirements to Register

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Special Inspection Agencies must be registered with the Department of Buildings by November 13, 2012. Online registration begins May 14, 2012.

### Registration Classes

There are three special inspection classes: Class 1, Class 2 and Class 3. Each class is defined based on the scope of work the Special Inspection Agency will perform under [1 RCNY §101-06](#).

### Qualifications

All Special Inspection Agencies must ensure that the special inspectors employed by the agency meet the qualification requirements set forth in Appendix A of [1 RCNY §101-06](#).

### Accreditation

Special Inspection Agencies must obtain accreditation for all Class 1 inspections by May 13, 2013.

### Insurance

Special Inspection Agencies must obtain insurance to perform special inspections. Registered architects and professional engineers must have \$500,000 in professional liability insurance. At least \$1,000,000 per occurrence general liability insurance is already required for licensed trades. All Special Inspection Agencies must have workers' compensation insurance or a waiver.

### Service of Process

All Special Inspection Agencies must maintain a New York City address or have an agent in New York State to accept service.

### Agencies' Composition

A special inspection agency must have one full-time primary director and can have up to four alternative full-time directors. The directors must not be an employee of any other agency that provides special inspection or testing services.

To learn more about Special Inspection Agency requirements, see [1 RCNY §101-06](#) or visit the [OTCR section](#) page on our website.