

## UPCOMING CHANGE

### SPECIAL INSPECTION AGENCY REGISTRATION RENEWALS

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#### **Special Inspection Agency Registration Renewals begin May 13, 2015.**

The term of the special inspection agency registration is three years.

Renewals begin on your birthday following the date of your initial registration.

#### **Renewal Fees**

- Renewal: \$90
- Endorsement: \$30 per Special Inspection Category
- Late Renewals: \$50 + renewal and endorsement fees
- Renewals can be paid through the [Department of Buildings' Online Renewal Payments Portal](#)
- Payments as a result of adding or removing endorsements must be made by check or money order

#### **Renewal Applications**

- [SIA1 Form](#) & [Cover Sheet](#) must be typed and mailed to the Licensing & Exams Unit 30 – 60 days prior to expiration to avoid a \$50 late fee.
- All supporting documents must be resubmitted at the time of renewal through the [SIA Document Upload form](#)

#### **Insurance**

- All insurance certificates must be uploaded at the time of renewal
- A Special Inspection Agency must maintain insurance to perform special inspections
- All Special Inspection Agencies must have Workers Compensation insurance or a waiver
- Registered Architects and Professional Engineers must have professional Liability insurance
- Licensed trades must have General Liability insurance

Use the [BISWeb Registrant](#) search to check your registration status.

Learn more about Special Inspection Agency renewal at the [OTCR section](#) of the Department's website at [nyc.gov/buildings](http://nyc.gov/buildings).