UPCOMING CHANGE

SPECIAL INSPECTION AGENCY REGISTRATION RENEWALS

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.