



# **Special Inspection Agency User Guide**

*Step-by-Step Information on How to Become a Registered Special Inspection Agency*  
*Last Revised: 09.25.12*



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## SECTION 1: ABOUT

Special Inspections are mandated in the 2008 NYC Construction Codes. A Special Inspection Agency is an approved inspection agency employing one (1) or more persons who are special inspectors and that met all requirements of 1 RCNY §101-06. A special inspection agency may perform inspections in accordance with Appendix A of 1 RCNY §101-06. The Special Inspectors and Special Inspection Agencies rule (1 RCNY §101-06) requires that all agencies performing special inspections must be registered with the department as a special inspection agency. To become a registered Special Inspection Agency, agencies must submit a registration application to the Department and be approved. Approval will be deemed an acknowledgment by the Special Inspection Agency of its obligations to perform special inspections.

Online Special Inspection Agency registration allows professional engineers, registered architects, New York City-licensed trade professions (Class A and Class B Master Fire Suppression Piping Contractor, Electrician, Class A and Class B Oil Burner Equipment Installer and Master Plumber) to register online and receive their Special Inspection Agency number via email, creating an instantaneous approval process and eliminating the need to appear at the Department and wait on line.

## SECTION 2: QUALIFICATIONS

To register online to become a Special Inspection Agency, applicants must:

- Be qualified to perform special inspections as per Appendix A of the 1 RCNY §101-06
- Have at least one (1) director employed by the Special Inspection Agency
- Be accredited by an accreditation agency within one (1) year of the effective date of the rule (May 13, 2013) to be a Class 1 Special Inspection Agency

## **SECTION 3: SPECIAL INSPECTION AGENCY ONLINE REGISTRATION FORM**

### **SECTION 3.1: ACCESSING THE ONLINE SPECIAL INSPECTION AGENCY REGISTRATION FORM**

In order to become a registered Special Inspection Agency, you need to fill out the online Special Inspection Agency registration form. Follow the below steps to access the online form:

- Go to the Department's website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings)
- Under Development click on Applications & Permits
- In the Special Inspectors & Inspection Agencies section click on the Click Here to Register link to register

*Note: See Appendix Section 9.1 for an example of what the page looks like.*

### **SECTION 3.2: Completing & Submitting the Online Special Inspection Agency Registration Form**

Once you have verified that you meet the qualifications you will need to complete the following in order to become a registered Special Inspection Agency:

- Fill out all of the sections of the registration form, including your email, agency information, director information, license use and technical director information
- Select which type of inspection(s) you want to register for
- Select the inspection category Class 1, 2 or 3
- Answer the convictions and fines questions

When you have completed all the sections, click preview to review your form. After you have reviewed your form, you will have the option to submit or edit the form. Please ensure all your information is accurate and complete before clicking submit.

Once you click submit, a confirmation page will appear letting you know that you have successfully completed the online registration form and a confirmation email will be sent to your agency's email address.

*Note: See Appendix A Section 9.2 for an example of what the registration form submittal confirmation page looks like and Appendix A9.3 for an example of what the registration form submittal confirmation email looks like.*

Once you have successfully submitted your registration form, you will need to print the

PDF version of your completed form, fill in your Social Security Number, date, sign and seal the form. Mail your completed form and Special Inspection Agency Cover Letter to the Department at:

NYC Department of Buildings  
Licensing Unit  
280 Broadway  
6<sup>th</sup> Floor  
New York, NY 10007

*Note: It is important that you save your application to your computer.*

#### **SECTION 4: SIA1 - SPECIAL INSPECTION AGENCY REGISTRATION COVER SHEET AND FORM**

Once you have completed and submitted the online Special Inspection Agency registration form, your SIA1: Special Inspection Agency Registration Cover Sheet will automatically display in Adobe Acrobat Reader and will be populated with the following information based upon the information you provided in your online registration form:

- The registration fee
- The number of inspection types registered for
- The fee per special inspection type
- The total amount due to register

Additionally, your SIA1: Special Inspection Agency Registration Form will automatically display in Adobe Acrobat Reader along with the cover sheet and will be populated with the following information based upon the information you provided in your online registration form.

- Application type
- Agency information
- Director information
- Technical director information
- Insurance information
- License Use
- Special inspections
- Convictions and Fines

*Note: If the form does not automatically appear, click on the PDF- SIA1 form link. See Appendix A Section 9.2 for an example of where to find the link.*

You must print the form, fill in your Social Security Number in Section 4, date, sign, and seal the form in Section 11 and mail your completes application with a check or money order to:

NYC Department of Buildings  
Licensing Unit  
280 Broadway  
6<sup>th</sup> Floor  
New York, NY 10007

*Note: These forms can also be found on the Department's website under (paper forms are for renewals and changes only)*

- *Development*
- *Forms*
- *Licensing*
- *SIA1 Special Inspection Agency Registration*

## **SECTION 5: UPLOADING DOCUMENTS**

Next, you will need to upload the necessary supporting documents by clicking the [HERE](#) link on the online registration confirmation page, clicking the [HERE](#) link in your confirmation registration email or clicking on the Development tab, the Forms sub-tab, then the Licensing bullet on the Forms page and then on [SIA Document Upload Form](#).

When you get here, you will need to:

- Enter all information including your Temporary Reference Number. The number can be found on the confirmation page when you submit your registration form or in the confirmation email you receive after you submit your registration form, or at the bottom left of your SIA1 Special Inspection Agency Registration Form.
- Upload your supporting documents.
  - Proof of address. Acceptable documents include utility bills, leases or deeds
  - Proof of New York State filing. This will be the proof of filing receipt you receive from the Department of State

When all the documents have been uploaded, click submit.

*Note: See Appendix A Section 9.4 for a screen shot of the Special Inspection Agency registration documents upload form.*

Once you have submitted the documents, a confirmation page will appear letting you know that you have successfully completed the online registration form and a confirmation email will be sent to your agency's email address.

*Note: See Appendix A Section 9.5 S for an example of what the supporting documentation submittal confirmation page looks like and Appendix A Section 9.6 for an example of what the supporting documentation submittal confirmation email looks like.*

## SECTION 6: APPROVAL/DENIAL

Once the Department has received your SIA1 Special Inspection Agency Registration form it will be reviewed for completeness and accuracy. Upon approval or denial of the application an email will be sent to your agency's email address.

*Note: See Appendix A Section 9.7 for an example of what the approval/denial email looks like.*

## SECTION 7: UPDATING REGISTRATION

Once your registration form has been approved and you would like to change the information on it, you must submit a paper SIA Special Inspection Agency Registration form to the Licensing Unit

On the form agencies must:

- Indicate change in Section 1-Application Type
- Type their Special Inspection Agency Number into section 2 of the form
- Indicate in the relevant sections the needed changes

Once you have done all of this, mail the form to the Licensing Division for processing. Once completes, an update email will be sent to your agency's email address.

*Note: See Appendix A Section 9.8 for an example of what the registration update confirmation email looks like.*

*Note: These forms can also be found on the Department's website under (paper forms are for renewals and changes only)*

- *Development*
- *Forms*
- *Licensing*
- *SIA1 Special Inspection Agency Registration*

Also, if the original supporting documents change please upload the most recent documents by clicking on the Development Tab on the Department's website, the Forms sub-tab, the Licensing bullet on the Forms page and then on [SIA Document Upload Form.](#)

## SECTION 8: SPECIAL INSPECTION AGENCY LOOKUP

You can use the Buildings Information System to verify if an agency is a registered Special Inspection Agency by searching by the agency's director's last name or by the agency's business name. Follow the steps below to search for a Special Inspection Agency:

- Go to the Department's website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings)
- Click on the Buildings Information tab
- Click on the Buildings Information System hyperlinked text in the first paragraph. This will take you to the Buildings Information System homepage
- On the Buildings Information System homepage, click on B, Skilled Trades Licensees/General Contractors/Registrant Search. This will take you to the search for Special Inspection Agencies

*Note: See Appendix B Section 10 for an example of special inspection agency search looks like*



## SECTION 9: APPENDIX A

### SECTION 9.1: Special Inspection Agency Online Registration Form Access

The screenshot shows a website interface with a left-hand navigation menu and a main content area. The navigation menu includes links for Home, About the Buildings Department, Buildings Information, Development, Safety & Enforcement, Community Partnerships, Homeowners & Tenants, and Sustainability. The 'Development' section is expanded, showing sub-links for NYC Development Hub, Applications & Permits, Forms, Licensing, and 3D Site Safety Plans. A red arrow points to the 'Applications & Permits' link. The main content area has a blue header for 'Applications and Permits' and a section titled 'How to Obtain a Permit'. Below this, there is text explaining the permit process and a link to 'Learn more about the Permit Process'. A red box highlights an 'Updates' section titled 'Special Inspectors & Inspection Agencies', which contains information about a 2012 amendment to the Special Inspection rule and links to 'Special Inspections Page' and 'Click Here to Register'.

**Home**

About the Buildings Department

Buildings Information

**Development**

- » NYC Development Hub
- » **Applications & Permits**
- » Forms
- » Licensing
- » 3D Site Safety Plans

Safety & Enforcement

Community Partnerships

Homeowners & Tenants

Sustainability

**Applications and Permits**

**How to Obtain a Permit**

A New York State licensed professional engineer (pe) or registered architect (RA) must submit construction plans to obtain a permit. A Department plan examiner will review the plans for any legal/zoning objections. When objections are satisfied, the Department will approve the application. A PE or RA may also certify that plans conform to all applicable laws. Learn more about Professional Certification.

Following application approval, a contractor can apply for a building permit to begin work. To learn more about filing an application or getting a permit, check out our Tool Kits.

-> Learn more about the Permit Process

**Updates**

**Special Inspectors & Inspection Agencies**

On May 13, 2012, an amendment to the Special Inspection rule went into effect. Click below for more information about changes to the Special Inspection rule, including registration and accreditation requirements.

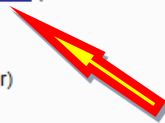
- > [Special Inspections Page](#)
- > [Click Here to Register](#)

## **Special Inspection Agency Registration**

Thank you for submitting an application to become registered as a Special Inspection Agency. A confirmation email has been sent to you. Please follow the instructions in the email carefully to complete your registration.

The assigned Temp. Reference No is T10000574

1. If Professional Engineer or Registered Architect, please click [here](#) to upload **your** supporting documentation to continue the registration process.
2. After completing the document upload, submit the following information to: New York City Department of Buildings, 280 Broadway, Licensing Unit, 6th floor, New York, NY 10007, Attn: Special Inspection Agency Registration.
  - a. A print out of the completed [PDF-SIA1 form](#) (The Director and the Technical Directors are required to sign and seal the application)
  - b. The Registration Coversheet
  - c. Registration Fee (check or money order)



**Registration will not be granted unless the qualifications for the registration have been met. Please ensure that you have provided all the necessary documentation before submitting your application.**

**Please note you have one year from the date of this email to complete the application process. Failure to provide all requested documents in a timely manner will constitute an incomplete application and may result in denial of the registration.**

\* All special inspection agencies must have an agent for the acceptance of service or maintain a New York City address.


\*\* Prior to submitting your SIA1 - Special Inspection Agency form please write your social security number in Section 4 of your application.





If you have questions about your application please call (212) 566-4100 and have your temp reference #, NYS, or NYC License # available.

DISCLAIMER: The temporary reference number is not your special inspection agency registration number and cannot be used for business purposes. A special inspection agency registration number will be issued upon approval of your application.

## SECTION 9.3: Online Registration Form Submittal Confirmation Email

### 9.3 Online Registration Form Submittal Confirmation Email

**Special Inspection Agency Registration Confirmation** 

From eFilingInformation eFilingInformation@buildings.nyc.gov [hide details](#)     Tue, May 1, 2012 11:36 am

To mybuilding1 mybuilding1@aol.com

This email is to confirm that your application was successfully submitted to the DOB Licensing Unit.

The assigned Temp. Reference No is T10000573.

1. To continue your registration process, click [here](#) to upload **your** supporting documentation.
2. After completing the document upload, submit the following information to: New York City Department of Buildings, 280 Broadway, Licensing Unit, 6th floor, New York, NY 10007, Attn: Special Inspection Agency Registration.
  - a. A print out of the completed PDF- SIA1 form (The Director and the Technical Directors are required to sign and seal the application)
  - b. The Registration Coversheet
  - c. Registration fee (check or money order)

**Registration will not be granted unless the qualifications for the registration have been met. Please ensure that you have provided all the necessary documentation before submitting your application.**

**Please note you have one year from the date of this email to complete the application process. Failure to provide all requested documents in a timely manner will constitute an incomplete application and may result in denial of the registration.**

\* All special inspection agencies must have an agent for the acceptance of service or maintain a New York City address.  
\*\* Prior to submitting your SIA1 - Special Inspection Agency form please write your social security number in Section 4 of your application.

If you have questions about your application please call (212) 566-4100 and have your temp reference #, NYS, or NYC License # available.

DISCLAIMER: The temporary reference number is not your special inspection agency registration number and cannot be used for business purposes. A special inspection agency registration number will be issued upon approval of your application

## SECTION 9.4: Special Inspection Agency Registration Documents Upload Form

### Special Inspection Agency Registration

All documents must be accurate and uploaded with this online application in order to efficiently process this registration. Documents not submitted will result in an incomplete registration and you will be required to start a new registration.

**For Mac Users:** This request form may not function properly with your Safari web browser. We are hoping to resolve this problem soon. In the meantime, please download the free Mozilla Firefox web browser in order to use this form in the interim. For more information on Mozilla Firefox please visit <http://www.mozilla.org/>. To download the current version of Mozilla Firefox for Macs, please click on the following link: <http://download.mozilla.org/?product=firefox-5.0.1&os=osx&lang=en-US>.

Date: May 1, 2012

All Fields are Required

#### 1. Agency Information

A. Agency Name:

B. Owner's First Name:  Owner's Last Name:

C. Address:

City:  State:

Zip:

D.

Email:

E. Temp Reference No.:

- The Temporary Reference Number is located at the bottom left of your SIA1 Form and in the confirmation email sent to the agency email address.

#### 2. Document Upload:

Upload State issued photo identification:

Upload proof of NYC business address or proof of filing with NYS Secretary of State

Upload NYC workers compensation certificate or waiver:

Upload proof of professional liability insurance certificate (PE/RA only):

Note: All upload files cannot be bigger than 3 MB combine. [Upload FAQs](#)

#### 6. Comments/Notes

- Proof of NYC address must be in the form of a utility bill (i.e. electric, water, gas), lease, deed
- Proof of NYS Filing Provide the receipt received as proof of filing with the Department of State.

## SECTION 9.5: Supporting Documentation Submittal Confirmation Page



[Search](#) | [Email Updates](#) | [Contact Us](#)

[Residents](#) | [Business](#) | [Visitors](#) | [Government](#) | [Office of the Mayor](#)

### Thank You For Filling Out This Form

Shown below is your submission to [NYC.gov](#) on Tuesday, May 1, 2012 at 12:31:10

This form resides at [http://www.nyc.gov/html/dob/html/development/forms\\_special\\_insp\\_reg.shtml](http://www.nyc.gov/html/dob/html/development/forms_special_insp_reg.shtml)

The following files were uploaded to the NYC.gov Portal:

PHOTOID.pdf  
PROOFADDRESS.pdf  
PROFESSLIAB.pdf  
PROFESSLIAB.pdf

| Name of Fields     | Data                |
|--------------------|---------------------|
| Date:              | May 1, 2012         |
| Agency Name:       | Test Co Inc         |
| First Name:        | Sally               |
| Last Name:         | Jones               |
| Street Address:    | 280 Broadway        |
| City:              | New York            |
| State:             | NY                  |
| Postal Code:       | 10007               |
| Email Address:     | mybuilding1@aol.com |
| Temp Reference No: | T10000573           |

Use [http://www.nyc.gov/html/dob/html/development/forms\\_special\\_insp\\_reg.shtml](http://www.nyc.gov/html/dob/html/development/forms_special_insp_reg.shtml) to return to the referring City agency

[NYC.gov Feedback Form](#) | [NYC.gov Technical Feedback Form](#)

## SECTION 9.6: Supporting Documentation Submittal Confirmation Email

### 9.6 Supporting Documentation Submittal Confirmation Email

**City of New York Auto Acknowledgment Correspondence # 1-1-746101085** 

From [reply@customerservice.nyc.gov](mailto:reply@customerservice.nyc.gov) [hide details](#) 

To MYBUILDING1 MYBUILDING1@AOL.COM

Tue, May 1, 2012 12:32 pm    

Dear SALLY JONES:

Thank you for contacting the City of New York. Your message has been forwarded to the appropriate agency for review and handling.

For future reference, your service request number is 1-1-746101085.

Sincerely,

The City of New York


This is an auto-generated system message. Please do not reply to this message. Messages received through this address are not processed.




Thank you.

The information you have provided is as follows:  
Form: Special Inspections Agency Registration  
Topic:  
Name: SALLY JONES  
Street Address: 280 BROADWAY  
City, State Zip: NEW YORK, NY 10007  
Country:  
Email: [MYBUILDING1@AOL.COM](mailto:MYBUILDING1@AOL.COM)  
Company:  
Work Phone:  
Message:  
None.

## SECTION 9.7: Registration Approval and Denial Email

### Approval

**Special Inspection Agency Approval** 

From eFilingInformation eFilingInformation@buildings.nyc.gov [hide details](#)    Wed, May 2, 2012 1:03 pm

To mybuilding1 mybuilding1@aol.com

Dear Applicant,

Thank you for submitting your application for registration. Your application for Special Inspection Agency registration has been approved.

**Your special inspection agency number is: 000669.**

**Please include this number on the TR1- Technical Report Form.**

Please use your assigned special inspection agency number to promote your status as a NYC Department of Buildings registered special inspection agency. Your special inspection agency number cannot be used if your registration is revoked or your registration has expired.

This registration is valid for three (3) years from the date of issuance at which time you must submit a renewal application.


For additional information, please visit our webpage at [http://www.nyc.gov/html/dob/html/applications\\_and\\_permits/special\\_insp\\_overview.shtml](http://www.nyc.gov/html/dob/html/applications_and_permits/special_insp_overview.shtml)




Questions? Please forward to [siaregistration@buildings.nyc.gov](mailto:siaregistration@buildings.nyc.gov)

Thank you,

New York City Department of Buildings

### Denial

**Special Inspection Agency Denial** 

eFilingInformation to you [show details](#)    51 sec ago

Dear Applicant,

Your application was thoroughly reviewed by our staff and we are unable to approve your registration at this time.

For further details concerning this denial please contact Licensing.

Licensing Division  
280 Broadway, 6th Floor  
New York, NY 10007  
(212) 566-4100  
[licensingdob@buildings.nyc.gov](mailto:licensingdob@buildings.nyc.gov)

Thank you for submitting your application for a special inspection agency registration.

For additional information, please visit our webpage at [http://www.nyc.gov/html/dob/html/development/special\\_insp\\_overview.shtml](http://www.nyc.gov/html/dob/html/development/special_insp_overview.shtml)

Questions? Please forward to [siaregistration@buildings.nyc.gov](mailto:siaregistration@buildings.nyc.gov)

Thank you,

New York City Department of Buildings

## SECTION 9.8: Registration Update Confirmation Email

Special Inspection Agency Update Inbox x Print Image

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 **eFilingInformation@buildings.nyc.gov** 1:00 PM (14 minutes ago) Star Reply Dropdown  
to me Dropdown

Dear Applicant,

Your special inspection agency status with the New York City Department of Buildings has changed. Please contact the Office of Technical Certification and Research (OTCR) for further details.

You may contact OTCR by calling [\(212\) 566-3290](tel:212-566-3290) or send an email to [OTCR@buildings.nyc.gov](mailto:OTCR@buildings.nyc.gov).

For additional information, please visit our webpage at [http://www.nyc.gov/html/dob/html/development/special\\_insp\\_overview.shtml](http://www.nyc.gov/html/dob/html/development/special_insp_overview.shtml)

Questions? Please forward to [siaregistration@buildings.nyc.gov](mailto:siaregistration@buildings.nyc.gov)

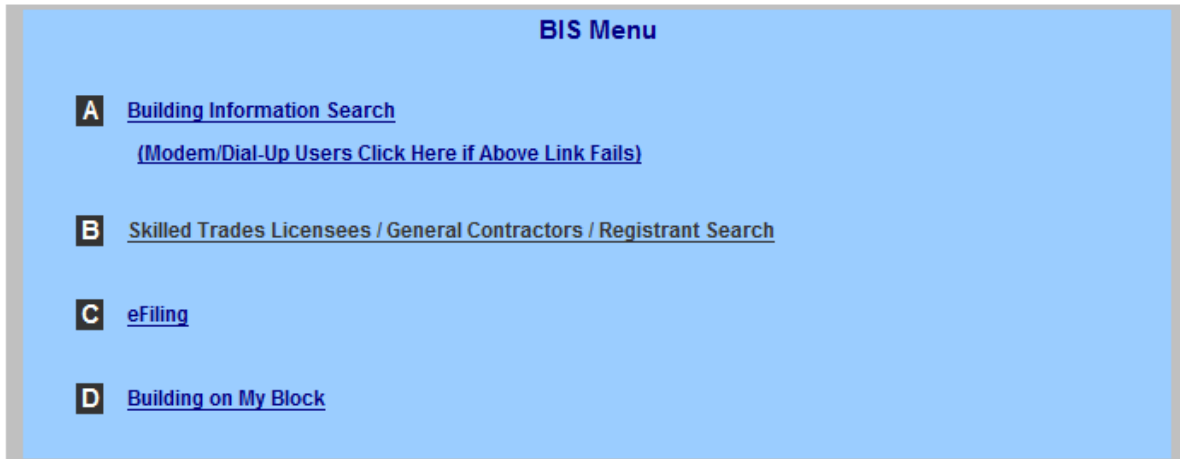
Thank you,

New York City Department of Buildings



## SECTION 10: APPENDIX B Special Inspection Agency Lookup

This section allows a search of registered special inspection agencies by the Primary Director's Last Name or by Agency's Business Name.



- Click Skilled Trades Licensees / General Contractors / Registrant Search

| Search for Skilled Trades Licensees / General Contractors / Registrant |                |  |                           |    |
|--|----------------|--|---------------------------|----|
| 1  | Last Name:     | <input type="text"/>                                   | SPECIAL INSPECTION AGENCY | GO |
| 2  | Business Name: | <input type="text"/>                                   | SPECIAL INSPECTION AGENCY | GO |
| 3  | Number:        | <input type="text"/>                                   | Select One                | GO |
| 4  | View:          | <input type="radio"/> Active <input type="radio"/> All | Select One                | GO |

- Enter the information in sections 1, 2, or 3
- In the drop down menu select Special Inspection Agency
- Click Go