

1 RCNY §104-24

CHAPTER 100

Subchapter D Licensing and Registration of Businesses, Trades and Occupations Engaged in Building Work

§104-24 Registered filing representatives. This section establishes two types of filing representatives and sets forth the training, education, and experience requirements necessary at registration for both classes of representatives.

(a) References. See Article 416 of Title 28 of the New York City Administrative Code and Section 28-416.2 of same for a list of persons exempt from filing representative registration.

(b) Definitions. For the purposes of this chapter, the following terms mean:

(1) Architect. A person licensed and registered to practice the profession of architecture under the education law of the state of New York.

(2) Engineer. A person licensed and registered to practice the profession of engineering under the education law of the state of New York.

(3) Job. An application with an individual job number filed by the registered design professional of record. This does not include limited alteration applications, post-approval amendments, electrical applications, or demolition applications.

(4) Registered design professional. An architect or engineer.

(5) Registered design professional of record. The registered design professional who prepared or supervised the preparation of applicable construction documents filed with the department.

(c) Class 1 registered filing representatives. Class 1 filing representatives may, following registration and issuance of an identification card, present, submit, furnish or seek approval of applications or construction documents, and remove documents from the possession of the department. However, beginning July 1, 2013, such filing representatives cannot appear before or attend appointments with plan examiners and other department technical staff including, but not limited to code and zoning specialists, plan examiners, chief plan examiners, borough commissioners, and deputy borough commissioners, regarding construction document approvals, including, but not limited to, plan review, audit review, pre-determinations, and determinations.

(d) Class 1 filing representative registration requirements.

(1) Beginning May 1, 2013, those seeking class 1 filing representative status must submit proof of the successful completion of a department-approved, integrity training at registration.

(2) Beginning May 1, 2014, those seeking class 1 filing representative status must submit the following at registration:

(i) Proof of the successful completion of a sixteen- (16) hour training course, approved by the department, within one (1) year of application for registration, in the following areas:

(A) The New York City Building Code;

(B) The New York City Energy Conservation Code;

(C) The New York City Zoning Resolution; and

(D) Relevant provisions of the New York City Administrative Code and department practices.

(ii) Proof of the successful completion of a department-approved, integrity training.

(e) Class 1 filing representative renewal requirements. Beginning July 1, 2014, during the one (1) year immediately prior to renewal, or beginning July 1, 2017, during the three (3) years immediately prior to renewal, a class 1 registered filing representative must have attended and successfully completed a Department-administered or Department-approved integrity training and the sixteen- (16) hour training course required by subdivision (d) of this rule. If the sixteen- (16) hour training course was successfully completed prior to registration, it need not be completed again prior to renewal. Proof of completion of such course(s) must be submitted to the Department at renewal.

(f) Class 2 registered filing representatives. Class 2 registered filing representatives (also referred to as “code and zoning representatives”) may, following registration and issuance of an identification card, perform all of the activities of a class 1 registered filing representative and may also appear before and attend appointments with plan examiners and other department technical staff regarding construction document approvals, including, but not limited to, plan review, audit review, pre-determinations, and determinations. However, class 2 registered filing representatives can only appear before, or attend such appointments at, the NYC Development Hub for New Building applications, Alteration Type 1 applications, and any and all related applications, in person or online, if they are employed and supervised by the registered design professional of record. If not, when appearing before or attending such appointments at the NYC Development Hub, class 2 registered filing representatives must be accompanied by the registered design professional of record or an individual employed and supervised by the registered design professional of record in the preparation of the construction documents being discussed.

(g) Class 2 filing representative requirements.

(1) Beginning May 1, 2013, those seeking class 2 filing representative status must submit the following:

(i) Proof of:

(A) A four (4) year degree in Architecture or Engineering from an accredited college; or

(B) A four (4) year degree in another field from an accredited college, and proof of two (2) years as a registered filing representative with the department with at least fifty (50) jobs filed within four (4) years of application for class 2 filing representative status; or

(C) Those who do not meet the requirements of paragraphs (i) or (ii) above may register and submit proof of the following during the limited time period of May 1, 2013 through June 30, 2013 only: four (4) years as a registered filing representative with the department with at least one hundred and twenty-five (125) jobs filed within eight (8) years of application for class 2 filing representative status.

(ii) Proof of the successful completion of a department-approved, integrity training.

(2) Beginning May 1, 2014, those seeking class 2 filing representative status must submit the following:

(i) Proof of:

(A) A four (4) year degree in Architecture or Engineering from an accredited college; or

(B) A four (4) year degree in another field from an accredited college, and proof of two (2) years as a registered filing representative with the department with at least fifty (50) jobs filed within four (4) years of application for class 2 filing representative status.

(ii) Proof of the successful completion of a thirty-six- (36) hour training course approved by the department, within one (1) year of application for class 2 filing representative status, in the following areas:

(A) The New York City Building Code;

(B) The New York City Energy Conservation Code;

(C) The New York City Zoning Resolution; and

(D) Relevant provisions of the New York City Administrative Code and department practices.

(iii) Proof of the successful completion of a department-approved, integrity training.

(h) Class 2 filing representative renewal requirements.

(1) Beginning July 1, 2014, during the one (1) year immediately prior to renewal, a class 2 registered filing representative must have attended and successfully completed a Department-administered or Department-approved integrity training and the thirty-six- (36) hour training course required by subdivision (g) of this rule. If the thirty-six- (36) hour training course was successfully completed prior to registration, it need not be completed again prior to renewal. Proof of completion of such course(s) must be submitted to the Department at renewal.

(2) Beginning July 1, 2017, during the three (3) years immediately prior to renewal, a class 2 registered filing representative must have attended and successfully completed a Department-administered or Department-approved integrity training and a sixteen- (16) hour, Department-approved, refresher course. Proof of completion of such course(s) must be submitted to the Department at renewal.

(i) Additional powers of the commissioner. The commissioner may, upon a determination of good cause, extend the dates and deadlines set forth in this rule.

(j) Suspension or revocation. Filing representative registration may be suspended or revoked in accordance with Section 28-401.19 of the New York City Administrative Code.