

SERVICE UPDATE

eFiling: New Enrollment Process for Registered Landscape Architects

The Department has added the Registered Landscape Architect license type to eFiling. All Registered Landscape Architects creating new eFiling accounts must submit their Authentication/Enrollment Form for eFiling enrollment to the Limited Alteration Application (LAA)/Permit Renewal and Hub Authentication Unit in-person or by mail.

The Authentication/Enrollment Form **must** be accompanied with the following documentation:

In-person

- The Registered Landscape Architect whose name appears on the Authentication/Enrollment Form **must** be present at the time of submission with a Department-issued identification card.
- The original Authentication/Enrollment Form **must** be dated, signed and sealed by the Registered Landscape Architect

In-person submissions **must** be dropped off between 9:00am-3:45pm (Monday through Friday) to the Limited Alteration Application/Permit Renewal and Hub Authentication Unit Customer Service window, located on the 5th floor at 280 Broadway.

By Mail

- Include the original Authentication/Enrollment Form which **must** be dated, signed and sealed by the applicant whose name appears on the form.

and

- Provide a copy of either a New York State issued identification card or a Department-issued identification card that matches the name of the applicant reflected on the Authentication/Enrollment Form.

All Authentication/Enrollment Forms must be mailed to:

New York City Department of Buildings
LAA/Permit Renewal and Hub Authentication Unit
Attn: eFiling Enrollment
280 Broadway 5th Floor
New York, NY 10007

If you had previously registered in eFiling using the Registered Architect license type you will need to update your registration using the new Registered Landscape Architect license type.

For questions or for further information please submit your inquiry to LAA-PR@buildings.nyc.gov.

POST UNTIL: December 29, 2017