



INSTRUCTIONS

SIA1: Special Inspection Agency Change/Renew Form

PURPOSE OF FORM

This Special Inspections Agency Change/Renewal form must be completed by the Owner and Director of the Agency upon renewal or when a change to the Registration is being made.

GENERAL INFORMATION: How to Obtain a Special Inspection Agency (SIA) registration.

Forms are required for renewals or change of information. All applications for Special Inspection Agency registration must be submitted by mail with supporting documentation to:

NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007

The following documents are required to process your change/renewal application:

1. The SIA1 Form (The Director and the Technical Directors are required to sign and seal the application)
2. The SIA1 Coversheet
3. Renewal and/or Endorsement fees (check or money order) if renewing and/or adding endorsements
4. Document upload of the following must be done at time of renewal, or when insurance expires, or when changes are made to any of these items: State issued ID, Professional Liability Insurance, Workers Compensation Insurance or Waiver, Proof of address & filing receipt issued by The NYS Department of State.

FORM INSTRUCTIONS & DESCRIPTIONS

SECTION 1: Application Type

- Check the appropriate box to indicate whether the registration is a renewal or change. If you are renewing, please calculate the \$90 renewal fee plus \$30 for each endorsement. If you are changing information, please calculate \$30 for each endorsement being added.

SECTION 2: Special Inspection Agency Number

- Enter your SIA Registration number issued to you by the Department of Buildings.

SECTION 3: Agency Information

- Fill in the Agency name, owner name, telephone number, address, email.

SECTION 4: Director Information

- Check (X) the appropriate box to indicate whether the agency Primary Director is a PE, RA, or a Licensed Trade. (i.e. Master Plumber)
- Provide your last name, first name, license #, home address, telephone number, mobile number, date of birth, and email.
 - If you are a Professional Engineer or Registered Architect provide your license number issued by NYS Department of Education
 - If you are a Licensed Tradesperson, please provide your license number issued by NYC Department of Buildings.

SECTION 5: Technical Director

- Check (X) the appropriate box to indicate whether the applicant is a PE, RA, or a Licensed Trade. (i.e. Master Plumber)

- Provide your last name, first name, license #, home address, telephone number, mobile number, date of birth, and email.
 - Full Name (First and Last Name)
 - NYS or NYC issued license number
 - Title of the Technical Director.

SECTION 6: Special Inspections

- Select Class 1, 2, or 3 to identify the special inspections category performed by the agency.
- Refer to amended rule, 1RCNY §101-06 Special Inspectors and Special Inspection Agencies to determine which special inspection category your agency intends to perform [Section §4 (c)(ii)].
REMINDER: Underpinning, Mechanical Demolition, and Excavation—Sheeting, Shoring, and Bracing cannot be registered as a Class 3 category)

SECTION 7: License Use

- Indicate the type of company the agency is registered as.
- If an agency is registered as an Individual/Sole Proprietor, then a Technical Director is not required.

SECTION 8a & 8b: Convictions & Fines

- Type an (X) in the appropriate box to indicate your answer to each of the questions in this section.
- If you answer **YES** to any of these questions, you **must** complete the [Licensing Supplemental Affidavit \(LIC34\)](#) and attach to your completed [License Application form \(LIC1\)](#).
- You do not need to include parking-related offenses; however, you must include parking related fines.

SECTION 9a & 9b: Licensing History

- List all licenses, certifications, or registrations issued to the director and owner of the Concrete Test Lab owner, by any City or State. Use an additional sheet if required.

SECTION 10a & 10b: Comments

- Use this section to explain the reason for any suspension, restriction, surrendering, revocation, or disciplinary action of any licenses, certifications, or registrations issued to you.

SECTION 11: Statements & Signatures (OWNER)

- All statements should be reviewed in detail in this section before it is signed and notarized.
- Print name, date and sign, and have the form notarized.

SECTION 12: Statements & Signatures (AGENCY DIRECTORS)

- The Director and Technical Director(s) of the Agency listed on this form must sign and seal the application.
- If an application is not signed and sealed as required, it will not be accepted.

INTERNAL USE

- This section to be completed by Department of Buildings personnel.