

As of **February 23, 2026**, all Filing Representative applications are required to be submitted their applications online through **DOB NOW: Licensing**. Read the related **service notice** for more information. Please see the **DOB NOW: Licensing Presentation (Filing Representative)** or the video tutorial **DOB NOW: Licensing Filing Representative Webinar** for step-by-step directions on how to apply for the Filing Representative registration card.

*NOTE: The Department no longer accepts walk-in transactions or paper applications for this registration.*

**Course Requirement Service Notice** – As of **December 1, 2023**, Registration for change from a Class 1 to Class 2 Filing Representative will be issued without proof of training completion until training is available. Applicants **must** submit a **Class 1/Class 2 Filing Representative Future Completion of Training Courses Affidavit** agreeing to take the course within 6 months after the course becomes available.

### EXEMPTIONS

§28-416.2 of the New York City Administrative Code, the following people are from the provisions of this article. Any person from whom the department may refuse to accept an application or other document pursuant to §28-211.1 shall not be afforded this exemption.

- Owners of the premises for which the building applications are filed
- Lessees of the premises authorized by the owner to file building applications
- Condominium unit owners authorized by the condo board to file building applications
- Cooperative shareholder authorized by the coop board to file building applications
- NYS Licensed Architects
- NYS Licensed Engineers
- NYS Licensed Attorneys
- NYC Licensed Master Plumbers
- NYC Licensed Master Fire Suppression Piping Contractors
- NYC Licensed Master Electricians

## STEP 1: REGISTRATION QUALIFICATIONS

Applicants changing from a Class 1 Filing Representative to a Class 2 Code & Zoning Representative Registration must meet at least one (1) of the following qualifications prior to submitting your background application:

- Have a four (4) year degree in Architecture or Engineering from an accredited college; **or**
- Have a four (4) year degree in another field from an accredited college and have two (2) years of experience filing 50 jobs as a **registered** Filing Representative, within the four (4) years prior to application for registration.

*NOTE: To determine the number of jobs associated with your Filing Representative registration number on a Plan Work Application (PW1), use the Filing Representative search feature in the **Buildings Information System** or **DOB NOW Portal**. Please note, duplicate job numbers will be counted as one (1) job only.*

## STEP 2: BACKGROUND APPLICATION INVESTIGATION

To be eligible for a Class 2 Code and Zoning Representative Registration Change, applicants are required to undergo a background investigation. Applicants must upload **PDF** copies of the required documents to

the designated slot. **All documents must be signed and notarized within the last 90 days from the date of submission.**

The following documentation required:

- **Code of Conduct** confirmation receipt. Form must be signed and notarized
- **Class 1/Class 2 Filing Representative Future Completion of Training Courses Affidavit** in lieu of the Certificate of Completion until the 36-hour course is available.
- Four-year college degree or an official transcript from an accredited college confirming completion of a four-year degree and indicating that the degree has been awarded.
  - If your degree is oversea, you must submit a translated degree transcript and evaluation from one of the **NYC DCAS approved foreign education evaluation services**, if applicable
- **Experience Verification Affidavit(s)**: the form must be completed by a licensed architect or professional engineers who employed you, verifying that you have filed at least 50 jobs within the four (4) years prior to application, if applicable

*\*NOTE: You may be asked to submit proof of employment from the licensed architect or professional engineers who fill out the experience verification affidavit.*

- A list of jobs filed under your name and/or registration number verifying that you have filed at least fifty (50) jobs within four (4) years prior to application. Duplicate job numbers will be counted as one (1) job only.

*NOTE: Please review your application carefully before submission. All required documents must be fully uploaded and completed in DOB NOW at the time of submission. If any required document is missing, incomplete, illegible, or incorrect, the application will be returned with an objection, resulting in avoidable delays.*

Continued failure to submit all required documentation may result in the denial of the application for failure to provide necessary information. It is the applicant's responsibility to ensure that they meet the requirements, and all required documents are submitted correctly and in full before filing.

For questions about your background application or would like to inquire the status, please direct your inquiry to **lbackgrounds@buildings.nyc.gov**. If you are experiencing technical difficulties with the DOB NOW portal, please direct your inquiry to **DOB NOW Help**.

## **STEP 3: OBTAINING YOUR REGISTRATION CARD**

If the Department determines that you meet all qualifications and successfully pass the background investigation, you will receive a determination email generated through the DOB NOW Portal with instructions for your next steps. If you do not see an email from the DOB NOW Portal in your inbox, please check your spam or junk email.

If your application is denied, you will receive a denial letter sent to the email address listed in your DOB NOW Portal explaining the reason for the denial.

You will have one (1) year from the date of approval in DOB NOW to pick up your registration card. Failure to do so will result in the portal automatically closing your application as a denial, and you will be required to restart the entire application process.

If you have any questions or concerns with regards to your appointment or issuance of your registration card, you must contact the **Licensing & Exams Unit** at **(212)-393-2259** or via email at **licensingdob@buildings.nyc.gov**, as all subsequent steps in the process are handled by that unit.