

# DOB NOW: *Licensing*

WINTER 2026 RELEASE

SPECIAL INSPECTION AGENCY REGISTRATION

Industry Session

# BEST PRACTICES FOR THE VIRTUAL CLASSROOM

DOB  
NOW



Chat Feature



Mute Microphones



Ask Questions



Parking Lot



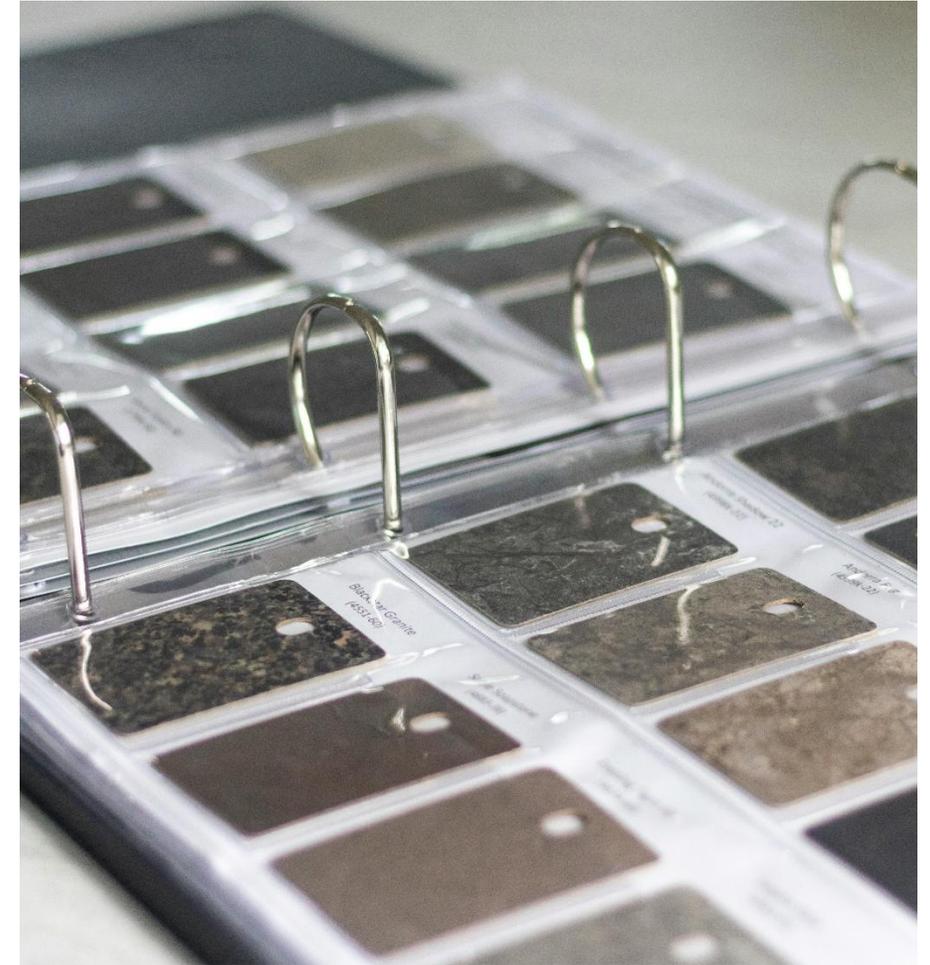
Feedback



Participate

- Overview of Special Inspection Agency Registrations
- Required Documents
- Statuses
- Licensing Fees
- Review Process
- How to Log Into DOB NOW: *Licensing*
- New Registration Application Process
- Responding to Objections and Requesting Reconsideration
- Manage SIA
- Update Name and/or Address
- Important Notes

- Special Inspections are “inspection of selected materials, equipment, installation, fabrication, erection or placement of components and connections, to ensure compliance with approved construction documents and referenced standards as required by the code or its referenced standards.”
- Special Inspections must be performed by Special Inspectors on behalf of a registered **Special Inspection Agency (SIA)**.
- **Special Inspection Category:** The specific type(s) of special inspection(s) that an SIA may perform. Also known as **Endorsements**.



- Applicants for a Special Inspection Agency can be **Owners**, **Primary Directors**, or **Technical Directors** for the Agency.
  - **Owner**: Any person, agent, firm, partnership, corporation, or other legal entity having a legal or equitable interest in or control of the SIA.
  - **Primary Director**: An individual possessing one or more of the following licenses: Registered Design Professional (PE/RA), Master Electrician, Master Fire Suppression Piping Contractor, Oil Burning Equipment Installer, or Master Plumber and designated as “Primary Director” in DOB’s SIA registration.
  - **Technical Director**: An individual possessing one or more of the following licenses: Registered Design Professional, Master Electrician, Master Fire Suppression Piping Contractor, Oil Burning Equipment Installer, or Master Plumber and designated as “Technical Director” in DOB’s SIA registration.

- **Special Inspection Classes:** Agencies must register as Class 1, Class 2, or Class 3 SIAs for each Special Inspection Category for which the agency registers.
  - **Class 1:** An agency registered as a Class 1 SIA for a Special Inspection Category is permitted to perform the work associated with that category on ANY project.
  - **Class 2:** An agency registered as a Class 2 SIA for a Special Inspection Category is permitted to perform the work associated with that category on any project except those involving Construction, Full Demolition, Alteration, or Enlargement by more than 10,000 square feet of a Major Building.
  - **Class 3:** An agency registered as a Class 3 SIA for a Special Inspection Category is permitted to perform the work associated with that category on the following projects only:
    - The construction, demolition, or alteration of a 1-, 2-, or 3-family dwelling
    - The alteration of any building (including partial demolition) of less than 10,000 square feet of gross floor area in total.

# SPECIAL INSPECTION AGENCY REGISTRATION DETAILS

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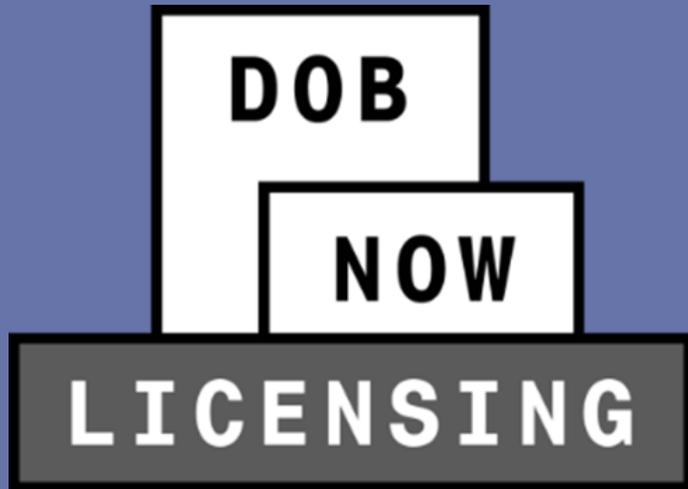
- SIA registrations require that all Special Inspection Agencies have either:
  - **An agent for the acceptance of service, or**
  - **Maintain a New York City address**
- SIA registration is valid for **3 years**.
- Applying to be an SIA involves applying to DOB, paying the registration and endorsement fees, and having DOB perform various checks of the Applicant.
- Once an Application is approved, a **Special Inspection Agency Number** is generated by the system.



# SPECIAL INSPECTION AGENCY REGISTRATION – IMPORTANT NOTES



- A **Director** (Primary/Technical) on an SIA cannot be a part of another active SIA.
- An **SIA Owner** can be part of more than one SIA.
- A Director of one SIA cannot be an Owner of another Agency.
- The Owner and the Director may be the same person.
- If the Owner and Director are the same on one SIA, then this Owner cannot be a part of another SIA.
- The stakeholders on an SIA application can either be all **DOB-licensed professionals** (not PE/RA) OR all **PE/RAs**.
- All SIA transactions can only be submitted by the **Primary Director**.
- There can be **up to four Technical Directors** for each SIA.

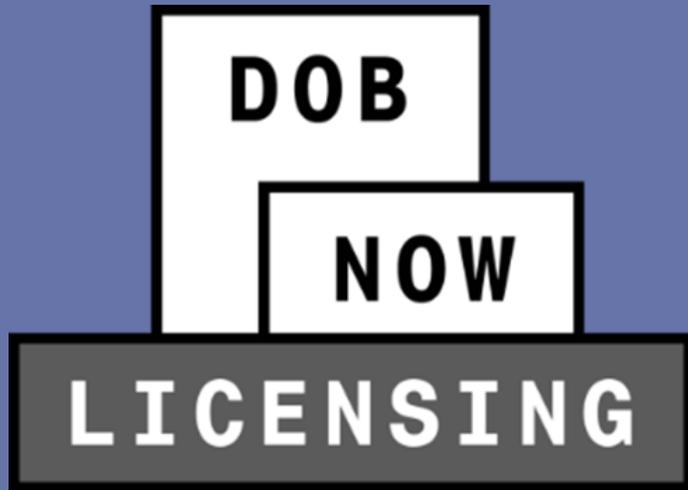


## DOCUMENTS

Documents for a New License

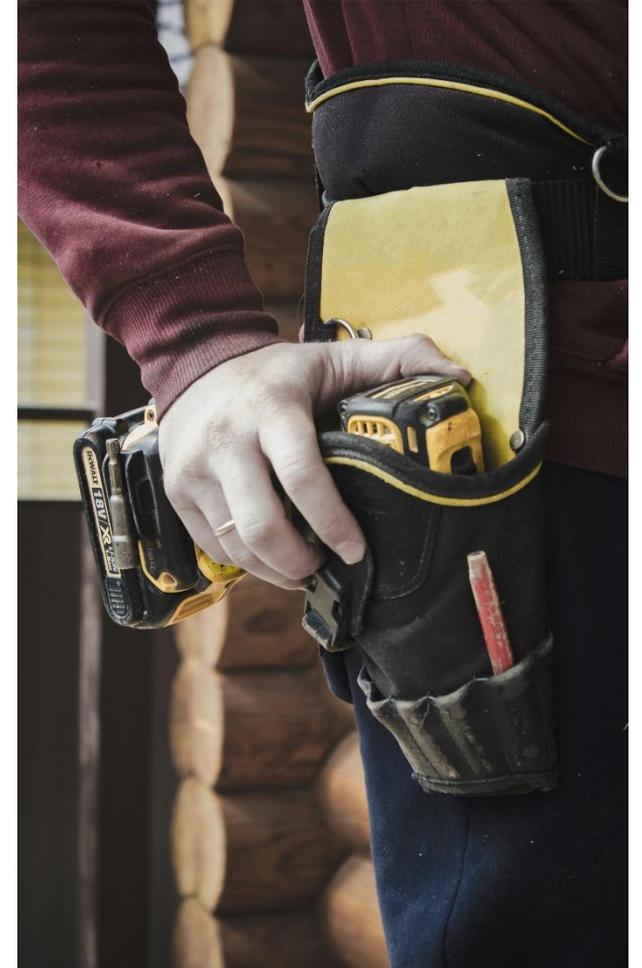
- An overview of what documents are required for New License Applications, Renewals, and Reissues can be found in the [Required Documents spreadsheet](#).

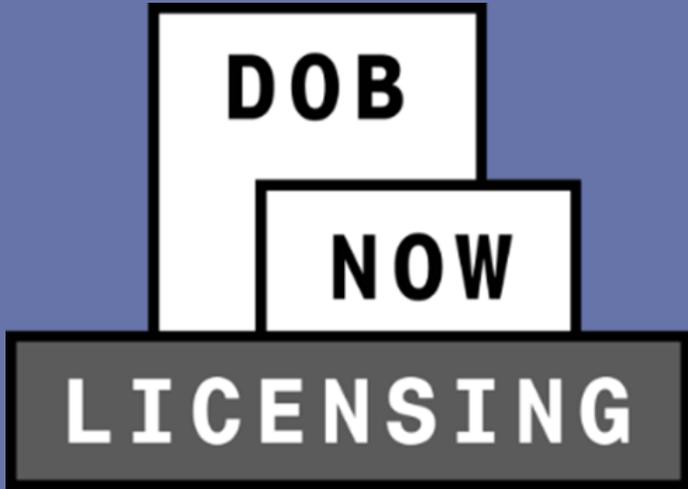




**STATUSES**

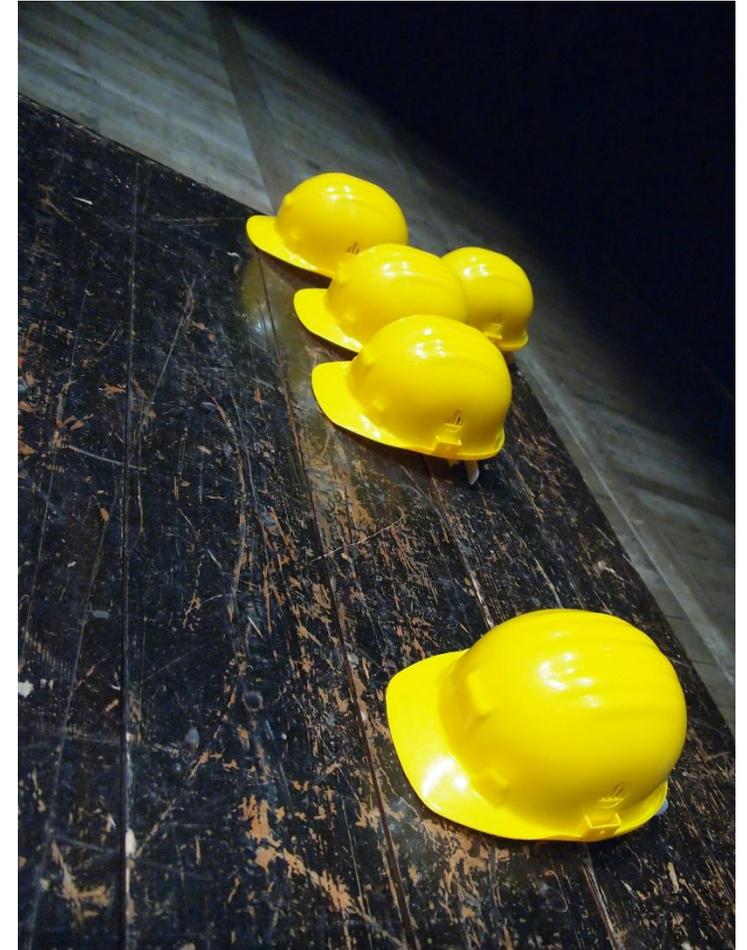
- All statuses that can apply to License Requests can be found in the [Licensing Statuses document](#).

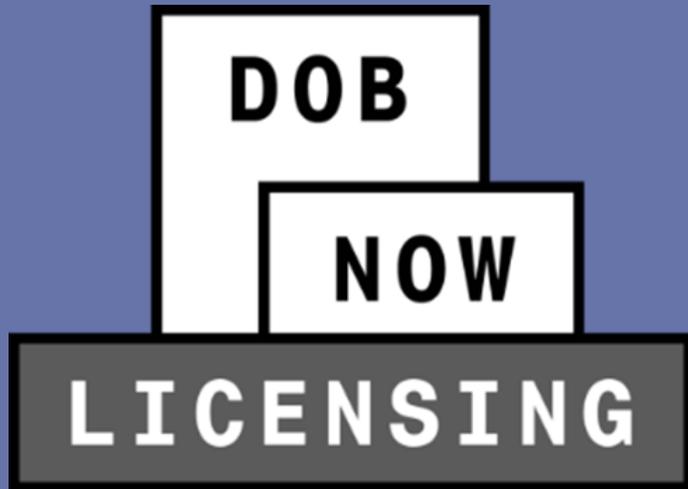




**FEES**

- All License Request fees can be found in the [Licensing Fees document](#).
- **Late Fees** for License Renewal apply if the Renewal Request is filed:
  - 30 days or fewer before the Expiration Date of the License
  - Up to one year after the Expiration Date of the License





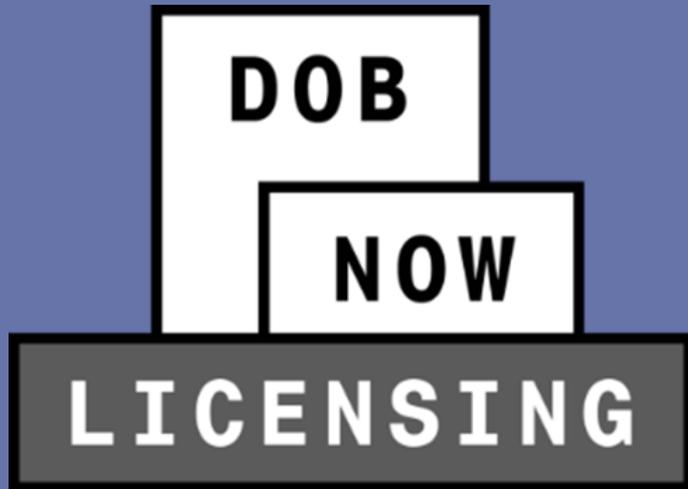
## STEPS TO GET A NEW REGISTRATION

# STEPS TO GET A NEW SIA REGISTRATION

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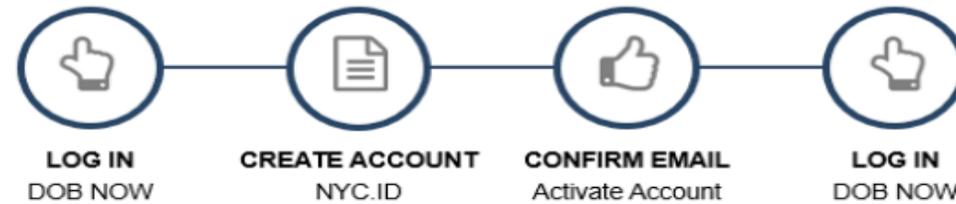
- If the **Directors** of a new SIA Registration are **DOB-Licensed Professionals in good standing**, the Application will be **auto approved**.
- If the Directors are **Registered Design Professionals**, the review process is as follows:
  - Pre-filing
  - Pending OTCR Review
  - Pending Background Review
  - Approval Letter Sent – SIA Number Generated



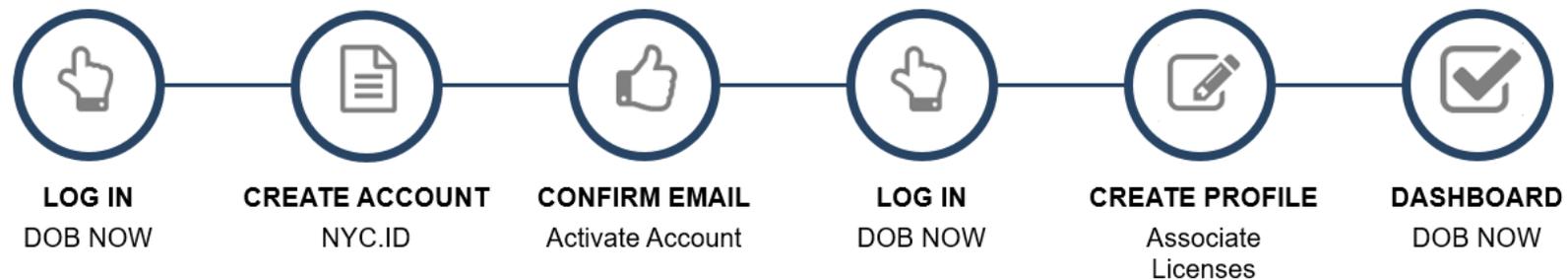
## HOW TO LOG INTO DOB NOW: LICENSING

# NYC.ID PROCESS OVERVIEW

- DOB NOW integrated with NYC.ID in June 2024, requiring all returning and new users to have a NYC.ID account to log into DOB NOW.
- One-time process for **Existing DOB NOW Users**:



- One-time process for **New Users**:



# DOB NOW – USE AN NYC.ID ACCOUNT TO LOGIN

DOB  
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## DOB NOW LOGIN

- If you have an **eFiling Account, DOB NOW profile, or NYC.ID**, enter the same email address associated with all your filings in DOB NOW. You will be redirected to the NYC.ID registration page.
- If you do not already have an NYC.ID you will be directed to create one. If you already have an NYC.ID you will be directed to enter the password associated with your NYC.ID.
- For step-by-step guides and videos, visit [nyc.gov/dobnowtips](https://nyc.gov/dobnowtips).



Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Login

---

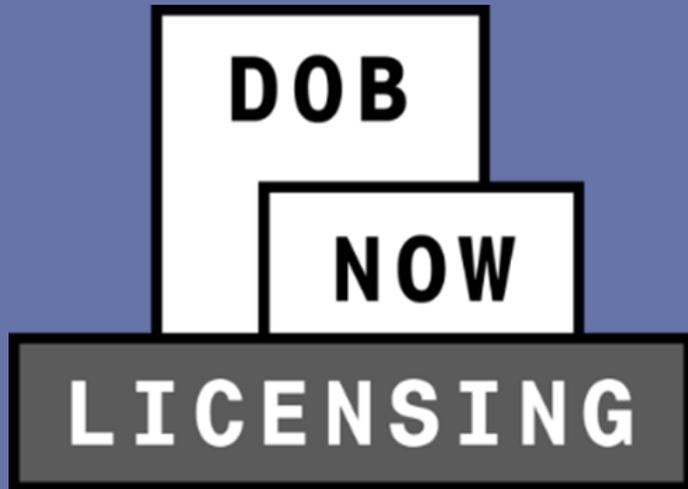
If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit [www.nyc.gov/dobnowtips](https://www.nyc.gov/dobnowtips) for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and **use the same email address** as your eFiling account or DOB NOW profile to access your DOB NOW records.

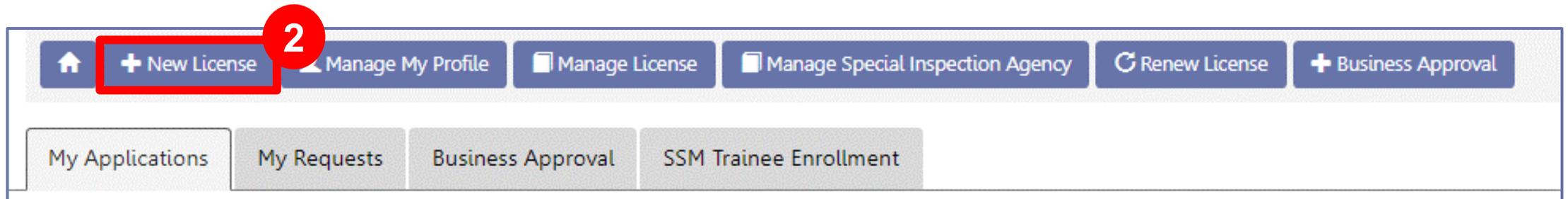
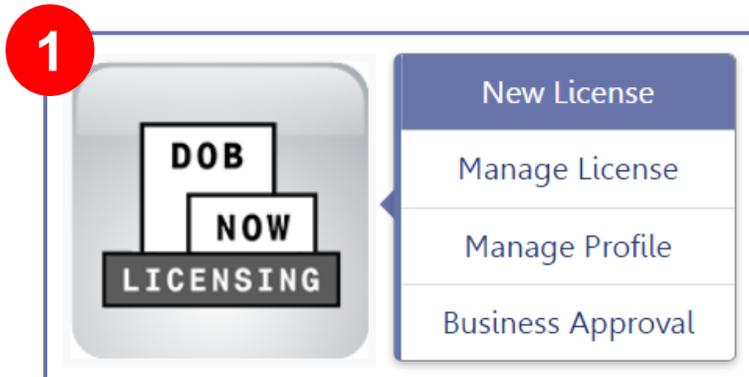
Need more help? Contact us.



## HOW TO APPLY FOR A NEW REGISTRATION

License Qualification Application Process

To apply for a new registration, log into DOB NOW, hover over the **DOB NOW: Licensing** module and select **New License**. From the dashboard click the **+ New License** button to begin the application process.



- Select **Special Inspection Agency** and then click **Next**.

License Types

- Construction Superintendent
- Contractor
- Electrician
- Elevator Agency
- Filing Representative Registration
- Gas Work Qualification Only
- Hoisting Machine Operator
- Journeyman
- Lift Director
- Master Fire Suppression Contractor
- Master Plumber
- Site Safety
- Special Inspection Agency**
- Welder

- Specify your **License Use**:
  - Individual/Sole-Proprietor
  - On Behalf of a Corporation
  - On Behalf of a Partnership

License Use\*

Select a value ▼

Select a value

Individual/Sole-Proprietor

On Behalf of a Corporation

On Behalf of a Partnership

- Enter your **Agency Information**.

**Agency Information**

Agency Name*	EIN*	Telephone*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency Email Address*	Doing Business As Name (DBA)	
<input type="text" value="Enter email/username..."/>	<input type="text"/>	

Agency Address Information		
House Number*	Street Name*	City*
<input type="text"/>	<input type="text"/>	<input type="text" value="New York"/>
Borough*	State*	Zip Code*
<input type="text" value="Select"/>	<input type="text" value="New York"/>	<input type="text" value="10012"/>
Agency Owner Information		
Owner First Name*	Owner Last Name*	Owner SSN*
<input type="text"/>	<input type="text"/>	<input type="text" value="___-__-___"/>
Owner Email Address*		
<input type="text" value="Enter email/username..."/>		

- Enter **Agency Address Information** and **Agency Owner Information**.

# NEW SIA REGISTRATION

DOB  
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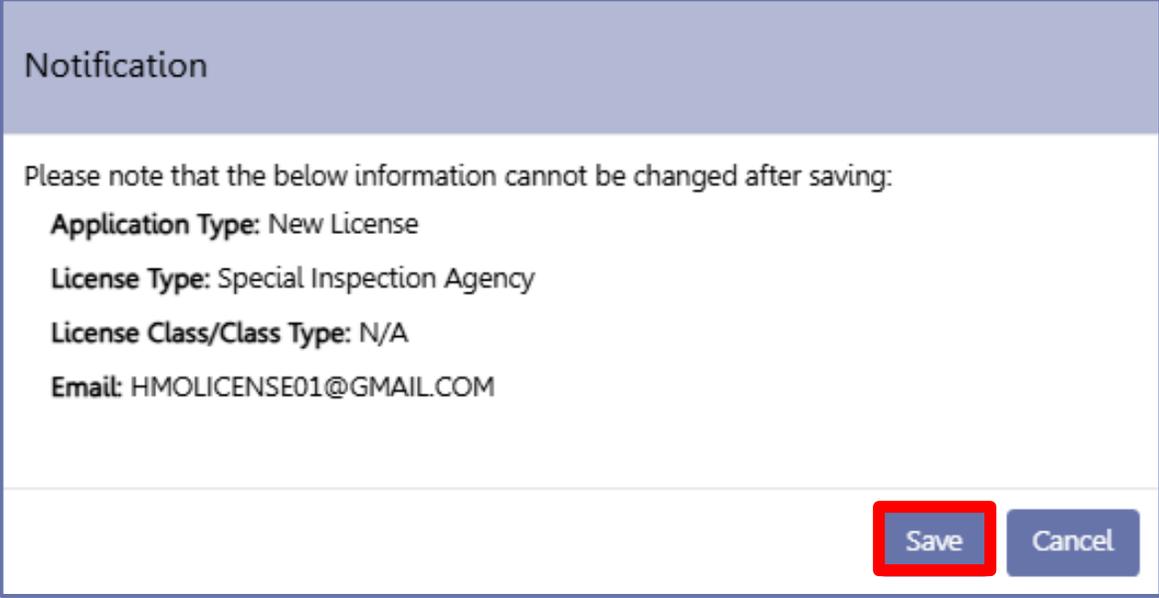
- Enter information for **Primary Director**.
- Once you enter the email address, the **License Type** field will become active and show the applicable license(s) held by that person.

Primary Director Information		
Email*	License Type*	License Number
NEWSIALICENSE2@GMAIL.COM	Select Type: 	
First Name	Select Type:	Last Name
SIA	Master Plumber Certificate Only	License
Title*	House Number*	Street Name*
	280	Broadway
City*	State*	Zip Code*
New York	New York 	10007
Home Telephone*	Mobile Telephone	Date of Birth*
(212) 555-9876		MM/DD/YYYY 
SSN*		

# NEW SIA REGISTRATION

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- Click **Save**. A **Notification** will display which information cannot be changed after saving. To move forward, select **Save** again.



Notification

Please note that the below information cannot be changed after saving:

**Application Type:** New License  
**License Type:** Special Inspection Agency  
**License Class/Class Type:** N/A  
**Email:** HMOLICENSE01@GMAIL.COM

**Save** **Cancel**

- Click **OK** to confirm the application has been saved.



Notification

Application has been saved.

**OK**

The screenshot displays a progress bar with four stages: Pre-filing, Pending OTCR Review, Pending Background Review, and Approval Letter Sent - SIA Number C. Below the progress bar are two buttons: 'Save' and 'Preview to File'. A text box below the buttons provides instructions: 'Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review.'

- After the Application is saved, an alert will appear at the top of the page: “Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After Payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review.”
- The **Status Bar** will also appear.

Technical Director Information

**+ Add**

Actions	Status
---------	--------

Technical Director Information

Email\*

License Type\*

Title\*

First Name\*

Last Name\*

SSN\*

**Director(s) Statements and Signatures\***

By completing and submitting the NYC Special Inspection Agency Registration form, I certify that I am the principal of the agency seeking registration hereunder and that I have the authority to register and make this certification on behalf of the agency. I further certify that I have read the applicable sections of the New York City Construction Codes in connection with this application as well as 1 RCNY 101-06 which specifies the qualifications required for each inspection and that this agency meets those qualifications for each and every special inspection for which registration is sought. I agree to comply and that the agency will comply with all provisions of the New York City Construction Codes and the Rule. I further certify that I am currently pursuing any and all further requirements, anticipated to become qualified, set forth in the Rule in connection with each and every special inspection for which registration is sought. I understand that application for accreditation by International Accreditation Service, Inc. or an equivalent accreditation agency approved by the Department, will entail review of the applicant's satisfaction of legal requirements and any statements made in connection with its application. Furthermore, I hereby agree to furnish and authorize any entity to furnish documents and information in connection with my qualifications pursuant to this Rule to the Department of Buildings upon request. I further certify that I will notify the Department in writing of any information that changes on this application in addition to submitting a new form indicating such changes. I hereby state that the above information is correct and complete to the best of my knowledge.

Name

Date

**Save** **Cancel**

- After saving, you will be able to add **Technical Director Information**.
- Click **+Add**.
- A pop-up window will open. Enter all information and click **Save**.
- Repeat as appropriate.
- The Technical Director(s) will need to sign in to Attest here.

- **Liability Insurance** is required, while **Workers Compensation Insurance** may be waived. Enter all insurance information.
- Complete **Named Agent Information**. (Note that only the Primary Director can complete the Named Agent attestation.)

### Insurance Information

**Liability**

Company\*       Expire Date\*        Policy No\*

**Workers Compensation**

Waived\*  Yes  No

### Named Agent Information

Do you have a Named Agent?  Yes  No

I acknowledge that failure to designate an agent in New York City (NYC) or maintain a NYC address for receipt of service, constitutes a waiver of any challenges to service of process.

I have personally reviewed all information entered on this application. I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.\*

Name       Date

**L00031037**

General Information

**Special Inspections**

Background Investigation

Qualifications/Experience

Documents

Statements and Signatures

## Special Inspections

**+Add Special Inspection(s)**

Action	Status	Special Inspection Category	Code/Section	Inspection Class
No Special Inspection added.				

- The **Special Inspections** tab is unique to SIA Applications.
- Click **+Add Special Inspection(s)**.

# NEW SIA REGISTRATION

DOB  
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- A pop-up window will list all **Available Special Inspections**.
- Click the **checkbox** for each relevant inspection and then select the **Inspection Class** (1, 2 or 3).
- Press **Select & Add** when complete.

Available Special Inspections

<input type="checkbox"/>	Special Inspection Category	Code/Section	Inspection Class
<input checked="" type="checkbox"/>	Wood – Seismic Resistance	BC 1705.5.5 (2022)	Select: Class 1 Class 2 Class 3
<input type="checkbox"/>	Wood – Prefabricated I-Joists	BC 1704.6.3 (2014), BC 1705.5.3 (2022)	Select:
<input type="checkbox"/>	Wood – Metal-Plate-Connected Trusses	BC 1704.6.2 (2014), BC 1705.5.2 (2022)	Select:
<input type="checkbox"/>	Wood – High-Load Diaphragms	BC 1704.6.1 (2014), BC 1705.5.1 (2022)	Select:
<input type="checkbox"/>	Wall Panels, Curtain Walls, and Veneers	BC 1704.10 (2014), BC 1705.20 (2022)	Select:
<input type="checkbox"/>	Vertical Masonry Foundation Elements	BC 1704.9 (2014), BC 1705.19 (2022)	Select:
<input type="checkbox"/>	Underpinning and alternate methods of support of buildings and adjac...	BC 1705.25.4 (2022), BC 1817 (2022)	Select:
<input type="checkbox"/>	Tenant Protection Plan Compliance	BC 1705.26 (2022)	Select:
<input type="checkbox"/>	Subsurface Investigations (Borings/Test Pits)	BC 1704.7.4 (2014), BC 1705.6 (2022)	Select:
<input type="checkbox"/>	Subsurface Conditions – Fill Placement & In-Place Density	BC 1704.7.2 (2014), BC 1704.7.3 (2014), ...	Select:

Total Items: 66 (Showing Items: 10)

1 / 7 10 Items Per Page 1 - 10 of 66 items

**Select & Add** Cancel

- Selected **Special Inspections** will appear on the main Special Inspections tab.
- The **Inspection Class** may be modified from there, and Inspections may be removed using the **Action** button. (Note that after Payment is made no Special Inspections may be added or removed.)

Special Inspections					
<a href="#">+Add Special Inspection(s)</a>					
Action	Status	Special Inspection Category	Code/Section	Inspection Class	
	New	Sprinkler Systems	BC 1704.23 (2014), BC 1705.29 (2022)	Class 1	▼
	New	Standpipe Systems	BC 1704.24 (2014), BC 1705.30 (2022)	Class 1	▼

**L00031037**

General Information

Special Inspections

**Background Investigation**

Qualifications/Experience

Documents

Statements and Signatures

License History (Primary Director)\*

**+ Add History**

List all licenses, certifications, or registrations issued to you, by any City or State.

Actions	Name	Type	License/Certification/Regi...	Current Status
---------	------	------	-------------------------------	----------------

- Go to the **Background Investigation** tab and then click the **+ Add History** button to enter details of any license, certification, or registration issued to the Primary Director by any city or state.
- At least one License, Certification, or Registration is required in this section.

- For each license, **enter**:
  - Name
  - Type
  - License/Certification/Registration Number
  - Current Status
  - Expiration Date
  - Then click **Save**.

License History

Name*	Type*	License/Certification/Registration Number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Status*	Expiration Date*	
<input type="text" value="Select"/>	<input type="text"/> 	

Do you currently have a valid Driver's License? \*  Yes  No

State where Issued\*  Driver's License Number\*

Have any license application(s) ever been denied to you by the Department of Buildings or any other Government entity?\*  Yes  No

Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended or have you or your related business(es) ever been disqualified from performing inspections? If Yes please indicate the type of license/certification/registration with the reason for the suspension, restriction, surrender, revocation, or disciplinary action in the Comments. \*  Yes  No

- If the Applicant has a **Driver's License**, enter the state and number of the license.
- If any licenses or government-granted privileges have ever been denied, rescinded, revoked, surrendered, suspended or disqualified, explain the details in the **Comments**.

- Click on the **Qualifications/Experience** tab.
- Answer the Yes/No questions about **Convictions and Fines**.
- If there are any **Yes** answers, a new tab will appear when the application is saved: **Supplemental Affidavit**. Explain the Yes answers in that new tab.

Convictions and Fines (Primary Director)\* ➤

Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor, or felony)? For Renewal applicants, have you been convicted or pled guilty of an offense anywhere since your last renewal?\*

Yes  No

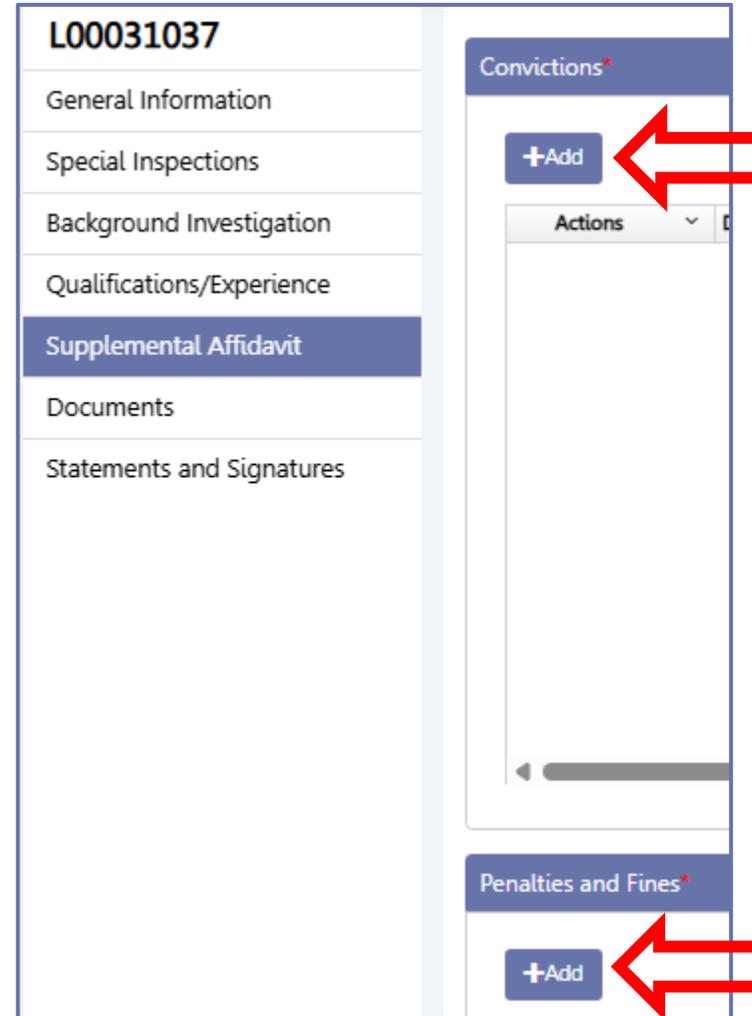
Do you owe any penalties or fines to the City of New York?\*

Yes  No

Does any company or business you have been associated with under your Department-issued license owe any fines, penalties or fees to the City of New York that were incurred during your association with that company or business?\*

Yes  No

- The **Supplemental Affidavit** tab appears only if **Yes** is answered to questions about **Convictions** or **Penalties and Fines** on the Qualifications/Experience tab.
- Enter details as appropriate.



Conviction Details

Date of Conviction\*

Charge or Offense\*

250 characters remaining

Name of Court\*

Location of Court\*

Sentence or Disposition\*

500 characters remaining

- Enter data into the **Conviction Details** pop-up:
  - Date of Conviction
  - Charge or Offense
  - Name of Court
  - Location of Court
  - Sentence or Disposition

- Enter details on the **Penalty and Fine Details** pop-up:
  - Debtor (Self or Company)
  - Company
  - Amount Owed
  - New York City Agency/Authority (Sanitation, Fire Department, DEP, NYPD, Buildings or Other)

Penalty and Fine Details

Debtor\*

Select

Company

Amount Owed\*

\$

New York City Agency/Authority\*

Select

Save Cancel

- All required documents will be listed on the **Documents** tab.
- Note that no documents will be required if all Directors are DOB-Licensed Professionals.
- Click the **Upload** button to add a document.

Documents

Documents\*

+ Add Document

Actions	Document Type	Document Status	Co
  	Affidavit of Exemption from Worker's Compensation	Required	
  	Primary Director photo ID (driver's license, Learner's Permit I...	Required	
  	Proof of business address	Required	
  	Professional Liability Insurance certificate	Required	

See the **Licensing Required Documents** for an overview of what documents are required for **New License Applications**.

Upload a Document

Document Type\*

Experience Verification Forms

Document

Choose File No file chosen

Upload Cancel

Required Documents

+ Add Document

Actions	Document Type
  	Social Security card

- Click **Choose File** to navigate to the document on your computer.
- Click **Upload** to complete the upload process for the document.
- The **+Add Document** button may be used to add **Additional Supporting Documents**.

The screenshot shows a web interface titled "Documents Removed By User" with a dropdown arrow. Below the title is a table with three columns: "Actions", "Document Type", and "Document Status". The table contains one row with a trash icon in the "Actions" column, "Additional Supporting Document 1" in the "Document Type" column, and "Removed By User" in the "Document Status" column. At the bottom of the table is a pagination bar with navigation arrows, a page number "1 / 1", a dropdown menu for "Items Per Page" set to "15", and the text "1 - 1 of 1 items".

Actions	Document Type	Document Status
	Additional Supporting Document 1	Removed By User

- If an Additional Supporting Document is removed while the license application is in **Objections** or **QA Failed** status, the removed document will appear in the **Documents Removed By User** section.

**L00031037**

General Information

Special Inspections

Background Investigation

Qualifications/Experience

Documents

**Statements and Signatures**

## Licensee - Statements & Signatures

**Owner Statements and Signatures\***

As a condition of being granted a License from the Department of Buildings, I agree to comply with, and I agree that the Special Inspection Agency I own will comply with all of the provisions of the New York City Construction Codes, the Rules of the City of New York, and Department Rules, Regulations, and Directives relevant to Special Inspection Agency conduct. Failure by me or by my Special Inspection Agency to comply with the aforementioned Codes, Rules, Regulations and/or Directives may result in disciplinary action against the Special Inspection Agency's License. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I also understand that it is unlawful to give to a City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such action is punishable by imprisonment or fine or both.

Name

Date

- On the **Statements & Signature** tab, the Owner clicks the checkbox to **Sign** the application.

- The **Primary Director** will also need to Attest.

**Director(s) Statements and Signatures\***

By completing and submitting the NYC Special Inspection Agency Registration form, I certify that I am the principal of the agency seeking registration hereunder and that I have the authority to register and make this certification on behalf of the agency. I further certify that I have read the applicable sections of the New York City Construction Codes in connection with this application as well as 1 RCNY 101-06 which specifies the qualifications required for each inspection and that this agency meets those qualifications for each and every special inspection for which registration is sought. I agree to comply and that the agency will comply with all provisions of the New York City Construction Codes and the Rule. I further certify that I am currently pursuing any and all further requirements, anticipated to become qualified, set forth in the Rule in connection with each and every special inspection for which registration is sought. I understand that application for accreditation by International Accreditation Service, Inc. or an equivalent accreditation agency approved by the Department, will entail review of the applicant's satisfaction of legal requirements and any statements made in connection with its application. Furthermore, I hereby agree to furnish and authorize any entity to furnish documents and information in connection with my qualifications pursuant to this Rule to the Department of Buildings upon request. I further certify that I will notify the Department in writing of any information that changes on this application in addition to submitting a new form indicating such changes. I hereby state that the above information is correct and complete to the best of my knowledge.

Name

Date

# NEW SIA REGISTRATION

DOB  
NOW

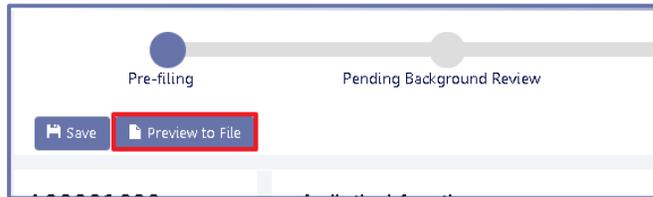
- Click the **Pay Now** button at the bottom of the toolbar on the right to pay the fee.
- Pay the amount **in full**. Partial payment is not an option.

The screenshot displays the SIA registration application interface. At the top, a progress bar shows four stages: Pre-filing, Pending OTCR Review, Pending Background Review, and Approval Letter Sent - SIA Number G. Below the progress bar are 'Save' and 'Preview to File' buttons. A message box states: 'Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review.' On the left, a sidebar menu lists sections: L00031037, General Information, Special Inspections, Background Investigation, Qualifications/Experience, Documents, and Statements and Signatures (highlighted). The main content area is titled 'Licensee - Statements & Signatures' and contains a section for 'Owner Statements and Signatures\*' with a checked checkbox and a paragraph of text. On the right, a vertical toolbar includes 'Dashboard', 'Application Highlights', 'View Filing', 'Trace History', 'Payment History', and a 'Pay Now' button with a credit card icon and '\$260.00' text, which is highlighted with a red box.

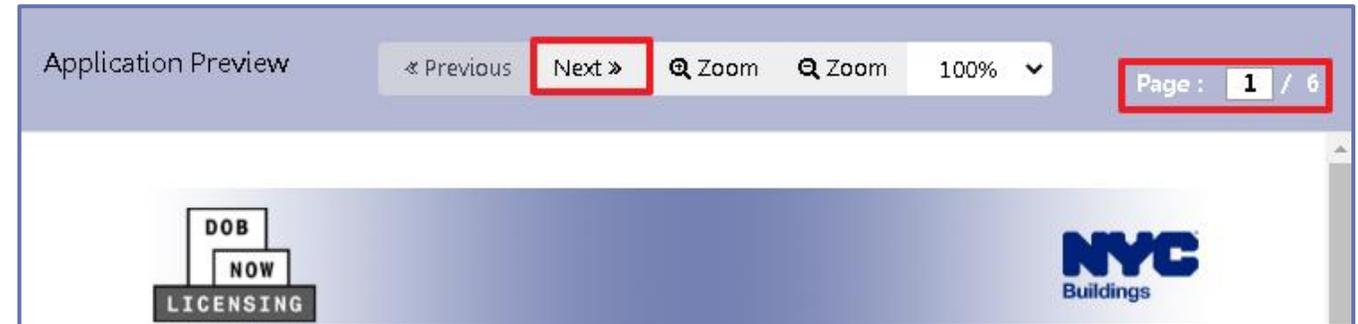
# NEW SIA REGISTRATION

DOB  
NOW

- Click on the **Preview to File** button to submit your License Application.

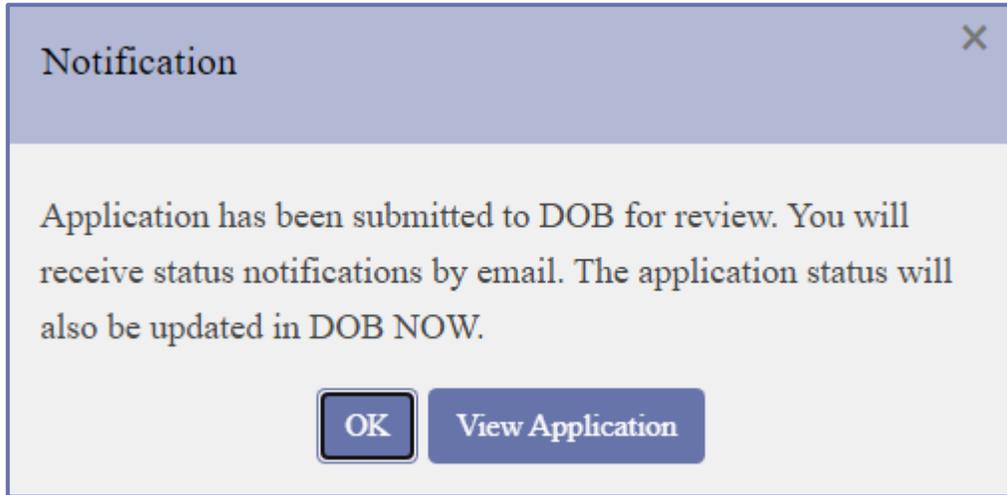


- After the **Application Preview** window opens, review the entire application and page through the preview by clicking the **Next** button.
- Click the checkbox to sign the filing, and then click **File**.

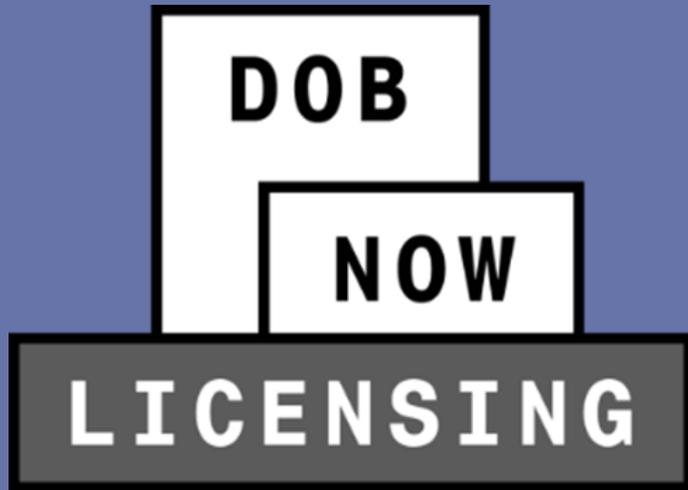


I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name  Date   
(Electronically Signed)



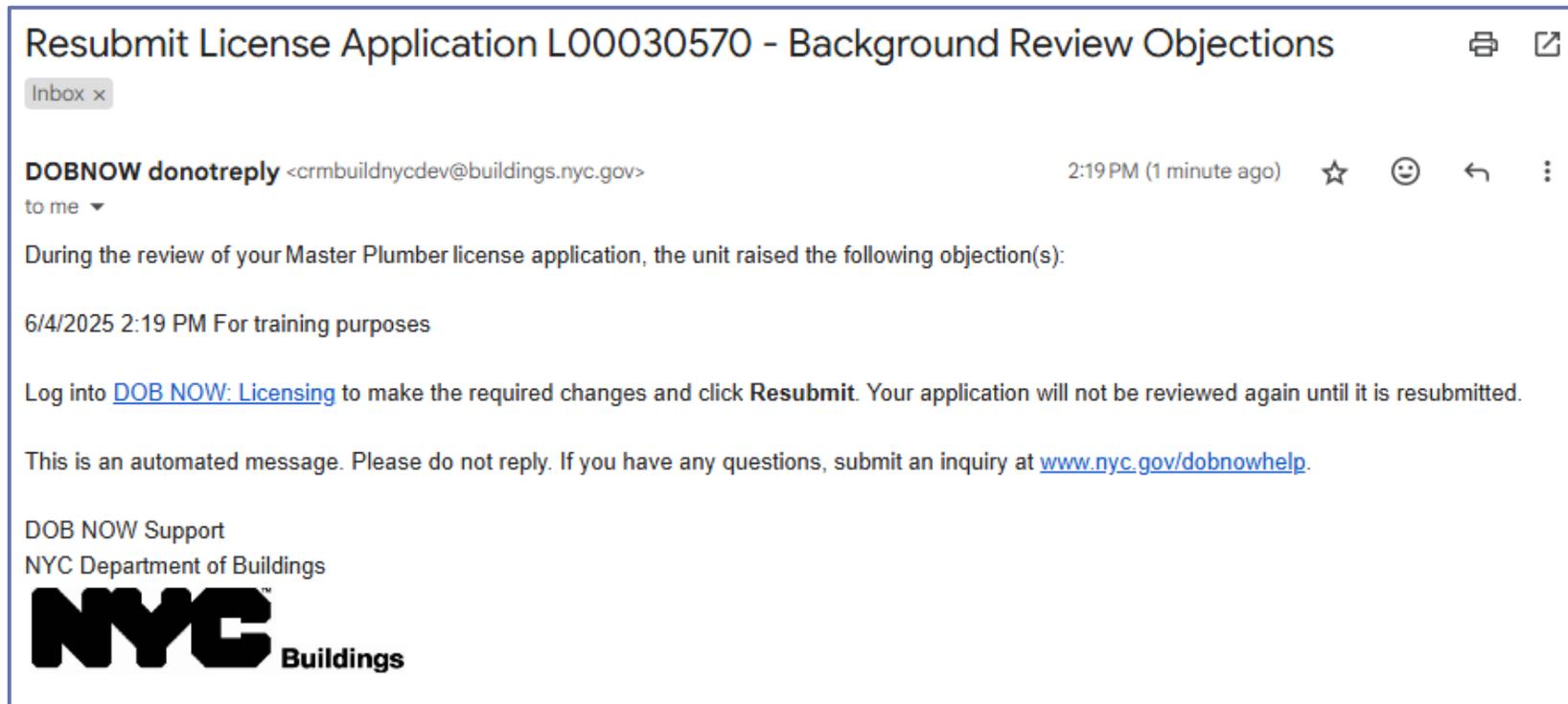
- Click **OK** on the Notification pop-up.



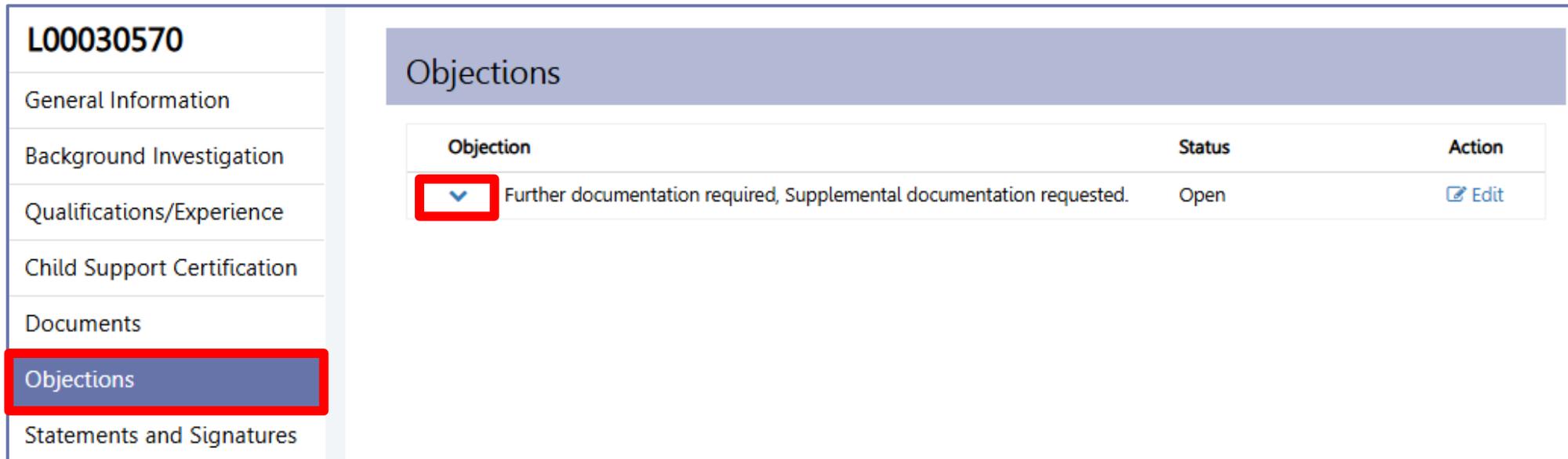
## RESPONDING TO OBJECTIONS

- The Background Unit (which can review SIA applications on request of the OTCR unit) has three options for responses to License Applications:
  - **Approved:** The background investigation is complete, and the License Application can move forward.
  - **Objections:** There is an issue with the License Application that must be addressed by the Applicant before the background investigation can be completed.
  - **Denied:** The License Application cannot be approved with the information given.

- If there is an **Objection** raised on a License Application, the Applicant will receive a **notification email**.



- Log into DOB NOW: *Licensing*, and from the My Applications tab on your dashboard, open the application that is in Objections status. A new **Objections** tab will display the Objection(s). Click the drop-down arrow to see comments.



The screenshot shows the application interface for application ID L00030570. On the left is a navigation menu with the following items: General Information, Background Investigation, Qualifications/Experience, Child Support Certification, Documents, **Objections** (highlighted with a red box), and Statements and Signatures. The main content area is titled "Objections" and contains a table with the following data:

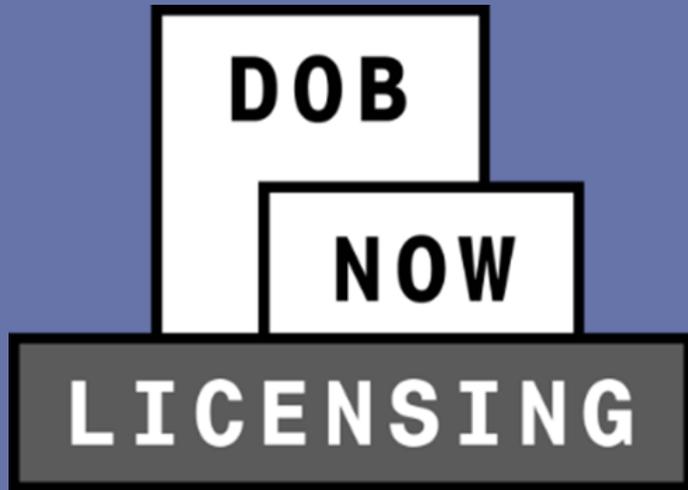
Objection	Status	Action
 Further documentation required, Supplemental documentation requested.	Open	<a href="#">Edit</a>

- Add any additional **Comments** in the Comments box.
- Click **Resolve**.
- Add documents or otherwise update the License Application as needed.
- Complete **Attestations** on the Statements and Signatures tab.
- **Resubmit** updated License Application. The application will not be reviewed again until it is resubmitted.

The screenshot shows a web interface titled "Objections". It features a table with three columns: "Objection", "Status", and "Action". The table contains one row with the following data:

Objection	Status	Action
Further documentation required, Supplemental documentation requested.	Open	<a href="#">Resolve</a>

Below the table is a "Comments\*" section with a text input area and a "255 characters remaining" indicator. At the bottom, there is an "Objection History" section with the text "On 6/4/2025 2:19 PM by CRM System Account :". The "Resolve" button in the table is highlighted with a red box.

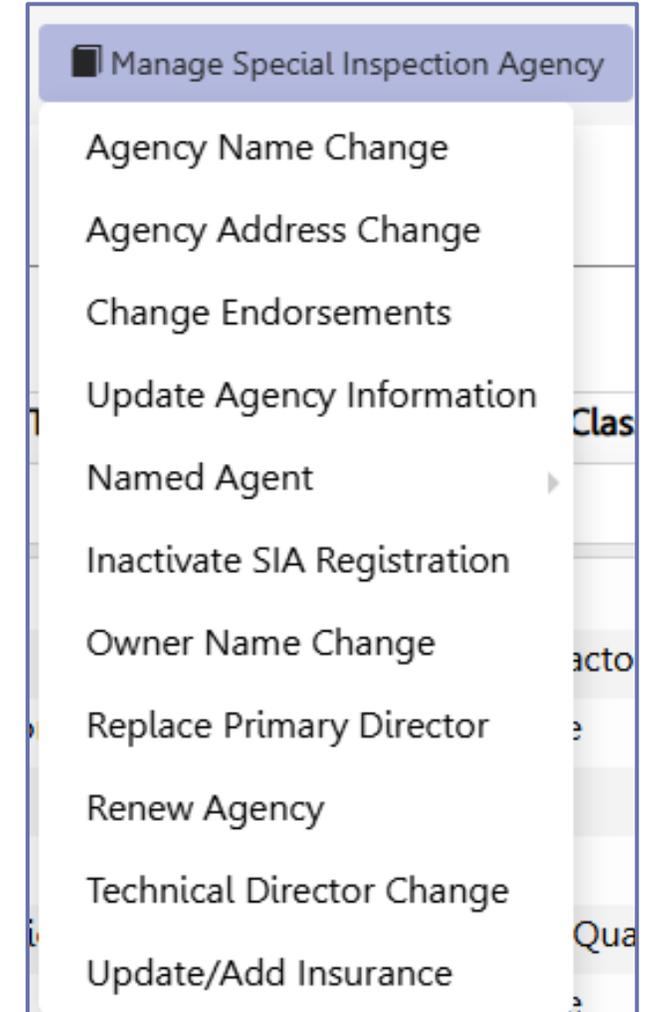


**MANAGE SPECIAL INSPECTION  
AGENCY**

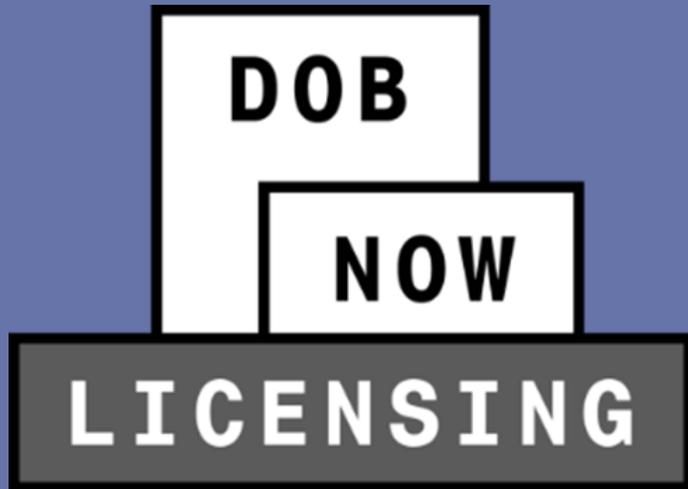
- The **Manage Special Inspection Agency** button lists these transactions:

- Agency Name Change
- Agency Address Change
- Change Endorsements
- Inactivate SIA Registration
- Named Agent
- Owner Name Change
- Replace Primary Director

- Renew Agency
- Technical Director Change
- Update/Add Insurance
- Update Agency Information



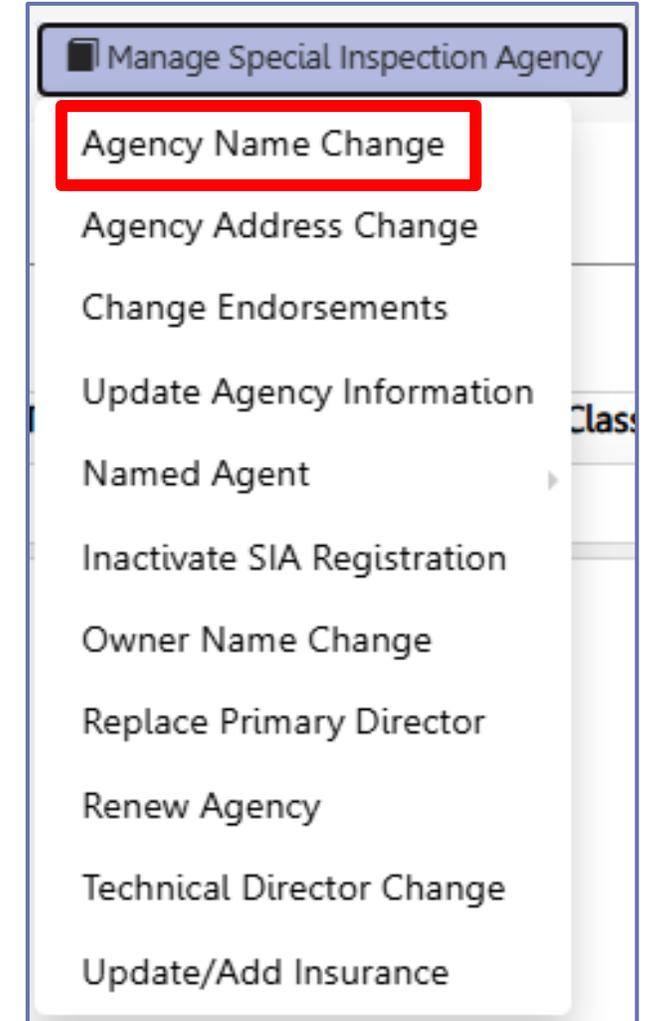
- For all of these options, the process is substantially the same:
  1. Select the **Action** from the drop-down menu
  2. Specify the **Agency** from a list
  3. When you are brought into the Request, click **Save**
  4. Make the **appropriate changes** to the Request
  5. If needed, upload **Documents** related to your change. The system will notify you of the Documents that are required.
  6. Complete **Attestations**
  7. **Submit** the Request



## MANAGE SPECIAL INSPECTION AGENCY

Agency Name or Address Change

- As an example, we will review the Agency Name Change process.
- Start by hovering over the Manage Special Inspection Agency button and selecting Agency Name Change.



# AGENCY NAME OR ADDRESS CHANGE

DOB  
NOW

- A pop-up window will ask you to select the relevant Agency. Click the radio button to select and then click **Proceed**.

Agency Name Change

Select	Agency Number	Agency Name	License Number	Expiration Date	Status
<input type="radio"/>	58405	Special Inspections Group	A - 015807	Not Available	Active

**Proceed** Cancel

- Press **Confirm** on the next pop-up.

Agency Name Change

Change with:

Agency Name Change

**Confirm** Cancel

# AGENCY NAME OR ADDRESS CHANGE

DOB  
NOW

General Information	<b>Agency Information</b>		
	Agency Name*	EIN*	Telephone*
	Special Inspections Group	123456	(212) 555-5555
	Fax	Agency Email Address*	
		hmolicense01@gmail.com	

- The only editable field in the **Agency Information** section of the **General Information** tab will be the selected change: **Agency Name**.
- Enter the new name and click **Save**.
- Click **Save** again on the pop-up.

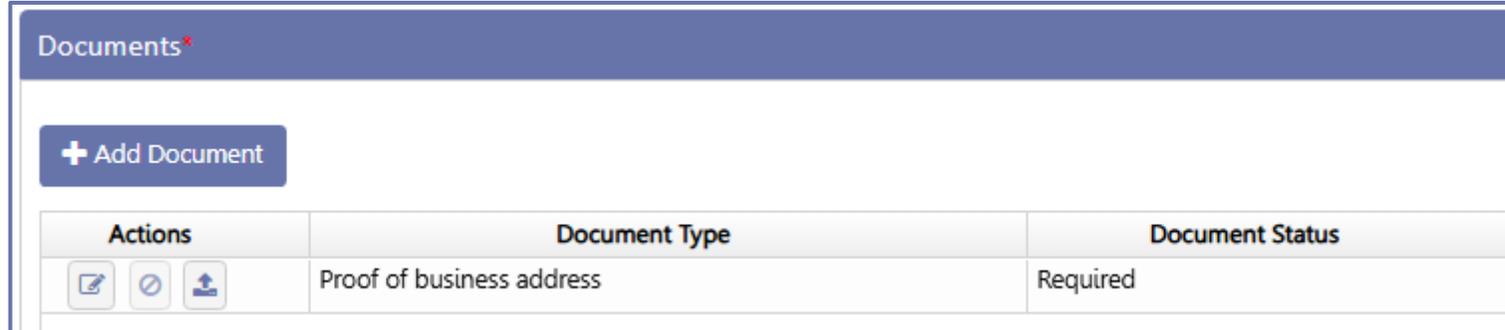
Notification

Please note that the below information cannot be changed after saving:

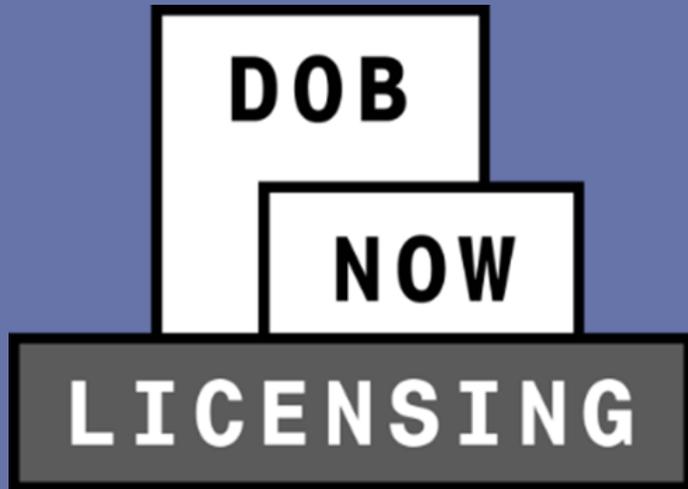
**Application Type:** Change  
**License Type:** Special Inspection Agency  
**License Class/Class Type:** N/A  
**Email:** HMOLICENSE01@GMAIL.COM

Save Cancel

- **Proof of Business Address** must be uploaded on the **Documents** tab.



- Complete all **Attestations** on the **Statements and Signatures** tab.
- Click **Preview to File**.
- Page through the application and click the checkbox to **Attest**. Then click **File**.



## **MANAGE SPECIAL INSPECTION AGENCY**

Change Endorsements and Technical Director Change

- The Change Endorsements transaction has two additional steps.
- After selecting the relevant Agency, the Applicant must select the appropriate option from the checkboxes:
  - **Add Endorsements**
  - **Change Endorsement Class**
  - **Remove Endorsements**
- Click **Confirm**.

Change Endorsements

Change with:

Add Endorsements       Change Endorsement Class       Remove Endorsements

**Confirm**    Cancel

- Update details as appropriate on the **Special Inspections** tab.
- Unlike the rest of the Requests under Manage Special Inspection Agency, there is a fee to **Add Endorsements**. Applicants must pay **\$30 per added Endorsement**.
- The remainder of the process is the same as shown above.

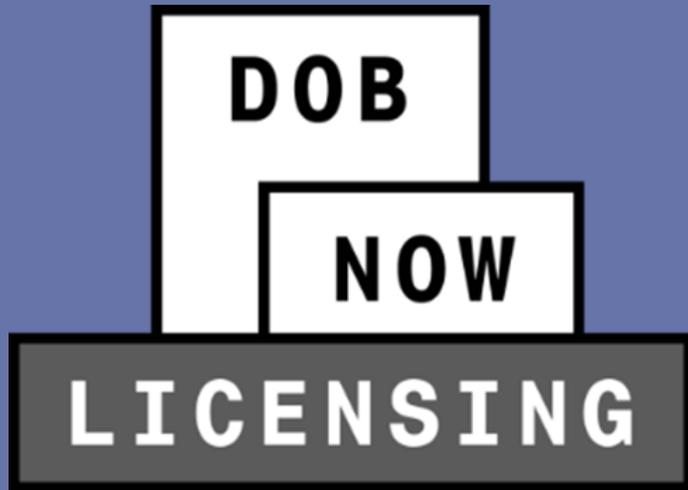
- **Technical Director Change** requests also have an additional step. After identifying the relevant Agency, users will need to specify if they are going to:
  - **Add Technical Director** or
  - **Remove Technical Director**
- The rest of the process is the same as shown above.

Technical Director Change

Change with:

Add Technical Director       Remove Technical Director

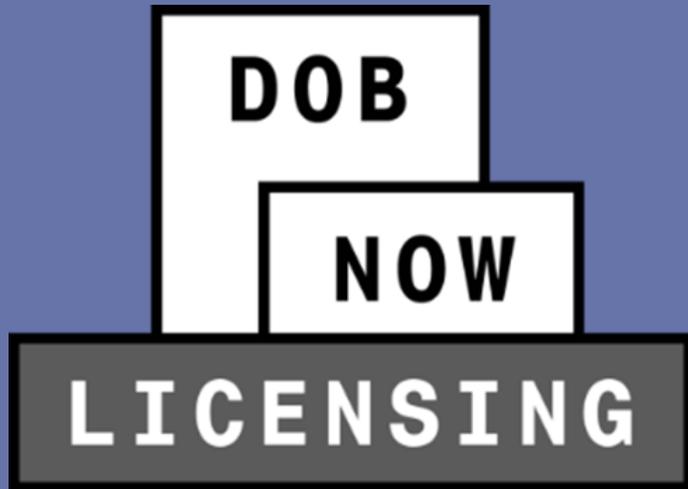
Confirm Cancel



## MANAGE SPECIAL INSPECTION AGENCY

Renew Agency or Inactivate SIA Registration

- Unlike the options above, these two requests **do not require changing any details** on the Request other than re-Attesting.
- For Renew Agency, there are fields that are editable if there have been changes. For example, Insurance Information may be updated.
- Document uploads are required for both **Renew Agency** and **Inactivate SIA Registration**.
- The rest of the process is the same.



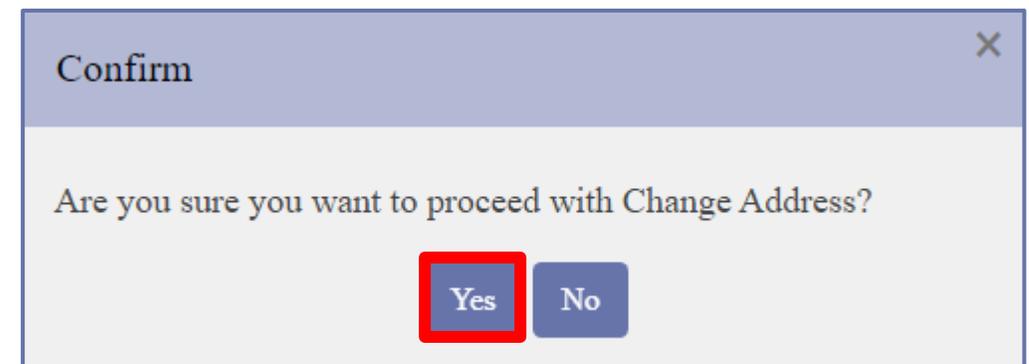
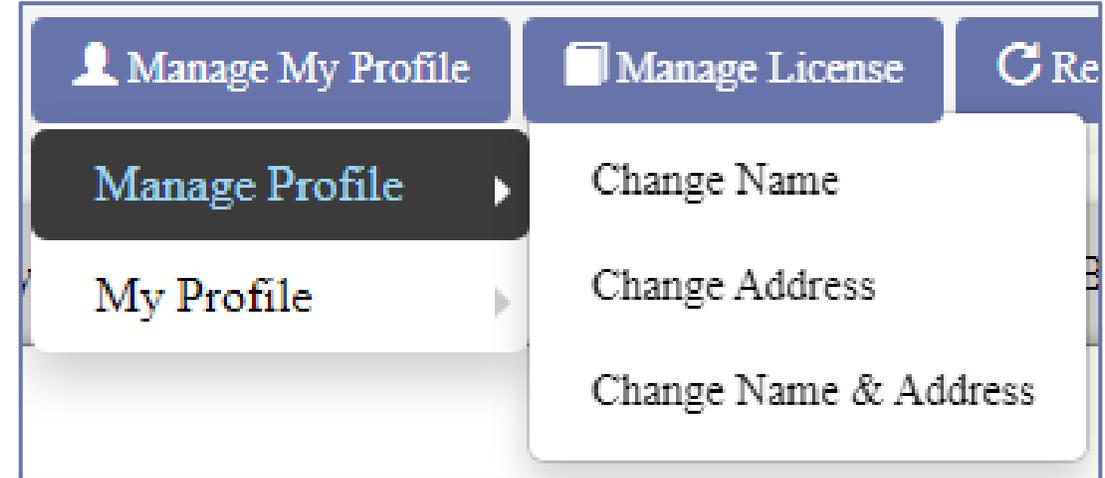
## MANAGE PROFILE

Update License Holder Name or Address

# MANAGE PROFILE – UPDATE LICENSE HOLDER INFORMATION

DOB  
NOW

- To update the Licensee's **name** and/or **address**, hover over the **Manage My Profile** button on the dashboard and select **Manage Profile**.
- From there, make a selection:
  - **Change Name**
  - **Change Address**
  - **Change Name & Address**
- A notification will appear to confirm the change. Click **Yes**.



# UPDATE LICENSE HOLDER INFORMATION – NAME OR ADDRESS

DOB  
NOW

- The Applicant will be brought into a new window where they will see the existing information as well as blank boxes to **enter new information**.
- Once all information has been updated, click **Save** to generate a **Request Number**.

Save Preview to File

**CR00000241**

General Information

**Licensee Existing Name**  
Elevator License12

**Licensee Existing Address**  
280 BROADWAY, GOTHAM CITY  
MANHATTAN New York, 10007

Licensee New Name/Address

First Name\* Middle Initial Last Name\*

Email\*  
elevatorlicense12@gmail.com

House Number\* Street Name\* Apartment/Building Number\*

City\* Borough\* State\*

Zip Code\* Home Telephone\* Mobile Telephone\*

# UPDATE LICENSE HOLDER INFORMATION – REQUIRED DOCUMENTS

DOB  
NOW

Documents\*

+ Add Document

Actions	Document Type
  	Proof of Name Change (current photo ID: driver's license, learner's...
  	Proof of Residence (utility bill, bank statement, or lease/deed)

- In the **Documents Tab**, the Applicant must upload **Proof of Name Change** (current photo ID: driver's license, learner's permit, state ID, green card, or passport) and/or **Proof of Residence** (utility bill, bank statement, or lease/deed).

- The License holder then **attests** to the update request by clicking the checkbox.

## Statements & Signature

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

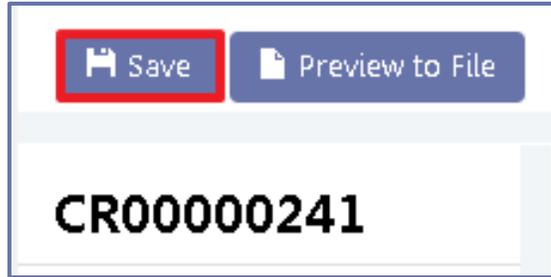
understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.\*

Name

Date

# UPDATE LICENSE HOLDER INFORMATION – PAY FEE

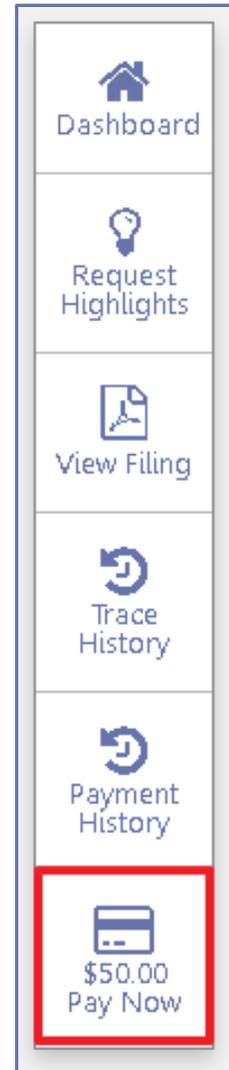
DOB  
NOW



Save Preview to File

CR00000241

- **Save** the request.
- The request cannot be submitted until the fee of **\$50 per license** is paid.
- Click on the **Pay Now** button on the bottom of the right menu bar to make the payment.

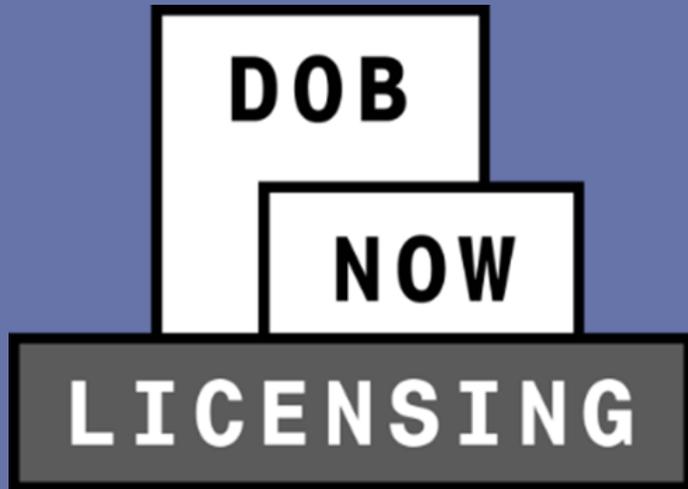


# UPDATE LICENSE HOLDER INFORMATION

DOB  
NOW



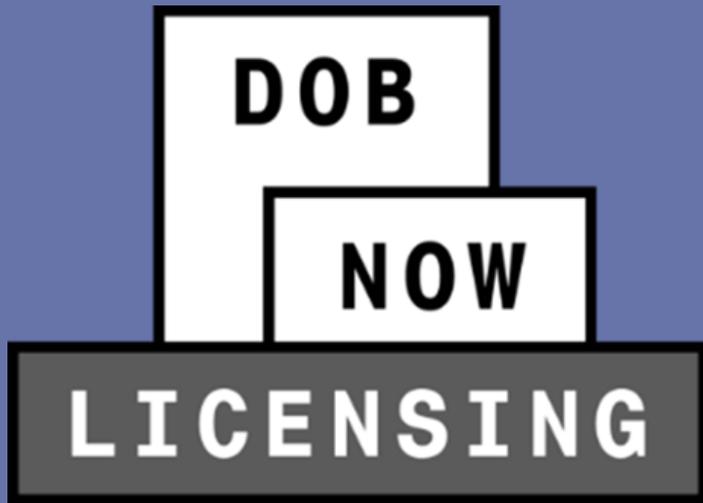
- Click **Preview to File** to submit the Request.
- If acceptable, **check the box** to attest on the final page.
- Click **File** to submit the request.
- Once the Licensing Unit has **Approved** the request, the applicant will receive an email notification and the new License Card in the mail within 30 days.



## IMPORTANT NOTES

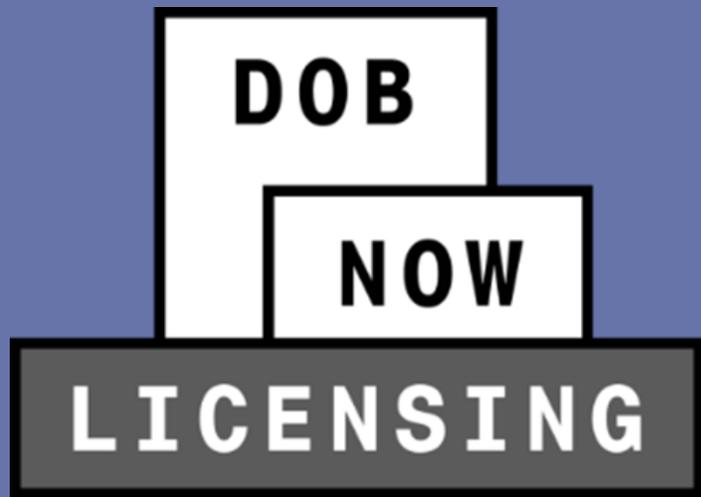
- The information in an approved DOB NOW: *Licensing* application **creates a DOB NOW profile**. When the email address associated with a DOB NOW profile is entered into a filing in DOB NOW: *Build*, DOB NOW: *Safety* or DOB NOW: *BIS Options*, it will auto-populate with the information provided.
- Licenses issued in DOB NOW: *Licensing* are automatically reflected in your DOB NOW profile and no longer require authentication. An NYC.ID account is required to access DOB NOW. An eFiling account is no longer needed, and updates made in eFiling will not sync with your DOB NOW profile. Any changes to these licenses are made directly in DOB NOW: *Licensing*.





**THANK YOU!**

**NO PAPER. NO LINES.**



NO PAPER. NO LINES.

# QUESTIONS?