

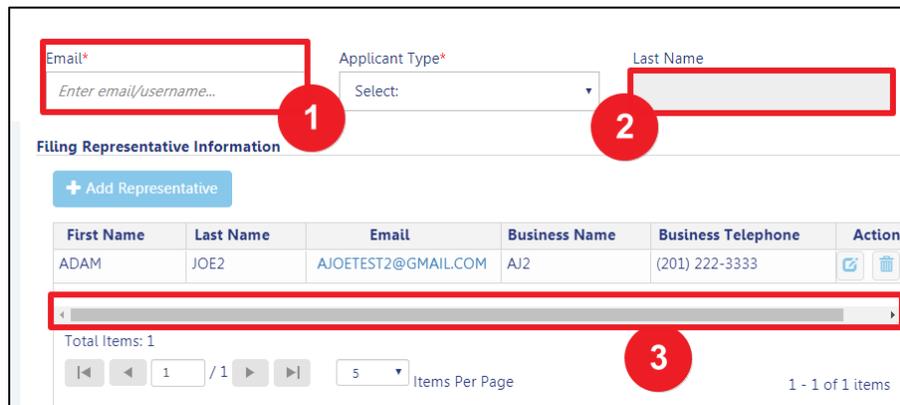
# Manage Special Inspection Agency

## DOB NOW: *Licensing* Step-by-Step User Guide

### System Guidelines

Chrome is the recommended browser for optimal DOB NOW performance.

1. Fields with a red asterisk (\*) are required and must be completed.
2. Grayed-out fields are read only or are auto populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.



The screenshot shows a web form with the following elements:

- Email\***: A text input field with a red asterisk and a red callout '1'. Placeholder text: "Enter email/username...".
- Applicant Type\***: A dropdown menu with a red asterisk and a red callout '2'. Placeholder text: "Select:".
- Last Name**: A text input field with a red callout '2'. The field is grayed out.
- Filing Representative Information**: A section with a "+ Add Representative" button.
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The table contains one row: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333. A red callout '3' points to the scroll bar of the table.
- Total Items: 1**: A label indicating the total number of items.
- Page Navigation**: A set of navigation buttons (back, forward, first, last) and a dropdown menu for "Items Per Page" (set to 5).
- Page 1 - 1 of 1 items**: A label indicating the current page and total items.

### Helpful Links

- [DOB NOW: \*Licensing\* Resources page](#): Presentations, Step-by-Step Guides, Resources, and Videos
- [DOB NOW Training page](#)
- [License Requirements by License Type](#)



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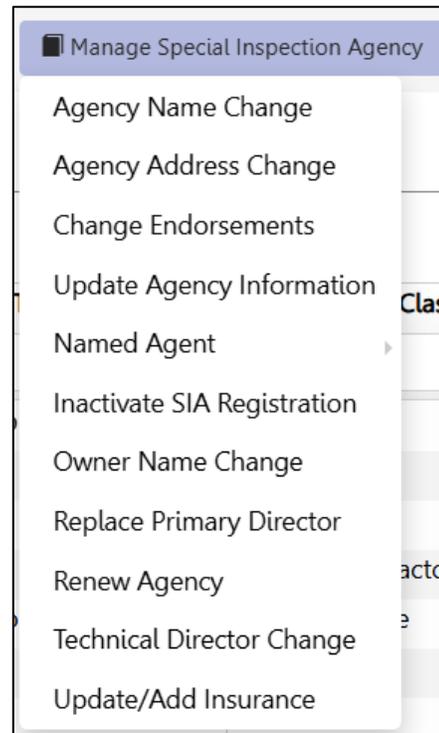
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## Overview

For all options under the **Manage Special Inspection Agency** button, the process is generally the same:

1. Select an **Option** from the drop-down menu
2. Choose the **Agency** from the list
3. When the request opens, click **Save**
4. Make the **necessary changes** to the request
5. If needed, upload **Documents** related to your change.
6. Complete **Attestations**
7. **Submit** the request



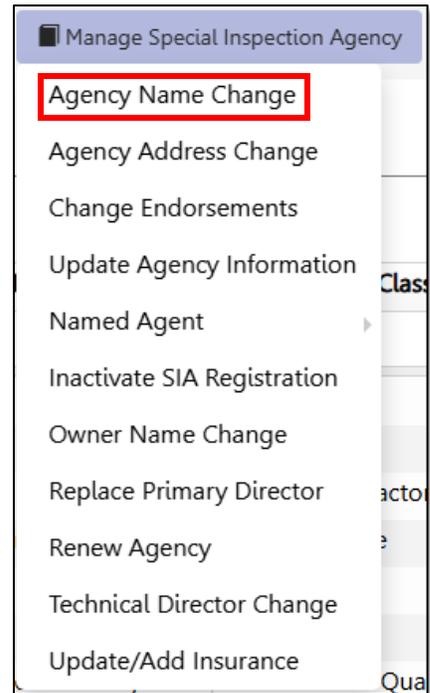
## Log into DOB NOW: *Licensing* and select your request

**Step 1:** Navigate to the DOB NOW login page at [nyc.gov/dobnow](https://nyc.gov/dobnow), Enter your NYC.ID email address in the Email field, and select **Login**. If you need to create an NYC.ID account, select **Create Account** or visit [nyc.gov/dobnowtips](https://nyc.gov/dobnowtips) for resources and step-by-step instructions.

**Step 2:** After logging into DOB NOW, the Welcome page displays. Hover over **DOB NOW: *Licensing*** and select **Manage License**.

**Step 3:** When the Licensing dashboard displays, click the **Manage Special Inspection Agency** button.

**Step 4:** Select an option from the drop-down menu, for example **Agency Name Change**.



**Step 5:** Select the relevant agency and click **Proceed**.



**Step 6:** Click **Confirm** to save the changes and proceed.



**NOTE:** When **Change Endorsements** or **Technical Director** is selected from the drop-down menu, users will need to choose the type of change (add, remove, or change) to proceed.

**Change Endorsements**

Change with:

Add Endorsements
  Change Endorsement Class
  Remove Endorsements

**Technical Director Change**

Change with:

Add Technical Director
  Remove Technical Director

## Complete your request

**Step 1:** Update the **General Information** tab with the selected change or new information (Agency Name in this example).

**General Information**

**Agency Information**

Agency Name* Special Inspections Group	EIN* 123456	Telephone* (212) 555-5555
Fax	Agency Email Address* hmolicense01@gmail.com	

Click **Save**. Click Save again on the Notification pop up.

**Save**

**General Information**

**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

**NOTE:** If you are **adding Technical Director(s)**, that person must log into DOB NOW and **Attest** to their role on the General Information tab.

A **Change Request number** will be assigned, and six more tabs will appear below General Information:

- Special Inspections
- Background Investigation
- Qualifications/Experience
- Child Support Certification
- Documents
- Statements and Signatures

**L00055903**

- General Information
- Special Inspections
- Background Investigation
- Qualifications/Experience
- Documents
- Statements and Signatures

**Step 2:** Update any information that needs to be changed on the remaining tabs. For example, if you select Agency Name Change, the Agency Name field will be editable. The rest of the information on all other tabs will be auto populated and will not be editable.

General Information	Agency Information		
	Agency Name* <input style="width: 100%;" type="text" value="Special Inspections Group"/>	EIN* <input style="width: 100%;" type="text" value="123456"/>	Telephone* <input style="width: 100%;" type="text" value="(212) 555-5555"/>
	Fax <input style="width: 100%;" type="text"/>	Agency Email Address* <input style="width: 100%;" type="text" value="hmolicense01@gmail.com"/>	

The system will display any required documents to upload on the **Documents** tab. For example, Proof of business address must be uploaded for Agency address change. See **DOB NOW: Licensing Required Documents** for a list of required documents for each license/registration and change requests.

**Documents\***

+ Add Document

Actions	Document Type	Document Status
	Proof of business address	Required

**Step 3:** Click **Choose File** to navigate to the document on your computer. Click **Upload** to complete the upload process for the document. If you want to change the document that was uploaded, select the Upload button again to Reupload it.

Upload a Document

**Document Type\***

Experience Verification Forms ▼

**Document**

Choose File
No file chosen

Upload
Cancel

Step 4: Complete all **Attestations** on the **Statements and Signatures** tab.

**Licensee - Statements & Signatures**

**Owner Statements and Signatures\***

[Red arrow pointing to checkbox] Upon application 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

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

[Red arrow pointing to checkbox] Upon registering 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

## How to pay

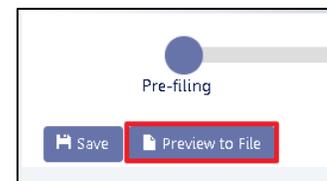
Payment is only required for the **Change Endorsements** transaction. The fee is **\$30 per Special Inspection added**. Click the **Pay Now** button at the bottom of the right toolbar to make the payment.

- See the **DOB NOW Payment User Manual** for details about using CityPay.
- Payment is not the last step; the application must be submitted by selecting **Preview to File** (see below).
- Payments made by eCheck can take up to 10 days to process and your application will not be submitted to DOB until the payment status is updated. The submitted date is the date the application was submitted, not the date the payment cleared.

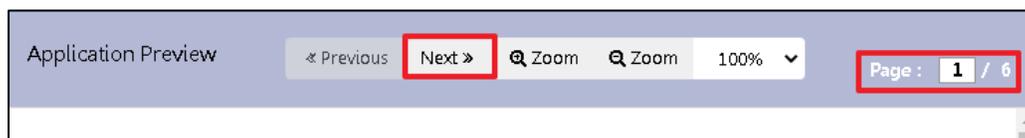
The screenshot shows a progress bar at the top with stages: Pre-filing, Pending OTCR Review, Pending Background Review, and Approval Letter Sent - SIA Number G. Below the progress bar are 'Save' and 'Preview to File' buttons. A text box instructs the user to complete required fields (marked with a red asterisk) and then select 'Pay Now'. 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 legal text. A red arrow points to the 'Pay Now' button in the right-hand toolbar, which also includes 'Dashboard', 'Application Highlights', 'View Filing', 'Trace History', and 'Payment History' options.

## How to submit the request

**Step 1:** Only the Primary Director may submit any SIA transaction. Click **Preview to File**.



**Step 2:** The **Application Preview** opens in a new window. Review the entire application and page through the preview by clicking the **Next** button.



**Step 3:** Click the checkbox to sign the filing and then click **File**. A notification will appear that the application has been submitted.

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)



Notification

Application has been submitted to DOB for review. You will receive status notifications by email. The application status will also be updated in DOB NOW.

Manage Special Inspection Agency requests will appear on the **My Applications** tab of the DOB NOW: *Licensing* dashboard.

My Applications | My Requests | Business Approval | SSM Trainee Enrollment

Actio..	Filing Action	Application Number	Application Type	License Type	License Class/Class Type
	Select Action: ▾	L00056804	Change	Special Inspection Agency	Not Applicable
	Select Action: ▾	L00042376	New License	Special Inspection Agency	Not Applicable
	Select Action: ▾	L00042297	New License	Electrician	Master