



SIA1: Special Inspection Agency Renewal/Change Cover Sheet

This Cover sheet must be submitted with the SIA1 form.

All documents generated must be signed and sealed appropriately and submitted with all other filing requirements to the Licensing & Exams Unit.

REMINDER: All Directors (Primary and Technical) must sign and seal the SIA1 application in Section 9 Statements & Signatures before mailing.

1 REGISTRATION INFORMATION

Application Type: Renewal Add Endorsement SIA Number: _____

Agency Name: _____ NYS/DOB License Type: _____

Primary Director Name: _____ NYS/DOB License Number: _____

Type of Change: Director(s) Company Name Address Add/Remove Endorsements

2 REGISTRATION FEE CALCULATION

The following fee calculation is based on information provided by the registrant..

A. \$90.00 Renewal Fee (*renewal applications only*): _____

B. Special Inspection Endorsement Fee: _____
(# of special inspection endorsements x \$30.00)

1) Number of special inspection endorsements: _____

2) \$30.00 per special inspection endorsement: \$30.00*

3) Late Renewal Fee: \$50.00 (*if less than 30 days prior to expiration date*)

C. Total Amount Due: \$

Renewal fee (if applicable)+ Special Inspection Endorsement Fee)

***All endorsement fees are \$30.00 whether renewing or adding new endorsements.**

3 OTHER IMPORTANT INFORMATION

- The registrant is responsible for reviewing all documentation generated by this registration for completeness and accuracy. All hard copy and electronically submitted documentation is considered an official record of your registration and accepted for filing at the Department.
- It is the registrant's responsibility to ensure the forms generated by this registration are accompanied by all other required documentation and that all filing submissions are in compliance with applicable Codes, laws, rules and regulations.

4 WHERE TO FILE

Office Location: New York City Department of Buildings
Licensing & Exams Unit
Attn: Special Inspection Agency Registration
280 Broadway, 1st Floor
New York, NY 10007

Questions: SIRegistration@buildings.nyc.gov

INTERNAL USE ONLY

Date Received: _____	Fee Paid: \$ _____
Clerk's Signature: _____	Expiration Date: _____
Comments: _____	Transaction Processed: _____