

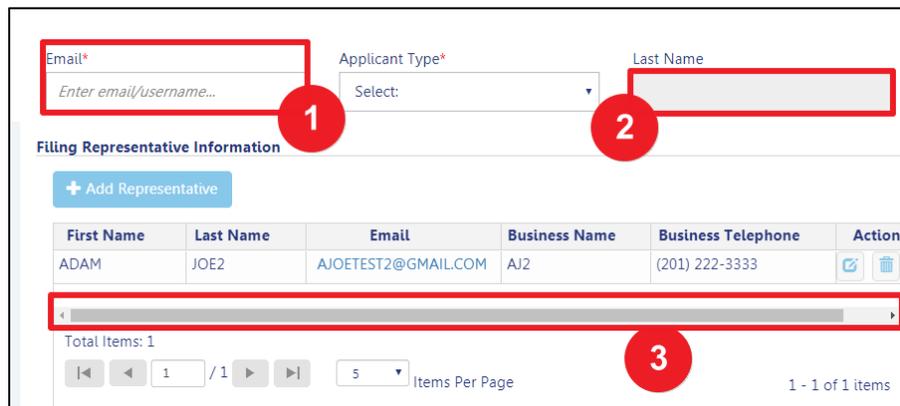
New Special Inspection Agency Registrations

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 registration form with the following elements:

- Callout 1:** Points to the **Email*** input field with the placeholder text "Enter email/username...".
- Callout 2:** Points to the **Last Name** input field, which is grayed out.
- Callout 3:** Points to the horizontal scrollbar at the bottom of the table.

Filing Representative Information

[+ Add Representative](#)

First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	 

Total Items: 1

Navigation: |< < 1 / 1 > >| 5 Items Per Page

Page: 1 - 1 of 1 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](#)



Table of Contents

DOB NOW: *Licensing* Step-by-Step User Guide..... 1

 System Guidelines 1

 Helpful Links 1

Log into DOB NOW: *Licensing* and start a new SIA Registration..... 3

How to add Special Inspections 8

Background Investigation and Qualifications/Experience 10

Supplemental Affidavit (if applicable)..... 11

How to Upload Documents 13

Statements & Signatures..... 14

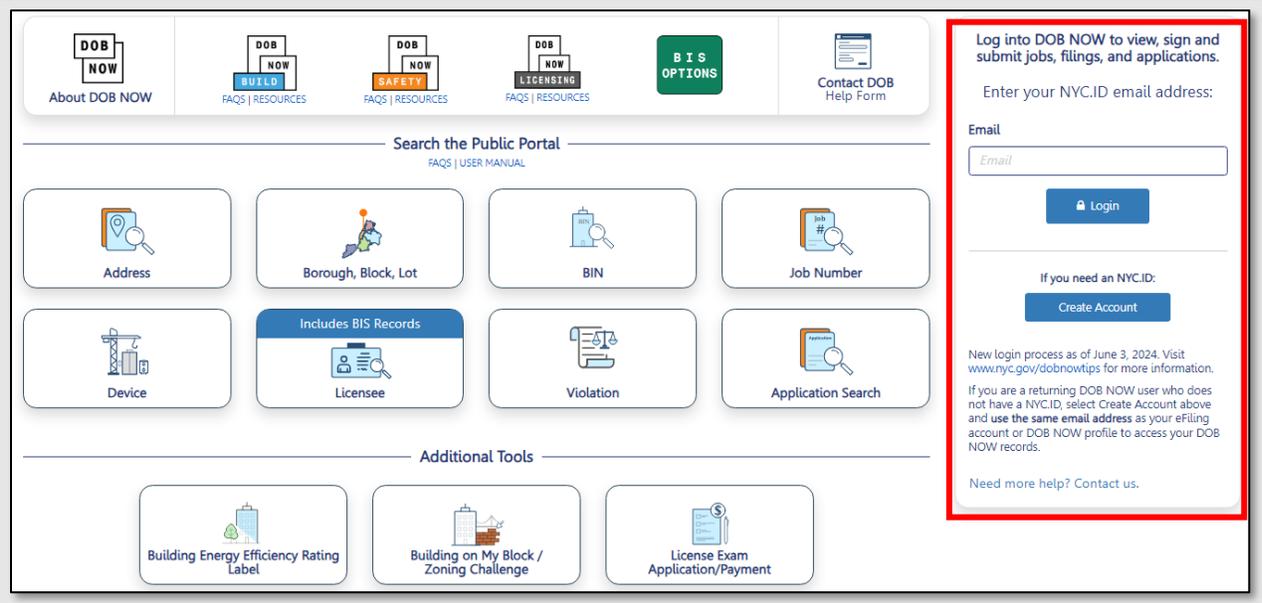
How to pay 14

How to submit the application 15

Respond to QA Failed Reasons 16

Log into DOB NOW: *Licensing* and start a new SIA Registration

Step 1: Navigate to the DOB NOW login page at 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 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 **New License**.



Step 3: When the Licensing dashboard displays, click the **+New License** button.



Step 4: 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

Step 5: Fill in the **License Use information** and then enter the **Agency Information**.

Application Information

Application Type*	License Type*	License Use*
New License	Special Inspection Agency	Select a value

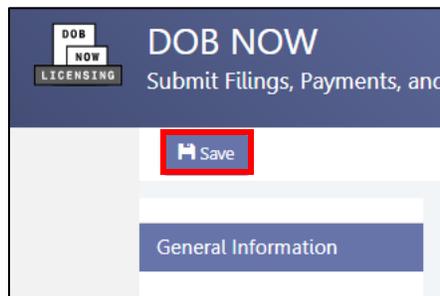
Agency Information

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"/>	

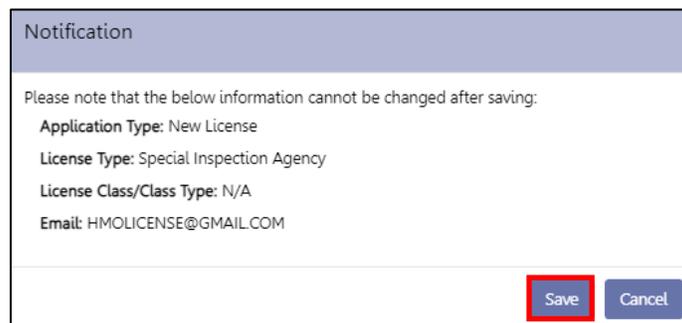
Enter the **Agency Address Information** and **Agency Owner Information**.

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

Click **Save** to continue.



Step 6: After clicking **Save**, you will see a **Notification** that the **Application Type** cannot be changed after saving. Click **Save** to proceed.



A **License Application number** will be assigned, and five more tabs will appear below General Information:

- Background Information
- Qualifications/Experience
- Child Support Certification
- Documents
- Statements and Signature

L00013402
General Information
Background Investigation
Qualifications/Experience
Child Support Certification
Documents
Statements and Signature

Step 7: After saving, you will be able to enter information for the Primary Director. Enter the **email address** and select the applicable **License Type** and **Title** held by that person.

Primary Director Information		
Email*	License Type*	License Number
<input type="text" value="HMOLICENSE01@GMAIL.COM"/>	<div style="border: 2px solid red; padding: 2px;"> Select Type: ▼ Select Type: Electrician Master Master Plumber Full License </div>	<input type="text"/>
First Name		Last Name
<input type="text" value="HMO"/>		<input type="text" value="License"/>
Title*		
<input type="text"/>		

To add **Technical Director Information**, click **+Add**.

Technical Director Information				
<div style="border: 2px solid red; padding: 2px; display: inline-block;">+ Add</div>				
Actions	Status	Email	Name	License

A pop-up window will open. Enter all information and click **Save**. Repeat as appropriate. Each Technical Director will need to log in to Attest to their information.

Technical Director Information

Email* <input style="width: 95%;" type="text" value="Enter email/username..."/>	License Type* <input style="width: 95%;" type="text" value="Select Type:"/>	Title* <input style="width: 95%;" type="text"/>
First Name* <input style="width: 95%;" type="text"/>	Last Name* <input style="width: 95%;" type="text"/>	SSN* <input style="width: 95%;" type="text"/>

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
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Step 8: Liability Insurance is required, while **Worker's Compensation Insurance** may be waived. Enter all insurance information.

Insurance Information

Liability

Company*	Expire Date*	Policy No*
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="MM/DD/YYYY"/>	<input style="width: 95%;" type="text"/>

Workers Compensation

Waived* Yes No

Step 9: Complete Named Agent Information.

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

How to add Special Inspections

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

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.				

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 the list is complete. Note that you will need to press the arrows to see additional pages of options.

Available Special Inspections

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

Total Items: 66 (Showing Items: 10)

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

Select & Add Cancel

The selected **Special Inspections** will appear on the main Special Inspection tab. The **Inspection Class** may be modified from there, and Inspections may be removed using the **Action** button. Inspections may only be added or removed before payment is made on the Application.

Special Inspections

+Add Special Inspection(s)

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

Background Investigation and Qualifications/Experience

Step 1: 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 entry is required in this section.

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

In the pop-up window, fill out the **License History** information. Click **Save** when complete.

License History

Name*

Type*

License/Certification/Registration Number*

Current Status*

Expiration Date*

Save

Cancel

Step 2: Answer the three **Yes/No** questions. Any Yes answers will open additional questions to be answered.

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

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, otherwise disciplined, 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

Step 3: On the **Qualifications/Experience** tab, answer the four **Yes/No** questions under Convictions and Fines. Any Yes answer will, upon Save, open a new Supplemental Affidavit tab where you will need to explain your answers. Note that only the Primary Directory will be able to edit the Convictions and Fines section as well as the Supplemental Affidavit tab.

Convictions and Fines*

Have you ever been convicted of a crime (for renewals, convicted since your last renewal)?* Yes No

Do you as licensee or the master electrician business have outstanding notices of violation owed to the Department?*

Does any company associated with your Department-issued Electrician's license currently have any unpaid firm account (permit and/ or application) fees?*

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, otherwise disciplined, or have you or your related business(es) ever been disqualified from performing inspections?*

Supplemental Affidavit (if applicable)

Step 1: After completing the Qualifications/Experience tab, select the **Save** button at the top left of the screen for the **Supplemental Affidavit** tab to appear. Select this tab and then click **+Add** under Convictions. Enter **Conviction Details** and click **Save** on this window to proceed.

Conviction Details

Date of Conviction*

Charge or Offense*

250 characters remaining

Name of Court*

Location of Court*

Sentence or Disposition*

500 characters remaining

L00014658

General Information **+Add**

Background Investigation

Qualifications/Experience

Child Support Certification

Supplemental Affidavit

Documents

Statements and Signature

Convictions*

Date of Conviction ▾

Penalties and Fines*

+Add

Debtor

Step 2: Click **+ Add** under the Penalties and Fines section and enter **Penalty and Fine Details**. Click **Save** on this window to proceed.

Penalty and Fine Details

Debtor*

Select ▼

Company

Amount Owed*

\$

New York City Agency/Authority*

Select ▼

Save Cancel

How to Upload Documents

Step 1: All required documents for your application will be listed on the **Documents** tab. Click the **upload button** for each document. (See the **Licensing Required Documents** for an overview of the documents required for New License Applications.)

Actions	Document Type	Document Status	Co
	Proof 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	

Step 2: 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

No file chosen

Step 3: An applicant can choose to provide Additional Supporting Document(s) by selecting **+Add Document**. Additional Support Documents can be deleted by selecting the delete button under Actions.

Actions	Document Type	Document Status
	Additional Supporting Document 1	Pending

Statements & Signatures

On the **Statements & Signature** tab, the Owner must click the checkbox to **Sign** the application.

Additional Attestations appear for **Director Statements and Signature** (which must be completed by the Primary Director) and for the **Supplemental Affidavit**. Complete all Attestations appropriately.

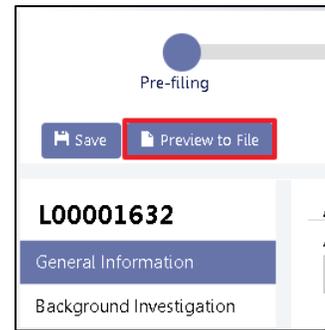
How to pay

Click the **Pay Now** button at the bottom of the right toolbar to make the payment.

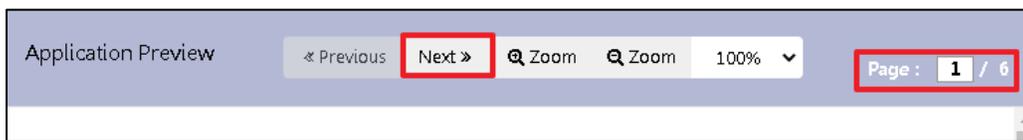
- See the **DOB NOW Payment User Manual** for details about using CityPay.
- Payment is not the last step; the application must be submitted by selecting **Preview to File** (see below).
- Payments made by eCheck can take up to 10 days to process and your application will not be submitted to DOB until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

How to submit the application

Step 1: The applicant must be logged in (not the filing representative/preparer) and clicks on the **Preview to File** button to submit the License Application. An alert will display if any information is missing and needs to be provided.



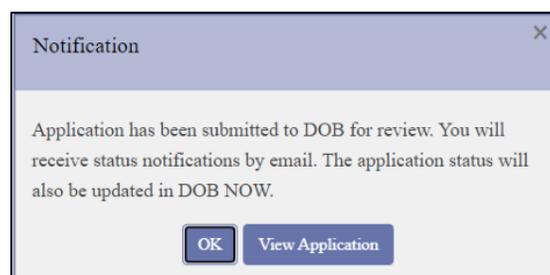
Step 2: The **Application Preview** opens in a new window. Review the entire application and page through the preview by clicking the **Next** button.



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)

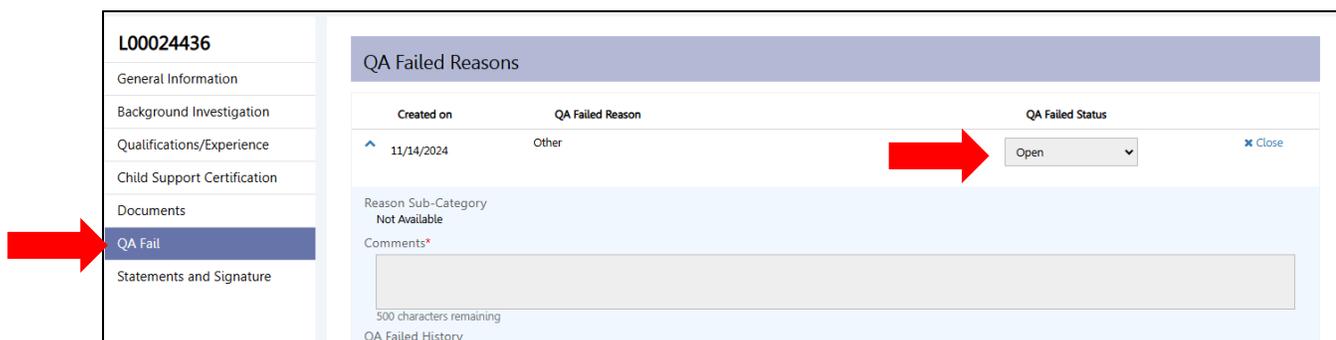


If all Directors are DOB-Licensed Professionals, the application will be automatically approved. If the Directors are Registered Design Professionals, the application go through OTCR review.

Respond to QA Failed Reasons

QA Failed Reasons: If a QA Reviewer requires you to make updates to the application, you will receive an email notification that the application is in **QA Failed** status. This is indicated on the status bar of the application with a **red exclamation point**.

- Select the **QA Fail** tab to see the details provided by the QA reviewer. After you make the necessary changes, fill out the **Comments** field and then change the QA Failed Status from Open to **Resolved** under the Action column.
- Select the **Resubmit** button. Your application will not be reviewed again by DOB until the application has been resubmitted.



Created on	QA Failed Reason	QA Failed Status
11/14/2024	Other	Open

Reason Sub-Category: Not Available

Comments*

500 characters remaining

QA Failed History

You have completed the **New Special Inspection Agency Registrations Step-by-Step Guide**