



Table of Requirements for SIA Registration Changes

Change Request Type	SIA1 Application Information (Access SIA1 Application Form)		Required Supporting Documents & Payment (Guidelines for Acceptable Supporting Documents)				Where to Submit Supporting Documents	
	Complete Sections Listed Below	Add comment to Section 11 (Comments)	Government ID	Service of Process	Accreditation Certificate	Payment	Email to SIA (See NOTE 1)	Mail or Dropoff (See NOTE 2)
Endorsement Changes: Adding endorsements	1 – 5, 6 (See Note 3a), 12, 13	“Request to add [## of added endorsements] endorsements”			Class 1 only	See NOTE 4		X
Endorsement Changes: Removing endorsements (See Note 5)	1 – 5, 6 (See Note 3a), 12, 13	“Request to remove [# endorsements] endorsement(s). SIA will no longer perform inspections under these endorsements.”					X	
Endorsement Changes: Upgrading/Downgrading Class	1 – 5, 6 (See Note 3b), 12, 13	“Request to [upgrade/downgrade] endorsement classes for [# of endorsements] endorsement(s)”					X	
Agency Address Change	1 – 5, 12, 13	“Request to change agency address from [existing address] to [new address]”		X			X	
Agency Change: Email/Telephone	1 – 5, 12, 13	“Request to change agency [email address/telephone #] appearing on the current registration from [current email/telephone] to [new email/telephone]”					X	
Primary Director Change: Replacing Primary Director	1 – 5, 9, 10, 12, 13	“Request to replace existing primary director [name] with [name]”	X					X
Primary Director Change: Address/Email/Telephone	1 – 5, 12, 13	“Request to primary director’s [address/email/telephone #] appearing on the current registration from [current address/email/telephone] to [new address/email/telephone]”					X	
Technical Director Change: Adding Technical Director	1 – 5, 12, 13	“Request to add Technical Director, [name]”					X	
Technical Director Change: Removing Technical Director	1 – 5, 12, 13	“Request to remove Director [name]”					X	
Owner Change: Replacing Owner	1 – 5, 12, 13	“Request to replace existing owner [name] with new owner [name]”					X	
Agency Name Change (same or different EIN)	1 – 5, 12, 13	“Request to change agency name from [existing agency name] to [new agency name]”					X	
Inactivate Agency Registration (See Note 5)	1 – 5, 12, 13	“Request to inactivate agency registration and no longer operate as a special inspection agency”					X	

NOTE 1: Send to **SIARegistration@buildings.nyc.gov**. Include Change Request Type (from 1st column in the Table) in the email’s Subject Line. Example – **Subject Line: Director Change: Adding Primary Director**

NOTE 2: Mail or drop off address:
NYC Department of Buildings
Attn: Licensing Unit
280 Broadway, Customer Service Atrium
New York, NY 10007

NOTE 3a: Check only requested endorsements to the added or removed. Do not check endorsements that will remain on the registration.

NOTE 3b: Provide new class designation when upgrading/downgrading Class. Do not check **Add** or **Remove**.

NOTE 4: Pay endorsement fee (\$30 per endorsement) by check or money order. Make check/money order payable to the **NYC Department of Buildings**.

NOTE 5: Instructions for inactivating SIA registration:

- SIA must indicate inactivation of agency registration or endorsement on the SIA1. See above (Section 11 Comments).
- SIA must identify all open TR jobs included on the registration or fall under an endorsement to be removed.
- SIA must withdraw all open TR jobs under the registration or TR jobs that fall under endorsement(s) to be removed. For DOB NOW jobs, see [Supersede/Withdrawal Guide](#). For BIS jobs, see [OPPN #18/92](#).
- OTCR will inactivate registration/endorsement once all DOB NOW TR jobs are withdrawn. Primary Director to provide signed and sealed statement that there are no open TRs associated with the agency registration or endorsement requested to be removed. Inactivated SIAs cannot be made active again.