

Table of Requirements for SIA Registration Changes

Change Request Type	SIA1 Application Information (Access SIA1 Application form)		Required Supporting Documents and 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 AP (See Note 1)	Submission to LU (See Note 2)
Endorsement Changes (Adding endorsements)	1 – 5, 6 (See Note 3a), 12, 13	“Request to add [## of added endorsements] endorsements”			X (Class 1 only)	See Note 4.		X
Endorsement Changes (Removing endorsements)	1 – 5, 6 (See Note 3a), 12, 13	“Request to remove [## of added endorsements] endorsements”					X	
Endorsement Changes (Changing Accreditation Class)	1 – 5, 6 (See Note 3b), 12, 13	“Request to change accreditation class”			X		X	
Address Change	1 – 5, 12, 13	“Request to change address from [existing address] to [new address]”		X			X	
Email Change	1 – 5, 12, 13	“Request to change email address appearing on the current registration from [current email] to [new email]”					X	
Director Change (Replacing Primary Director)	1 – 5, 9, 10, 12, 13	“Request to replace existing primary director [name] with [name]”	X					X
Director Change (Adding Technical Director)	1 – 5, 12, 13	“Request to add Technical Director, [name]”					X	
Director Change (Removing Technical Director)	1 – 5, 12, 13	“Request to remove Director [name]”					X	
Agency Name Change (same EIN)	1 – 5, 12, 13	“Request to change agency name with same EIN from [existing agency name] to [new agency name]”					X	
Agency Name Change (different EIN)	Requires new registration (submit new application). See Note 5.							

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: Licensing Unit Address

NYC Department of Buildings
280 Broadway, Customer Service Atrium, Attn: Licensing Unit
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: Check only requested endorsement to be changed to another class. Do not check endorsements where the class will remain the same on the registration.

Note 4: Pay endorsement fee (\$30 per endorsement) by check/money order or electronic payment:

- Check/Money Order Option – Complete check for the amount indicated in the SIA cover sheet. Make check payable to **NYC Department of Buildings**.
- Electronic payment Option – Special Inspection Agencies can pay their registration fees through our www.nyc.gov/licensepayment. After your online payment is processed, you will receive a confirmation email from noreply@finance.nyc.gov. The subject description will be Department of Buildings Payment Confirmation.

Note 5: If agencies are requesting transfer of **ALL** TR responsibilities from currently registered agency to the new agency to be registered, determine if TR projects are recorded in DOB NOW, BIS or both and do the following:

- Transfer ALL TR responsibility recorded in DOB NOW: DOB NOW will be programmed to electronically transfer responsibility. Registered primary director and owner of the agency currently taking TR responsibility must submit a “**TR Transfer Letter**” addressed to OTCR including the following:
“SIA [SIA# for existing agency] is requesting transfer of all open TR responsibility currently assigned to our agency to be transferred to the responsibility of [SIA# for new agency].”
Include printed names, signatures, stamp (for directors), date and the following titles for Existing Director, Existing Owner, New Director, and New Owner.
Example – Existing Director: John Doe, *John Doe*, (with stamp) 1/1/2024. Repeat this signature line for all titles listed above. Send via email to SIARegistration@buildings.nyc.gov and alprice@buildings.nyc.gov.
- TR responsibility recorded in BIS: Identify all TR responsibilities recorded in BIS. Comply with [OPPN #18/92](#).