

SERVICE UPDATE

eFiling: New Enrollment Process for High Pressure Boiler Operators/Stationary Engineers

High Pressure Boiler Operators/Stationary Engineers have been added to eFiling as a new license/tradesperson type. To sign up for eFiling as a High Pressure Boiler Operator/Stationary Engineer, you will be required to enter your license number and Company Name.

All High Pressure Boiler Operators/Stationary Engineers creating new eFiling accounts must submit their Authentication/ Enrollment Form for eFiling enrollment to the Limited Alteration Application (LAA)/Permit Renewal and Hub Authentication Unit in-person or by mail accompanied with the following documentation:

In-person

- The High Pressure Boiler Operator/Stationary Engineer whose name appears on the Authentication/Enrollment Form **must** be present at the time of submission with a Department-issued identification card.
- The original Authentication/Enrollment Form must be dated and signed by the High Pressure Boiler Operator/ Stationary Engineer.

In-person submissions **must** be dropped off from 9:00am-3:30pm (Monday – Friday) to the Limited Alteration Application/Permit Renewal and Hub Authentication Unit Customer Service window, located on the 5th floor at 280 Broadway.

By Mail

- Include the original Authentication/Enrollment Form which **must** be dated and signed by the applicant whose name appears on the form.

AND

- Provide a copy of either a New York State issued identification card or a Department-issued identification card that matches the name of the applicant reflected on the Authentication/Enrollment Form.

All Authentication/Enrollment Forms **must** be mailed to:

New York City Department of Buildings
LAA/Permit Renewal and Hub Authentication Unit
Attn: eFiling Enrollment
280 Broadway, 5th floor
New York, New York 10007

For questions or for further information please submit your inquiry to LAA-PR@buildings.nyc.gov.

POST UNTIL: December 29, 2017