

A photograph of construction workers in safety gear (hard hats, high-visibility vests, and safety harnesses) working on a construction site. The workers are positioned around a concrete structure, possibly a foundation or wall. A yellow ladder is visible on the left side. The background shows a brick building. The image is overlaid with a semi-transparent blue grid pattern.

Special Inspections in New York City

NYC
Buildings

Agenda



- General Overview
 - Special Inspections
 - Special Inspection Rule
- Amendment to the Rule
- Operational Impact
- Website

- Special Inspection is mandated in the 2008 NYC Construction Codes
 - Chapter 17, NYC Building Code
 - 28-115, Special Inspectors
 - 28-116, Inspections and Sign-off of completed work
 - Section BC 109, Inspections, PC 107 (Inspections and Testing), MC 107 (Inspections and Testing), FGC 107 (Inspections and Testing)
 - 1 RCNY §101-06, Special Inspection Rule
- Special Inspections replaced Controlled Inspections

Current Special Inspection Rule

- 1 RCNY §101-06, Special Inspectors and Special Inspection Agencies
- Effective Date: 7/1/08

Current Special Inspection Rule - Duties

- Compliance
- Documentation – maintain records for 6 years
- Limitation of Duties
- Reporting discrepancies

Current Special Inspection Rule - Qualifications of Inspectors

- Appendix A
- Inspection categories separated by type
 - General Building Construction
 - Fire Protection Systems
 - Plumbing and Mechanical Systems
 - Structural Materials and Construction Operations
- Primary Inspector supervises Supplemental Inspectors

Previous Hearings

- July 8, 2010
- May 11, 2011
 - *Qualifications*
 - *NYS Education Law*

Amendment Highlights

- 3-Class Registration
- Registration – Mandated 4 months after effective date of amendment
- Accreditation – Mandated 12 months after effective date of amendment; Required only for Class 1 Agencies

Amendment Highlights (continued)

- Insurance
- Service of Process
- Conflicts of Interest
- Agencies Composition
- Small Projects category
- Fees

Special Inspection Rule



Registration

- Special Inspection Agencies must be registered, TR1 requirements
- Inspectors do not register with the Department
- Amendment provides additional information

Special Inspection Agency Registration



	Class 1 – Major Building Projects	Class 2	Class 3 – Small Projects
Projects	<ul style="list-style-type: none"> • All work • Required: 10 stories/125 ft or more in height <ul style="list-style-type: none"> ○ New Buildings; or ○ Full Demolition; or ○ Alteration of Major Bldg (entire story removal, partial demo of 20K+ sf, partial demo 20%+); or ○ Enlargement Major Building (10k+ sf) 	<ul style="list-style-type: none"> • All work not requiring Class 1 • Must be Class 1 or 2 to perform <ul style="list-style-type: none"> ○ Underpinning ○ Protection of the sides of excavation within 10 ft of adjacent properties ○ Mechanical Demolition 	<ul style="list-style-type: none"> • Acceptable for: <ul style="list-style-type: none"> ○ All work on 1-,2-, and 3-family homes; and ○ Alterations: <ul style="list-style-type: none"> ▪ 10,000 sf or less of work area
Insurance	<ul style="list-style-type: none"> • Professional Liability • Proof of New York State Workers Compensation 	<ul style="list-style-type: none"> • Professional Liability • Proof of New York State Workers Compensation 	<ul style="list-style-type: none"> • Professional Liability • Proof of New York State Workers Compensation
Accreditation	<ul style="list-style-type: none"> • Required 1 Year 	<ul style="list-style-type: none"> • None at this time 	<ul style="list-style-type: none"> • None at this time

Special Inspection Rule



Fees

- Initial Registration Fee
 - \$200
 - Plus \$30 endorsement fee per special inspection category
- Renewal
 - \$90
 - Plus \$30 endorsement fee per special inspection category

Interim Requirements

- Companies/Individuals who meet certification and insurance requirements can continue to perform special inspections without registration and accreditation

OPERATIONAL IMPACT

ONLINE REGISTRATION

SUBMISSION REQUIREMENTS

PROJECT REQUIREMENTS

EFFECTIVE: SUMMER 2011

Online Registration



NYC Buildings eFiling Login

Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#).

Email Address:	<input type="text"/>	Forgot your password? Click here to reset it!
Password:	<input type="password"/>	
LOGIN		


Need an account? [Click here](#) to register!

[Click here](#) to register for Journeyman Plumber or Fire Suppression Piping Installer.

[Click here](#) to register for Special Inspection Agency Registration.

Register Here

eFiling Expands to Construction Job Applications

To better serve you, we've launched our new eFiling system for virtually all construction job application filings. Our user-friendly, interview-style process assists applicants in preparing our newly-revised PW-1, Schedule A and Schedule B forms online for initial and subsequent filings. Because of this system upgrade, the **PC Filing system is no longer available**. Click [here](#) to view the  fact sheet (41 kb) for more information.

Online Registration Form



Special Inspection Agency Registration Form

In order to apply for Special Inspection Agency Registration, please provide the following information. Items with a (*) are required.

Email →

Agency →

EMAIL CONTACT INFORMATION
Email Address (*) Re-Enter Email Address (*)

AGENCY INFORMATION
Agency Name (*)
Owner First Name (*) Owner Last Name (*)
Telephone (*) Fax
Agency Address

DIRECTOR INFORMATION

License Type (*) License No (*)

Title (*)
ELECTRICAL CONTRACTOR
FIRE SUPPRESSION CONTRACTOR
OIL BURNER INSTALLER
MASTER PLUMBER
REGISTERED ARCHITECT
PROFESSIONAL ENGINEER

First Name (*) M. I. Last Name (*)

Home Address
House Number (*) Street Name (*)
City (*) State (*) Zip (*)

Home Phone (*) Mobile Phone

Date of Birth (*) mm dd yyyy E-mail (*)

License Use →

Technical Director →

LICENSE USE
License use (*)

TECHNICAL DIRECTOR INFORMATION required when selecting 'Corporation' or 'Partnership' for LICENSE USE

First Name Last Name

Title

License Type License No

First Name Last Name

Title

License Type License No

First Name Last Name

Title

License Type License No

First Name Last Name

Title

License Type License No

Online Registration Form



Insurance Information

When selecting **Yes** to Workers Compensation:

- Enter “Waived” or “Individual or Sole Proprietor” in the Company field

License use (*)

- Select
- Individual/Sole-Proprietor
- Corporation
- Partnership

- Partnership and Corporation License Use must enter the Expiration Date of the NYS waiver.

INSURANCE INFORMATION (*Required for PE and RA only)

Professional Liability

Company Expire Date
Policy No

Workers Compensation

Company Expire Date
Policy No Waived Yes No

LICENSE USE

License use (*)

TECHNICAL DIRECTOR INFORMATION required when selecting 'Corporation' or 'Partnership' for LICENSE USE

First Name	<input type="text" value="John"/>	Last Name	<input type="text" value="James"/>
Title	<input type="text" value="Chief Operating Engine"/>		
License Type	<input type="text" value="PROFESSIONAL ENGINEER"/>	License No	<input type="text" value="789456"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>		
License Type	<input type="text" value="Select"/>	License No	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>		
License Type	<input type="text" value="Select"/>	License No	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>		
License Type	<input type="text" value="Select"/>	License No	<input type="text"/>

Online Registration Form



Special Inspections Selection

1. Select Special Inspection Category
2. Select Special Inspection Class
3. Five inspections can be performed by a NYC license trade professional:
 - Fire Alarm
 - Fuel Oil Storage
 - Site Storm Drainage
 - Sprinkler Systems
 - Standpipe Systems

SPECIAL INSPECTIONS (*)

<input type="checkbox"/> FLOOD ZONE COMPLIANCE	Select: ▼	<input type="checkbox"/> SPRAYED FIRE-RESISTANT MATERIALS	Select: ▼
<input type="checkbox"/> FIRE ALARM TEST	Select: ▼	<input type="checkbox"/> EXTERIOR INSULATION FINISH SYSTEMS (EIFS)	Select: ▼
<input type="checkbox"/> PHOTOLUMINESCENT EXIT PATH MARKINGS	Select: ▼	<input type="checkbox"/> SMOKE CONTROL SYSTEMS	Select: ▼
<input type="checkbox"/> EMERGENCY POWER SYSTEMS (GENERATORS)	Select: ▼	<input type="checkbox"/> MECHANICAL SYSTEMS	Select: ▼
<input checked="" type="checkbox"/> STRUCTURAL STEEL - WELDING	Class 1 ▼	<input type="checkbox"/> FUEL-OIL STORAGE AND FUEL-OIL PIPING SYSTEMS	Select: ▼
<input type="checkbox"/> STRUCTURAL STEEL - ERECTION & BOLTING	Select: ▼	<input type="checkbox"/> HIGH-PRESSURE STEAM PIPING (WELDING)	Select: ▼
<input type="checkbox"/> STRUCTURAL COLD-FORMED STEEL	Select: ▼	<input type="checkbox"/> FUEL-GAS PIPING (WELDING)	Select: ▼
<input checked="" type="checkbox"/> CONCRETE - CAST-IN-PLACE	Select: ▼	<input type="checkbox"/> STRUCTURAL SAFETY - STRUCTURAL STABILITY	Select: ▼
<input type="checkbox"/> CONCRETE - PRECAST	Select: Class 1 Class 2 Class 3	<input type="checkbox"/> MECHANICAL DEMOLITION	Select: ▼
<input type="checkbox"/> CONCRETE - PRESTRESSED	Select: ▼	<input type="checkbox"/> EXCAVATION - SHEETING, SHORING, AND BRACING	Select: ▼
<input type="checkbox"/> MASONRY	Select: ▼	<input type="checkbox"/> SOIL PERCOLATION TEST - DRYWELL	Select: ▼
<input type="checkbox"/> WOOD - OFF-SITE FABRICATION OF STRUCTURAL ELEMENTS	Select: ▼	<input type="checkbox"/> SOIL PERCOLATION TEST - SEPTIC	Select: ▼
<input type="checkbox"/> WOOD - INSTALLATION OF HIGH-LOAD DIAPHRAGMS	Select: ▼	<input type="checkbox"/> SITE STORM DRAINAGE DISPOSAL AND DETENTION SYSTEM INSTALL	Select: ▼
<input type="checkbox"/> WOOD - INSTALLATION OF METAL-PLATE-CONNECTED TRUSSES	Select: ▼	<input type="checkbox"/> SEPTIC SYSTEM INSTALLATION	Select: ▼
<input type="checkbox"/> WOOD - INSTALLATION OF PREFABRICATED I-JOISTS	Select: ▼	<input type="checkbox"/> SPRINKLER SYSTEMS	Select: ▼
<input type="checkbox"/> SOILS - SITE PREPARATION	Select: ▼	<input type="checkbox"/> STANDPIPE SYSTEMS	Select: ▼
<input type="checkbox"/> SOILS - FILL PLACEMENT & IN-PLACE DENSITY	Select: ▼	<input type="checkbox"/> HEATING SYSTEMS	Select: ▼
<input type="checkbox"/> SOILS - INVESTIGATIONS (BORINGS/TEST PITS)	Select: ▼	<input type="checkbox"/> CHIMNEYS	Select: ▼
<input type="checkbox"/> PILE FOUNDATIONS & DRILLED PIER INSTALLATION	Select: ▼	<input type="checkbox"/> FIRESTOP, DRAFTSTOP, AND FIREBLOCK SYSTEMS	Select: ▼
<input checked="" type="checkbox"/> PIER FOUNDATIONS	Select: ▼	<input type="checkbox"/> ALUMINUM WELDING	Select: ▼
<input checked="" type="checkbox"/> UNDERPINNING	Select: ▼	<input type="checkbox"/> SEISMIC ISOLATION SYSTEMS	Select: ▼
<input type="checkbox"/> WALL PANELS, CURTAIN WALLS, AND VENEERS	Select: ▼		

CONVICTIONS AND FINES *If you answer "Yes" to either of these questions, you must complete and attach form LIC34.*

Have you pled guilty to or been convicted of any crime (misdemeanor or felony)? (*)

Yes No

Do you owe any penalties or fines to the city of New York? (*)

Yes No

Does any company or business you have been associated with under your Department-issued license owe any penalties of fines to the city of New York? (*)

Yes No

Preview

Special Inspection Agency Registration Confirmation

You have provided the following information to register as a Special Inspection Agency with the NYC Buildings. Items with a (*) are required.
 If you need to correct the information below, please click on the 'Edit' button to return to the previous page.
 If you have confirmed the information below, please click on the 'Submit' button and follow the instructions.



EMAIL CONTACT INFORMATION

Email Address (*) my.buildings@aol.com

AGENCY INFORMATION

Agency Name (*) TESTCO INC
 Owner First Name (*) Jane
 Telephone (*) 212-222-2222
 Owner Last Name (*) Smith
 Fax (*) -
 Agency Address
 House Number (*) 220
 City (*) New York
 State (*) ny
 Street Name (*) Broadway
 Zip (*) 10007

DIRECTOR INFORMATION

License Type (*) REGISTERED ARCHITECT
 Title (*) Owner/President
 License No (*) 123456
 First Name (*) Jane
 M. I. (*)
 Last Name (*) Smith
 Home Address
 House Number (*) 200
 City (*) New York
 State (*) ny
 Street Name (*) Broadway
 Zip (*) 10007
 Home Phone (*) 212-555-5555
 Mobile Phone -
 Date of Birth (*) 07/17/1968
 E-mail (*) my.buildings@aol.com

INSURANCE INFORMATION (*)

Professional Liability (*)
 Company Hartford Casualty Insurance Company
 Expire Date 01/30/2013
 Policy No 1234567890
 Workers Compensation (*)
 Company Hartford Casualty Insurance Company
 Expire Date 01/31/2012
 Policy No 78945612300
 Waived No

LICENSE USE

License use (*) Corporation

TECHNICAL DIRECTOR INFORMATION required when selecting "Corporation" or "Partnership" for LICENSE USE

First Name John
 Title Chief Operating Engine
 Last Name James
 License Type PROFESSIONAL ENGINEER
 License No 789456
 First Name
 Title
 License Type
 License No
 First Name
 Title
 License Type
 License No
 First Name
 Title
 License Type
 License No

SPECIAL INSPECTIONS (*)

STRUCTURAL STEEL - WELDING Class 1
 CONCRETE - CAST-IN-PLACE Class 1
 PIER FOUNDATIONS Class 1
 UNDERPINNING Class 1

CONVICTIONS AND FINES If you answer "Yes" to either of these questions, you must complete and attach form LIC34.

Have you pled guilty to or been convicted of any crime (misdemeanor or felony)? (*)
 No
 Do you owe any penalties or fines to the city of New York? (*)
 No
 Does any company or business you have been associated with under your Department-issued license owe any penalties or fines to the city of New York? (*)
 No

Edit **Submit**

Confirmation Page prior to finalizing the online registration process.

Check all information for accuracy and completeness prior to submitting.

Online Registration Instruction Page



A.
Email provides complete instructions on further processing (see slide 24)

B.
Link for documentation upload (see slide 25)

C.
PDF of the complete application will automatically populate your screen. If not, click this link to access your SIA1 form and Cover Sheet. (see slides 21 - 23)

Special Inspection Agency Registration

T10000398 STORED

A Thank you for submitting an application to become registered as a Special Inspection Agency. A confirmation email has been sent to you. Please follow the instructions in the email carefully to complete your registration.

The assigned Temp. Reference No is T10000398

B

1. To continue the registration process please click [here](#) to upload your supporting documentation.
2. After completing the document upload, submit the following information to: New York City Department of Buildings, 280 Broadway, Licensing Unit, 6th floor, New York, NY 10007, Attn: Special Inspection Agency Registration.

C

- a. A print out of the completed [PDF-SIA1 form](#) (The Director and the Technical Directors are required to sign and seal the application)
- b. The Registration Coversheet
- c. Registration Fee (check or money order)

Registration will not be granted unless the qualifications for the registration have been met. Please ensure that you have provided all the necessary documentation before submitting your application.

Please note you have one year from the date of this email to complete the application process. Failure to provide all requested documents in a timely manner will constitute an incomplete application and may result in denial of the registration.

* All special inspection agencies must have an agent for the acceptance of service or maintain a New York City address.

** Prior to submitting your SIA1 - Special Inspection Agency form please write your social security number in Section 4 of your application.

If you have questions about your application please call (212) 566-4100 and have your temp reference #, NYS, or NYC License # available.

DISCLAIMER: The temporary reference number is not your special inspection agency registration number and cannot be used for business purposes. A special inspection agency registration number will be issued upon approval of your application.

Submission Requirements



The following documents must be submitted to the DOB:

- SIA1 Coversheet
- SIA1 Form (Slide 22 & 23)
- Original application fee

NYC Buildings		SIA1: Special Inspection Agency Registration Cover Sheet	
		<i>Generated by the Special Inspection Agency Registration application.</i>	
You are almost done!			
<i>All documents generated by this registration must be signed and sealed appropriately and submitted with all other filing requirements to Licensing.</i>			
1 Registrant Information			
Application Type <input checked="" type="checkbox"/> Original <input type="checkbox"/> Renewal		License Type RA	
Agency Name TESTCO INC		License Number 1	
Director Name JANE SMITH			
2 Registration Fee Calculation <i>The following fee calculation is based on information provided by the registrant.</i>			
A) Registration Fee:		\$200.00	
B) Special Inspection Category Fee:		\$120.00	
1) Number of special inspection types: 4		<small>(# of special inspection types x fee per special inspection type)</small>	
2) Fee per special inspection type: \$30.00			
C) Total Amount Due:		\$320.00	
		<small>(Registration Fee + Special Inspection Category Fee)</small>	
3 Other Important Information			
<ul style="list-style-type: none"> • 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 that 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. • This online registration checks all applications for errors; however, other issues may prevent the Department from accepting this filing. 			
4 Where to File <i>This application with all other requirements must be submitted by mail to the Licensing Unit.</i>			
Office Location: New York City Department of Buildings 280 Broadway Licensing Unit 8th floor New York, NY 10007 Attn: Special Inspection Agency Registration Phone: (212) 566-4100 Hours: 9:00 AM—3:30 PM			
Internal Use Only			
Date received: _____		Fee paid: \$ _____	
Reviewed by: _____		Expiration Date: _____	
Comments			

Submission Requirements



SIA1 FORM

- A Temporary Reference Number will be assigned to each application
 - Located at the bottom of the SIA1 form
 - Cannot be used as the SIA Number
- SIA Number issued via email upon approval of registration

NYC Buildings SIA1- Special Inspection Agency Registration
Application must be typewritten.

1 Application Type Required for all applications. <input checked="" type="checkbox"/> Original <input type="checkbox"/> Renewal <input type="checkbox"/> Change		2 Special Inspection Agency Number			
3 Agency Information Required for all applications. (*Indicates optional)					
Agency Name TESTCO INC		Owner Name JANE SMITH			
Address 280 BROADWAY		Telephone 212-222-2222			
City NEW YORK		State NY			
		Zip 10007			
4 Director Information Required for all applications. (*Indicates optional)					
Choose one <input type="checkbox"/> PE <input checked="" type="checkbox"/> RA <input type="checkbox"/> OB <input type="checkbox"/> PL <input type="checkbox"/> FSPC <input type="checkbox"/> ELEC		License # 1			
First Name JANE		Middle Initial			
Home Address 280 BROADWAY		Last Name SMITH			
City NEW YORK		Social Security No			
State NY		Home Telephone 212-555-5555			
Date of Birth 06/17/1968		Zip 10007			
		*Mobile Telephone			
		Title OWNER/PRESIDENT			
		E-Mail MY.BUILDINGS@AOL.COM			
5 Technical Director Information Required for all applications (*Indicates optional)					
Choose one <input checked="" type="checkbox"/> PE <input type="checkbox"/> RA <input type="checkbox"/> PL <input type="checkbox"/> OB <input type="checkbox"/> FSPC <input type="checkbox"/> ELEC		License # 789456			
Name JOHN JAMES		Title CHIEF OPERATIN			
Choose one <input type="checkbox"/> PE <input type="checkbox"/> RA <input type="checkbox"/> PL <input type="checkbox"/> OB <input type="checkbox"/> FSPC <input type="checkbox"/> ELEC		License #			
Name		Title			
Choose one <input type="checkbox"/> PE <input type="checkbox"/> RA <input type="checkbox"/> PL <input type="checkbox"/> OB <input type="checkbox"/> FSPC <input type="checkbox"/> ELEC		License #			
Name		Title			
Choose one <input type="checkbox"/> PE <input type="checkbox"/> RA <input type="checkbox"/> PL <input type="checkbox"/> OB <input type="checkbox"/> FSPC <input type="checkbox"/> ELEC		License #			
Name		Title			
6 Insurance Information Required for P.E. and R.A. only					
Professional Liability (P.E./ R.A. only)		Workers Compensation (P.E./ R.A. only)			
Company HARTFORD CASUALTY INSURAN		Company HARTFORD CASUALTY INSURAN			
Expire Date 01/31/2012 Policy # 1234567890		Expire Date 01/31/2012 Policy # 78945612300			
7 License Use					
Choose One:					
<input type="checkbox"/> Individual/Sole-Proprietor					
<input type="checkbox"/> On Behalf of a Corporation					
<input checked="" type="checkbox"/> On Behalf of a Partnership					
8 Special Inspections Required for all applications.					
Class	Special Inspections	Code/Section	Class	Special Inspections	Code/Section
	Flood Zone Compliance	BC 6108		Wall Panels, Curtain Walls, and Veneers	BC 1704.10
	Fire Alarm Test	BC 907		Sprayed Fire-Resistant Materials	BC 1704.11
	Photoluminescent Exit Path Markings	BC 1026.13		Exterior Insulation Finish Systems (EIFS)	BC 1704.12
	Emergency Power Systems (Generators)	BC 1704.13		Smoke Control Systems	BC 1704.14
1	Structural Steel - Welding	BC 1704.3.1		Mechanical Systems	BC 1704.15
	Structural Steel - Erection & Bolting	BC 1704.3.2		Fuel-Oil Storage and Fuel-Oil Piping Systems	BC 1704.16
	Structural Cold-Formed Steel	BC 1704.3.4		High-Pressure Steam Piping (Welding)	BC 1704.17
1	Concrete - Cast-In-Place	BC 1704.4		Fuel-Gas Piping (Welding)	BC 1704.18
	Concrete - Precast	BC 1704.4		Structural Safety - Structural Stability	BC 1704.19
	Concrete - Prestressed	BC 1704.4		Mechanical Demolition	BC 1704.19
	Masonry	BC 1704.5		Excavation - Shoring, Shoring, and Bracing	BC 3305.6
	Wood - Off-Site Fabrication of Structural Elements	BC 1704.6		Soil Percolation Test - Drywell	BC 1704.20.1
	Wood - Installation of High-Load Diaphragms	BC 1704.6.1		Soil Percolation Test - Septic	BC 1704.20.1
	Wood - Installation of Metal-Plate-Connected Trusses	BC 1704.6.3		Site Storm Drainage Disposal and Detention System Installation	BC 1704.20
	Wood - Installation of Prefabricated I-Joists	BC 1704.6.4		Septic System Installation	BC 1704.20
	Soils - Site Preparation	BC 1704.7.1		Sprinkler Systems	BC 1704.21
	Soils - Fill placement & In-Place Density	BC 1704.7.2		Standpipe Systems	BC 1704.22
	Soils - Investigations (Borings/Test Pits)	BC 1704.7.3		Heating Systems	BC 1704.23
	Pier Foundations or Drilled Pier Installation	BC 1704.7.4		Chimneys	BC 1704.24
	Pier Foundations	BC 1704.8		Firestop, Draftstop, and Fireblock Systems	BC 1704.25
	Underpinning	BC 1704.9.1		Aluminum Welding	BC 1704.26
				Seismic Isolation Systems	BC 1707.8

Temp. Reference No is T10000398

Submission Requirements



The Primary Director and Technical Directors **must** sign and seal the SIA1 Form

SIA1 PAGE 2

9 Convictions and Fines *If you answer "Yes" to either of these questions, you must complete and attach form LIC34.*

Yes No Have you pled guilty to or been convicted of any crime (misdemeanor or felony)?

Yes No Do you owe any penalties or fines to the city of New York?

Yes No Does any company or business you have been associated with under your Department-issued license owe any penalties or fines to the city of New York?

10 Statements and Signatures Required for all applications.

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 I.R.C.N.Y. 103-06 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 the 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.

<p>Name (please print) _____</p> <p>Signature _____ Date _____</p> <p>P.E. / R.A. Seal (apply seal, then sign and date over seal)</p>	<p>Name (please print) _____</p> <p>Signature _____ Date _____</p> <p>P.E. / R.A. Seal (apply seal, then sign and date over seal)</p>
<p>Name (please print) _____</p> <p>Signature _____ Date _____</p> <p>P.E. / R.A. Seal (apply seal, then sign and date over seal)</p>	<p>Name (please print) _____</p> <p>Signature _____ Date _____</p> <p>P.E. / R.A. Seal (apply seal, then sign and date over seal)</p>
<p>Name (please print) _____</p> <p>Signature _____ Date _____</p> <p>P.E. / R.A. Seal (apply seal, then sign and date over seal)</p>	

Internal Use Only	
Date Received: _____	Fee Paid: \$ _____
Reviewed by: _____	Expiration Date: _____
Comments	




Registration Complete Email



Email 1

Confirmation email that the online registration process was completed successfully.

In the event you forget to click the link at the end of the Online Registration process. This link will also take you to the Document Upload tool.

Special Inspection Agency Registration Confirmation   

eFilingInformation to you - 1 hr ago [More Details](#) Add to: To Do, Calendar

This email is to confirm that your application was successfully submitted to the DOB Licensing Unit.

The assigned Temp. Reference No is T10000398.

1. To continue your registration process, click [here](#) to upload **your** supporting documentation.
2. After completing the document upload, submit the following information to: New York City Department of Buildings, 280 Broadway, Licensing Unit, 6th floor, New York, NY 10007, Attn: Special Inspection Agency Registration.
 - a. A print out of the completed PDF- SIA1 form (The Director and the Technical Directors are required to sign and seal the application)
 - b. The Registration Coversheet
 - c. Registration fee (check or money order)

Registration will not be granted unless the qualifications for the registration have been met. Please ensure that you have provided all the necessary documentation before submitting your application.

Please note you have one year from the date of this email to complete the application process. Failure to provide all requested documents in a timely manner will constitute an incomplete application and may result in denial of the registration.

* All special inspection agencies must have an agent for the acceptance of service or maintain a New York City address.
** Prior to submitting your SIA1 - Special Inspection Agency form please write your social security number in Section 4 of your application.

If you have questions about your application please call (212) 566-4100 and have your temp reference #, NYS, or NYC License # available.

DISCLAIMER: The temporary reference number is not your special inspection agency registration number and cannot be used for business purposes. A special inspection agency registration number will be issued upon approval of your application

Online Document Submission



As part of the submission requirements the applicant must upload :

- State Issued Photo ID
- Proof of Address
- Insurance

This form resides in Technical Forms

SEARCH BUILDINGS

NYC.gov/building

HOME

ABOUT THE BUILDINGS DEPT

BUILDINGS INFORMATION SYSTEM (BIS)

HOMEOWNERS & TENANTS

SAFETY

SUSTAINABILITY

LICENSING

APPLICATIONS & PERMITS

ENFORCEMENT & VIOLATIONS

FORMS

- Amusement Rides
- Appointments
- Boilers
- Builders Pavement Plan
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- Signs
- Tax Abatement
- Technical
- Unsafe Buildings
- Violations
- Waterfront

REFERENCE MATERIALS

SPECIAL INSPECTION AGENCY REGISTRATION

All documents must be accurate and uploaded with this online application in order to efficiently process this registration. Documents not submitted will result in a incomplete registration and you will be required to start a new registration.

Date: June 9, 2011 All Fields are Required [TRANSLATE THIS PAGE](#)

1. Agency Information

A. Agency Name:

B. Owner's First Name: Owner's Last Name:

C. Address:

City: State: Zip:

D. Email:

E. Temp Reference No.:

2. Document Upload:

Upload State issued photo identification:

Upload proof of NYC business address or proof of filing with NYS Secretary of State:

Upload NYC workers compensation certificate or waiver:

Upload proof of professional liability insurance certificate (PE/RA only):

Note: All upload files cannot be bigger than 3 MB combine. [Upload FAQs](#)

6. Comments/Notes

Online Document Submission



Proof documents were successfully uploaded

Thank You For Filling Out This Form

Shown below is your submission to NYC.gov on Wednesday, June 29, 2011 at 12:52:50

This form resides at http://www.nyc.gov/html/dob/html/forms/forms_special_insp_reg.shtml

The following files were uploaded to the NYC.gov Portal:

- PHOTOID.pdf
- PROOFADDRESS.pdf
- WORKERSCOMP.pdf
- PROFESSLIAB.pdf

Name of Fields	Data
Date:	June 29, 2011
Agency Name:	TESTCO INC
First Name:	JANE
Last Name:	SMITH
Street Address:	280 Broadway
City:	NEW YORK
State:	NY
Postal Code:	10007
Email Address:	my.buildings@aol.com
Temp Reference No:	T1000398

Use http://www.nyc.gov/html/dob/html/forms/forms_special_insp_reg.shtml to return to the referring City agency

Document Submission Email



Email 2

Confirmation email that the document upload was completed successfully and the registration has been sent to the DOB for processing.

The screenshot shows an email client interface. At the top, there are action buttons: Reply, Forward, Action, Delete, and Spam. The email header identifies the sender as 'City of New York Auto Acknowledgment Correspondence # 1-1-663897072' and indicates it is a 'reply to you - 20 min ago'. The main body of the email contains the following text:

Dear JANE SMITH:

Thank you for contacting the City of New York. Your message has been forwarded to the appropriate agency for review and handling.

For future reference, your service request number is 1-1-663897072.

Sincerely,

The City of New York

This is an auto-generated system message. Please do not reply to this message. Messages received through this address are not processed.

Thank you.

The information you have provided is as follows:
Form: Special Inspections Agency Registration
Topic:
Name: JANE SMITH
Street Address: 280 BROADWAY
City, State Zip: NEW YORK, NY 10007
Country:
Email: MY.BUILDINGS@AOL.COM
Company:
Work Phone:
Message:
None.

Registration Approval

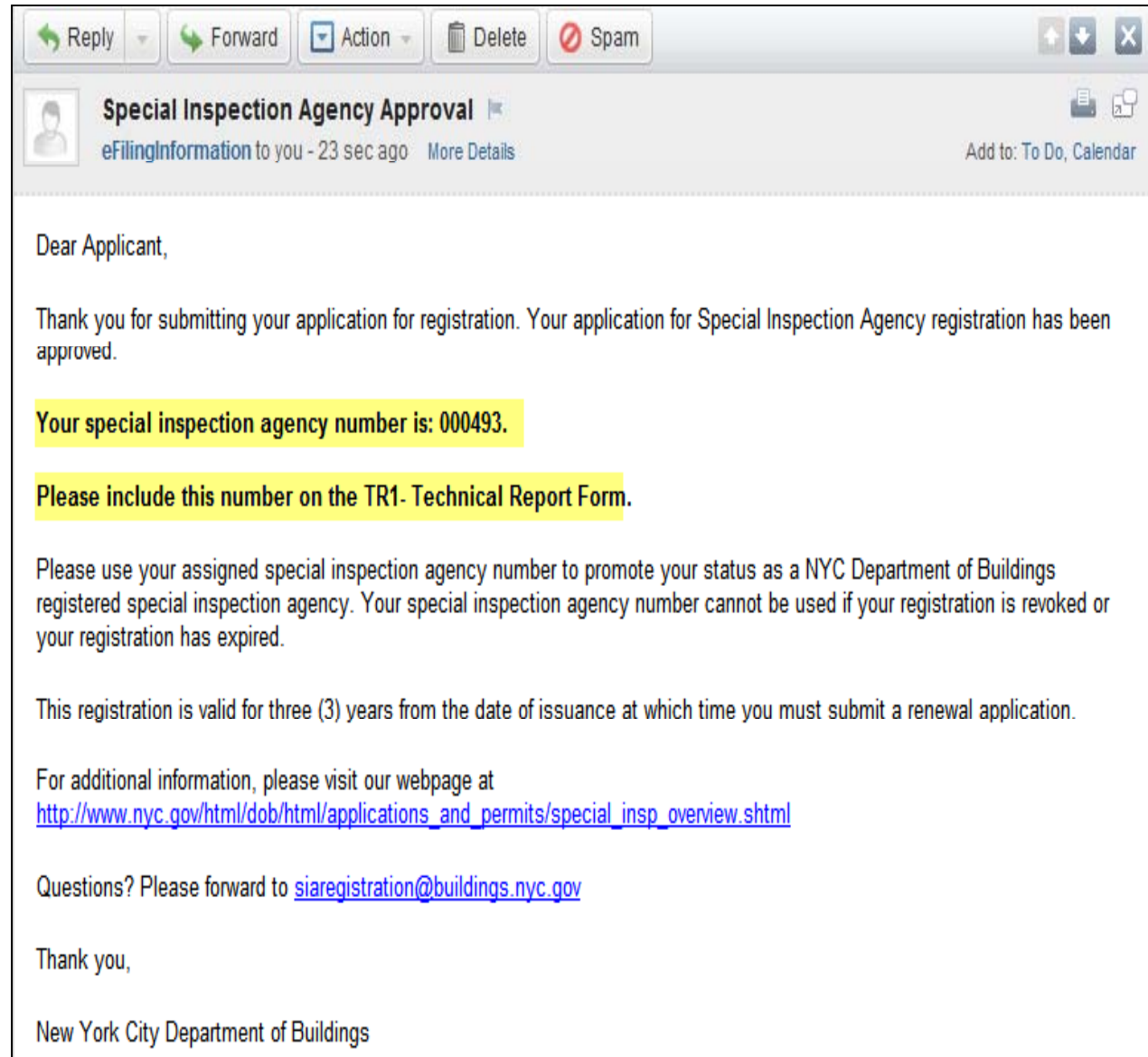


Email 3

Confirmation that **YOUR** registration has been approved!

Keep for your records.

Do not forget to include the SIA number on your TR1 form.

A screenshot of an email interface. At the top, there are buttons for Reply, Forward, Action, Delete, and Spam. The email header shows a profile icon, the subject "Special Inspection Agency Approval", and the sender "eFilingInformation to you - 23 sec ago". The main body of the email contains the following text:

Dear Applicant,

Thank you for submitting your application for registration. Your application for Special Inspection Agency registration has been approved.

Your special inspection agency number is: 000493.

Please include this number on the TR1- Technical Report Form.

Please use your assigned special inspection agency number to promote your status as a NYC Department of Buildings registered special inspection agency. Your special inspection agency number cannot be used if your registration is revoked or your registration has expired.

This registration is valid for three (3) years from the date of issuance at which time you must submit a renewal application.

For additional information, please visit our webpage at http://www.nyc.gov/html/dob/html/applications_and_permits/special_insp_overview.shtml

Questions? Please forward to siaregistration@buildings.nyc.gov

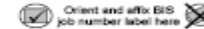
Thank you,

New York City Department of Buildings

TR1 FORM



**TR1: Technical Report
Statement of Responsibility**
This form must be typewritten



1	Location Information <i>Required for all applications.</i>
House No(s)	52
Street Name	Broadway
Work on Floor(s)	3

2	Applicant Information <i>Required for all applications.</i>
----------	--

Choose all that apply: Design Applicant 3A, 4A, 5 Special Inspections Applicant 3B-D, 6-8 Progress Inspections Applicant 4B-D, 6-8

Last Name	James	First Name	John	Middle Initial	
Business Name	TESTCO INC			Business Telephone	(212) 222-2222
Business Address	280 BROADWAY			Business Fax	
City	NEW YORK	State	NY	Zip	10007
Mobile Telephone					
License Type	choose one: <input checked="" type="checkbox"/> P.E. <input type="checkbox"/> R.A. <input type="checkbox"/> Other:			License Number	789456
Special Inspection Agency Number	000493				

<input type="checkbox"/>	Structural Cold-Formed Steel	BC 1704.3.4			
<input checked="" type="checkbox"/>	Concrete - Cast-In-Place	BC 1704.4	MY SIGNATUR	MY SIGNATURE	
<input type="checkbox"/>	Concrete - Precast	BC 1704.4			
<input type="checkbox"/>	Concrete - Prestressed	BC 1704.4			
<input type="checkbox"/>	Masonry	BC 1704.5			
<input type="checkbox"/>	Wood - Off-Site fabrication of Structural Elements	BC 1704.6			
<input type="checkbox"/>	Wood - Installation of High-Load Diaphragms	BC 1704.6.1			
<input type="checkbox"/>	Wood - Installation of Metal-Plate-Connected Trusses	BC 1704.6.3			
<input type="checkbox"/>	Wood - Installation of Prefabricated Joists	BC 1704.6.4			
<input type="checkbox"/>	Soils - Site Preparation	BC 1704.7.1			
<input type="checkbox"/>	Soils - Fill placement & In-Place Density	BC 1704.7.2, BC 1704.7.3			
<input type="checkbox"/>	Soils - Investigations (Borings/Test Pits)	BC 1704.7.4			
<input type="checkbox"/>	Pile Foundations & Drilled Pier Installation	BC 1704.8			
<input checked="" type="checkbox"/>	Pier Foundations	BC 1704.9	MY SIGNATUR	MY SIGNATURE	
<input checked="" type="checkbox"/>	Underpinning	BC 1704.9.1	MY SIGNATUR	MY SIGNATURE	
<input type="checkbox"/>	Wall Panels, Curtain Walls, and Veneers	BC 1704.10			
<input type="checkbox"/>	Sprayed Fire-Resistant Materials	BC 1704.11			
<input type="checkbox"/>	Exterior Insulation Finish Systems (EIFS)	BC 1704.12			
<input type="checkbox"/>	Alternative Materials - OTCR Buildings Bulletin #	BC 1704.13			
<input type="checkbox"/>	Smoke Control Systems	BC 1704.14			
<input type="checkbox"/>	Mechanical Systems	BC 1704.15			
<input type="checkbox"/>	Fuel-Oil Storage and Fuel-Oil Piping Systems	BC 1704.16			
<input type="checkbox"/>	High-Pressure Steam Piping (Welding)	BC 1704.17			
<input type="checkbox"/>	Fuel-Gas Piping (Welding)	BC 1704.18			
<input type="checkbox"/>	Structural Safety - Structural Stability	BC 1704.19			
<input type="checkbox"/>	Mechanical Demolition	BC 1704.19, BC 3306.6			

- Special inspection agencies with projects permitted on or after the mandated registration date must register to perform special inspections.
- Special inspection agency number is not required on the TR1 for projects permitted prior to the mandated date for registration.
 - However, the Department encourages SIA's to include their special inspection agency number on the TR1 as soon as they are registered.

Qualification Requirements Reminder

1. Meet qualifications as per Appendix A of 1RCNY §101-06
2. Accreditation for Class 1 Special Inspection Agency
3. Ensure insurance and license information is current

Licensee and Registrant Search



BIS Menu

A [Building Information Search](#)

B [Skilled Trades Licensees / General Contractors Search / Registrant Search](#) ←

NYC Department of Buildings

Skilled Trades Licensees / General Contractors / Registrant Search

Attention General Contractors: If you have transferred your tracking number or been issued a new number by the Licensing Unit you will find your information in the Skilled Trades Licensee search below, not the General Contractor search.

Search for Skilled Trades Licensees / General Contractors / Registrant			
1	Last Name:	<input type="text"/>	Select One <input type="button" value="GO"/>
2	Business Name:	<input type="text"/>	Select One <input type="button" value="GO"/>
3	Number:	494	SPECIAL INSPECTION AGENCY <input type="button" value="GO"/>
4	View:	<input type="radio"/> Active <input type="radio"/> All	Select One <input type="button" value="GO"/>

Records accessed in the General Contractor search			
1	Contractor Number:	<input type="text"/>	<input type="button" value="GO"/>
2	Business Name:	<input type="text"/>	<input type="button" value="GO"/>
3	Zip Code:	<input type="text"/>	<input type="button" value="GO"/>

<ul style="list-style-type: none"> Select One ELECTRICAL CONTRACTOR ELECTRICAL FIRM CONCRETE TEST LAB / SAFETY MANAGER STATIONARY / PORTABLE ENGINEER FIRE SUPPRESSION CONTRACTOR GENERAL CONTRACTOR HOIST MACHINE OPERATOR / CHERRY PICKER SPECIAL INSPECTION AGENCY JOURNEYMAN ELEVATOR AGENCY SITE SAFETY SUPERINTENDENT OF CONSTRUCTION OIL BURNER INSTALLER MASTER PLUMBER RIGGER SIGN HANGER TOWER CRANE RIGGER WELDER
--

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Certification & Material Acceptance

The Office of Technical Certification and Research oversees technical certifications of approved agencies and entities performing inspections, tests, material approvals and evaluates new technology that enhances safety, sustainability and efficiency.

Material Acceptance
Materials are classified and recognized in accordance with section 28-113 of the Administrative Code and the [OTCR Rule \(PDF\)](#).
▶ [Learn more](#)

Special Inspections
Special Inspections are conducted during the construction process to verify that work is being done in accordance to approved plans and specifications. Special Inspections must be performed by Special Inspectors on behalf of a Special Inspection Agency.
▶ [Learn more](#)

Approved Agencies
The NYC Construction Codes designate third parties as Approved Agencies to perform tests or inspections of materials and equipment, construction-related activities and qualification of specified field personnel.
▶ [Learn more](#)

Contact:
Office of Technical Certification and Research
280 Broadway, 7th Floor
New York, NY 10007
(212) 566-3290

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Additional Information



Technical Questions?

constructioncodes@buildings.nyc.gov

or

otcr@buildings.nyc.gov

Special Inspection Questions?

siaregistration@buildings.nyc.gov

Website: www.nyc.gov/buildings

Thank You!

Questions?

