

SERVICE NOTICE

New Application Requirements for Renewing Special Inspection Agency Registration

Beginning January 15, 2024, Special Inspection Agencies (SIA) are required to use the new online form to renew their SIA registration. Changes to an SIA registration cannot be submitted through the online form and require submission of a separate paper SIA1 application with the required supporting documents.

Renewal Applications

Currently, SIA registration renewal requests require the submittal of a paper SIA1 application form. Beginning January 15, 2024, the registration renewal process will require SIAs to first enter their information [electronically](#) to generate and print a populated SIA1 Coversheet and SIA1 Application.

The printed SIA1 Coversheet, SIA1 Application (signed and sealed by all directors listed on the registration), [required supporting documents](#), and the registration renewal fee are mailed or dropped off to DOB at:

NYC Department of Buildings
Licensing & Exams Unit
Attn: Special Inspection Agency Registration
280 Broadway, 1st Floor
New York, NY 10007

SIA1 Applications for renewal that are not system-generated will not be accepted.

Changes to Registration

Renewal registration applications can no longer be used to request changes to the registration record. Changes to address, agency name, director(s) and/or endorsements require submission of a completed [SIA1 application](#) and cover letter that is provided on agency letterhead, documenting the requested change(s). Review the [Registration Requirements for Special Inspection Agencies webpage](#) for change instructions.

New SIA1 Form

A new [SIA1 application](#) form dated 01/24 will be available beginning on January 15, 2024. Only the new form will be accepted after this date.