



## How to Become a NYC Registered Class 1 or 2 Filing Representative

### SECTION 1: REGISTRATION CRITERIA

To become a registered Class 1 or Class 2 Filing Representative, you must:

- Meet registration qualifications. (See Section 2.)
- Register for and complete the appropriate training courses. (See Section 3.)
- Apply for registration and pay the required fees. (See Section 4.)

Section 28-416.2 of the New York City Administrative Code **exempts** the following persons from registration:

- Owners
- Registered Architects
- Professional Engineers
- NYS Licensed Attorneys
- Master Plumbers
- Master Fire Suppression Piping Contractors
- Master Electricians

### SECTION 2: REGISTRATION QUALIFICATIONS

Applicants applying for a Class 1 Filing Representative registration must meet the following requirements:

- Be at least 18 years old

Applicants applying for a Class 2 Code and Zoning Representative registration must meet the following requirements:

- Be at least 18 years old
- Meet one of the following experience qualifications:
  - Four-year college degree in architecture or engineering from an accredited college; or
  - Four-year college degree in another field from an accredited college *plus* two years as a registered filing representative with the Department on at least 50 jobs within four years of application for registration

To determine the number of jobs associated with your filing representative registration number on a Plan / Work Application (PW1), use the filing representative search feature in the [Buildings Information System](#).

## SECTION 3: TRAINING REQUIREMENTS

You will be required to complete a Department-approved training course which may be scheduled through the Departments' website.

To obtain a Class 1 Filing Representative or Class 2 Code and Zoning Representative registration, you must complete the following training requirement

- Department-approved integrity training (the online Code of Conduct Tutorial)

Beginning July 1, 2014, to obtain a Class 1 Filing Representative registration, you must have completed the following training requirement, within one year of application for registration:

- Department-approved 16-hour training course

Beginning July 1, 2014, to obtain a Class 2 Code and Zoning Representative registration, you must have completed the following training requirement, within one year of application for registration:

- Department-approved 36-hour training course

## SECTION 4: APPLYING FOR YOUR REGISTRATION

To become a registered Class 1 Filing Representative or Class 2 Code and Zoning Representative, you must submit the original documents listed below in person to the Department's Licensing Unit, Monday through Friday, from 9:00am to 3:30pm. The Licensing unit is located at 280 Broadway, 6th Floor, New York, NY 10007.

The following documentation is required for Class 1 applicants:

- Typed and completed [Filing Representative Application LIC8 form](#)
- Completed [Child Support Certification form](#)
- Signed and notarized [Code of Conduct Tutorial](#) confirmation receipt
- Original Photo ID (driver's license, learner's permit, passport or Green Card)
- Original Social Security card
- Original proof of home residence (utility bill, lease, deed or bank statement, cell phone bills or credit card statements will not be accepted) If none of the above are in your name, you may submit a notarized letter from the person you reside with verifying that you reside with them, with the above in their name.
- A typed and notarized letter from your employer on their company's letterhead verifying your employment and authorization to represent the company or a typed notarized letter verifying that you are self-employed
- \$330 check or money order for background investigation fee
- \$50 fee for a one-year term registration fee, after you have passed your background investigation
- Beginning July 1, 2014, Certificate of Completion for the 16-Hour Code and Zoning Representative Department-approved course



The following documentation is required for Class 2 applicants:

- Typed and completed [Filing Representative Application LIC8 form](#)
- Typed and completed [Experience Verification form](#) from each professional engineer or registered architect who is attesting to job filings you are claiming as experience where your information **does not** appear on the PW1

*This form is only required for Class 2 applicants who included jobs as part of their filing requirement where their filing representative information does not appear on the PW1. These applicants MUST obtain a completed and notarized form from each professional engineer or registered architect (registered design professional) who is attesting these job filings you are claiming as experience where your information does not appear on the PW1. Limited alteration applications, post-approval amendments, electrical applications, and demolition applications cannot be credited toward the filing requirement.*

- Typed and completed [Child Support Certification form](#)
- Signed and notarized [Code of Conduct Tutorial](#) confirmation receipt
- Original Photo ID (driver's license, learner's permit, passport or Green Card)
- Original Social Security card
- Original proof of home residence (utility bill, lease, deed or bank statement ) (cell phone bills or credit card statements will not be accepted).If none of the above are in your name, you may submit a notarized letter from the person you reside with verifying that you reside with them, with the above in their name
- A typed and notarized letter from your employer on their company's letterhead verifying your employment and authorization to represent the company or a typed notarized letter verifying that you are self-employed
- \$330 check or money order for background investigation fee
- \$50 fee for a one-year term registration fee, after you have passed your background investigation
- Beginning July 1, 2014, Certificate of Completion for the 36-Hour Code and Zoning Representative Department-approved course

If the Department determines that you meet all qualifications and you pass the background investigation, you will receive a phone call from the Licensing Unit stating that you have been approved to obtain your identification card. You will need to bring an original photo ID and your registration fee at that time.

## **SECTION 5: REGISTRATION DETAILS**

Please note that once you register, your registration is valid for:

- One year, all registrations will expire on June 30, 2015

Beginning July 1, 2015:

- All Filing Representatives will transition to a three-year cycle beginning on your birthday following the date of registration. For example, if you register on July 1, 2015 and your birthday is September 1<sup>st</sup>, your registration will expire September 1, 2018
- At that time a \$150 registration fee will be required

At the end of your term, you must renew your registration to maintain your Class 1 or Class 2 status.

**For more information, visit the Department website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).**