



# SIA1: Special Inspection Agency Registration Cover Sheet

Generated by the Special Inspection Agency  
Registration application.

## You are almost done!

All documents generated by this registration must be signed and sealed appropriately and submitted with all other filing requirements to Licensing.

### REMINDER:

1. Please write your social security number in Section 3 Director Information before mailing your application.
2. All directors (Primary and Technical) please sign and seal the application in Section 9 Statements and Signatures before mailing.

<b>1 Registrant Information</b>									
Application Type <input type="checkbox"/> Renewal <input type="checkbox"/> Change									
Agency Name					License Type				
Director Name					License Number				

<b>2 Registration Fee Calculation</b> <i>The following fee calculation is based on information provided by the registrant.</i>	
A) Registration Fee: _____	
B) Special Inspection Category Fee: _____ (# of special inspection types x fee per special inspection type)	
1) Number of special inspection types: _____	
2) Fee per special inspection type: _____	
C) Total Amount Due: _____ (Registration Fee + Special Inspection Category Fee)	

<b>3 Other Important Information</b>	
<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• This online registration checks all applications for errors; however, other issues may prevent the Department from accepting this filing.</li></ul>	
<b>4 Where to File</b> <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  
6th floor  
New York, NY 10007  
Attn: Special Inspection Agency Registration

Phone: (212) 566-4100

Hours: 9:00 AM—3:30 PM

<b>Internal Use Only</b>	
Date received: _____	Fee paid: \$ _____
Reviewed by: _____	Expiration Date: _____
Comments	