

All new license/registration/certification applications must be submitted online at nyc.gov/DOBnow. See the [New License Application User Guide](#) for step-by-step directions. The Licensing & Exams Unit is not accepting any walk-in transactions, or paper applications for this process.

STEP 1: QUALIFICATIONS

To obtain a **Construction Superintendent registration**, you **must** meet all the following qualifications prior to applying for the registration:

- be at least eighteen (18) years old
- be able to read and write the English language
- be fit to perform the work authorized by the registration
- have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Construction Superintendent
- completed 10-hour OSHA course in construction industry safety and health, within two (2) years prior to application.

You must also meet (1) of the following experience qualifications:

- be a New York State licensed Professional Engineer or Registered Architect and completed a Department-approved 8-hour Site Safety Coordinator course, within one (1) year prior to application; **or**
- have a Construction Health and Safety Technician (CHST) designation from the Board of Certified Safety Professionals (BCSP) and completed a Department-approved 8-hour Site Safety Coordinator course, within one (1) year prior to application; **or**
- have five (5) years of experience as a Building Code enforcement official charged with enforcement* of the provisions of the New York City Building Code, within ten (10) years prior to application and completed a Department-approved 8-hour Site Safety Coordinator course, within one (1) year prior to application; **or**
** Enforcement must include inspections of buildings under construction or demolition and thus this excludes officials whose primary role is to perform inspections of occupied or vacant buildings*
- have five (5) years of full-time field experience in the United States working on buildings as a safety official for a government entity or construction firm or as a safety manager or safety engineer for a safety consulting firm specializing in construction or demolition, within ten (10) years prior to application and completed a Department-approved 8-hour Site Safety Coordinator course, within one (1) year prior to application; **or**
- have five (5) years of full-time experience in the United States working with plans in a relevant construction trade in furtherance of the construction, vertical or horizontal enlargement, or full demolition of a building or structure, within ten (10) years prior to application and completed a Department-approved 40-hour Site Safety Manager course within one year prior to application.

NOTE: Educational Credit: Applicant may substitute each year of full-time formal training or education in a program with emphasis on construction at a college, technical or trade school for one year of required work experience, up to three (3) years of work experience.

STEP 2: APPLYING FOR THE REGISTRATION

Please verify you meet the above qualifications, then upload **PDF scans** of the documents listed below via the [DOB NOW Portal](#). Applicants that do not currently have an eFiling account will need to create an account by completing the [registration form](#).

Please see the [New License Application User Guide](#) for step-by-step directions.

You must **upload PDF scans** of the following documentation:

- Typed, completed and notarized **LIC2** application
- Typed, completed and notarized **LIC4** employment history application
- **LIC34**, if applicable
- **LIC50** or **LIC51** application

*NOTE: Applicants with a home address outside of the New York City's five (5) boroughs must complete the **LIC50: Authorization for Service of Process by Agent**. Applicants may also fill out the **LIC51: Voluntary Authorization for Service of Process by Email** even if they reside within the City of New York.*

- **LIC62: Physical Examination Form** – must be completed within the 90 days prior to submission
- **Experience Verification Forms** from all supervisors for the years claimed as experience. If self-employed, you will be required to submit an Experience Verification Form from clients for the relevant period. These documents are subject to what is displayed on your **Social Security History of Earnings**.

*NOTE: Letters from company Human Resources and Office Managers, Chief Financial Officers (and other office functional titles) will not be accepted. The experience verification forms from your employers **must** include your full dates of employment (**month/day/year**), job titles held and daily duties. This is not required for applicants who are Professional Engineers or Registered Architects and candidates applying with Construction Health and Safety Technician certifications.*

- **Child Support Certification Form**
- Site Safety Course certificate
- 10-hour Occupational Safety and Health (OSHA) certification as specified by the experience qualifications in STEP 1
- Current Construction Health and Safety Technician (CHST) certificate and wallet card (if applicable)
- Current New York State Professional Engineer or Registered Architect License Card or Certificate.
NOTE: This is only required for those applying as a New York State PE or RA.
- Educational Transcripts or Course Curriculum indicating full time credits (if applicable)
- Driver's license, non-driver's ID, current passport, or green card (must not be expired at time of submission)
- Social Security Card
- Proof of residence (utility bill, bank statement, lease, or deed) or a typed notarized letter and bill from the person you reside with
NOTE: Cell phone/VOIP (Voice Over Internet Protocol), and cable bills will not be accepted
- Registration Fee – \$100.00 (paid via the **DOB NOW Portal**)

STEP 3: APPROVAL

Once all documentation is submitted and approved, you will be able to schedule an appointment within the **DOB NOW Portal** to take a picture and receive the Construction Superintendent registration card.

For more information, visit the Department's website at nyc.gov/buildings.