

All new license/registration/certification applications must be submitted online at [nyc.gov/dobnow](https://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
- have satisfactorily completed a Department-approved 40-hour site safety course
- possess a valid Site Safety Training (SST) Supervisor card

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

- have three (3) years of experience serving as a full-time project supervisor with on-site responsibility over the construction or demolition of buildings in New York City, within the five (5) years prior to application; **or**
- have five (5) years of experience serving as a full-time project supervisor with on-site responsibility over the construction or demolition of buildings in the United States, within the eight (8) years prior to application; **or**
- existing site safety managers and coordinators may register to become a construction superintendent undergoing an additional background investigation.

## 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 you are 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.*
- **Child Support Certification Form**
- 40-hour Site Safety Course certificate
- **Social Security History of Earnings** (Non-Certified FICA Detailed Earnings Statement) for the years you are claiming as experience  
*NOTE: This is **not** the Social Security Statement.*
- 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*
- Driver's license, non-driver's ID, current passport, or green card (must not be expired at time of submission)
- Social Security Card
- 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](https://nyc.gov/buildings).