

Purpose of form:

A "Safety Registration" number is required for any entity that performs or supervises any work that constitutes:

- a new building
- an alteration for a vertical or horizontal enlargement of more than 25% of the floor area of the existing building
- an alteration for adding three or more stories to an existing building
- an alteration for demolition or alteration of more than 50% of the floor area of an existing building
- an alteration involving the removal of one or more floors of an existing structure
- a full demolition
- the placement of a minimum of 2,000 cubic yards or more of concrete in connection with excavations, foundations or superstructures, including steel structures

A **Safety Registration** number is divided into three "Endorsement", or subtypes, options:

You may have one or all three endorsements depending on the type of work your business performs.

Demolition Endorsement (DM) - This endorsement allows the entity to do any full or partial demolition work mentioned above.

Concrete Endorsement (CC) - This endorsement allows the entity to place concrete in a building or building site in connection with excavations, foundations or superstructures, including but not limited to the placement of concrete in steel structures, where the concrete portion of the project involves the pouring of 2,000 cubic yards of concrete or more. *

Construction Endorsement (CN) - This endorsement allows the entity to do any construction work listed above that does not involve demolition or concrete work.

Please note, if you are a Registered General Contractor (1, 2, 3 family), your registration entitles you to obtain all construction permits, therefore you will not be required to obtain a construction endorsement (CN).

A Registered General Contractors (1, 2, 3 family) must add the demolition and concrete endorsement to their registration if they wish to perform the specified type of work under such endorsement.

➤ **ALL ORIGINAL APPLICANTS MUST PROVIDE THE FOLLOWING DOCUMENTATION:**

- Original photo I.D. of the individual who submits all paperwork. (Driver's license, NYS non-driver's ID, current passport or green card)
This individual must be listed in Section 6 or 7 of the application in order to file any documents.
- Original proof of business address with utility, bank statement or telephone bill (cell phone and credit card bills will not be accepted)
- If applicant is a SOLE PROPRIETOR: Original proof of primary principal's home address with utility bill, telephone bill or bank statement (cell phone and credit card bills will not be accepted)
- Original insurance certificates (General Liability, Worker's Compensation, Disability)
- Original proof from the Internal Revenue Service (IRS) confirming Employer Identification Number (EIN)

➤ **THE FOLLOWING IS REQUIRED FOR ALL BUSINESS LOCATED OUTSIDE OF NEW YORK STATE.**

- Copy of Application for Authority certified by the NYS Dept. of State if the business location is outside of New York State

➤ **ADDITIONAL REQUIREMENTS BY BUSINESS TYPE :**

Original/Changes when applying as an **INDIVIDUAL** with a business name (Sole-Proprietor) must provide:

- Copy of business certificate from the county clerk

Original/Changes when business affiliation is a **PARTNERSHIP** must provide:

- Copy of business certificate for partners from the county clerk

Original/Changes when business affiliation is a **LIMITED LIABILITY CORPORATION (LLC)** must provide:

- Copy of Articles of Organization, certified by NYS Dept. of State
- Copy of Filing Receipt or Certificate of Good Standing

Original/Changes when business affiliation is a **CORPORATION** must provide the following:

- Copy of Certificate of Incorporation, certified by NYS Dept. of State
- Copy of Filing Receipt or Certificate of Good Standing

Original/Changes when business affiliation is a **JOINT VENTURE** must provide the following:

- Copy of Business Certificate for Partners for a Joint Venture from the county clerk
- Copy of Filing Receipt or Certificate of Good Standing for entities forming joint venture

How to fill out the form:**1 Application Type**

Select a transaction type (renewal, original, change)

2 Registration Number

This section should be completed if you have an existing tracking number. Your tracking number will be upgraded to a Safety Registration Number. See definitions on Page 1.

3 Safety Registration Endorsement Type

Select the endorsement (s) you wish to apply for, whether it be construction, demolition and/or concrete.

4 Type of Business

Select under which business type the company is registering.

5 Business Information

Provide business name, address and other specific information of the business that is registering with the department.

6 Primary Business Contact

Provide name, address and other specific information of the officer, principal or director who is designated to receive official notices from the department. Home address is not required if the applicant is not an individual /sole proprietor; all other information requested in this section must be provided.

7 Corporate Officers, Partners and Stakeholders

Complete this section for all corporate officers, registered agents, partners and any stakeholders. Include ALL officers and partners. Include stakeholders owning and/or controlling an interest of ten percent or more of the business. Indicate which officer(s), principal(s) or director(s) should be contacted by the department in event of an emergency.

Please note any information requested in this section that is provided on the Vendex questionnaire does not have to be indicated on the LIC7. Any information requested that is not indicated on the Vendex questionnaire must be indicated on the LIC7 application. The Vendex questionnaire and approval e-mail from the Mayors Office of Contract Services must be attached to the LIC7 application.

8 Business Affiliation

Provide information of the business name and location from where applicant has engaged in business that would qualify it as a safety registration recipient at any time within the last five years.

9 Comments

Section where you may provide any additional requested information.

10 Applicant Statements and Primary Business Contact Signature

The signature of the Primary Business Contact (individual listed on section # 6 of application) is required in order to ensure the applicant attest to the information provided. If an application is not signed and notarized, it will not be accepted.

➤ Submission Limitations

Each customer is allowed a maximum of three (3) transactions per day.