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THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS
DEPARTMENTAL MEMORANDUM

Home Improvement Contractors Licenses
Licenses, Dept. of
Administration
Complaints

To: Borough Superintendents Date: September 30, 1968
From: Thomas V. Burke, Director of Operations
Subject: Home Improvement Contractors Licenses
Local Law 21 of 1968

In order to assist the Department of Licenses in enforcement of the requirement that home improvement contractors be licensed, the following procedure is to be established:-

1. A permit for alteration of a residence building occupied by four families or less shall not be issued, unless the contractor seeking such permit provides evidence that he has been licensed as a home improvement contractor by the Department of Licenses and has a current license.
2. A permit for construction of an accessory garage, for an accessory building, for an accessory pool and for other construction when on the same premises as a dwelling occupied by four or less families, shall not be issued, unless the contractor provides evidence that he is licensed as a home improvement contractor.
3. Evidence of a license shall be a copy of such license or a statement of the license number.
4. A record of the license number shall be marked on the original copy of the permit as Home Improvement Contract No. _____. This number shall be placed on the face of the permit near the information on workman's compensation insurance.
5. An application for alteration of a residence building of four families or less may be an alteration application, building notice application, miscellaneous application, or any other application filed for such a building, except a plumbing application.

An application for a garage, an accessory building, a swimming pool, or other structure may be filed on a new building application. Other changes to the premises may be filed on alteration applications, building notices, or other applications.