

New License Application Service Notice – Starting September 7, 2021, all new license applications are required to be submitted online at www.nyc.gov/dobnow. See the **New License Application User Guide** for step-by-step directions.

The Licensing & Exams Unit will **not** be accepting any walk-in transactions, or paper applications for this process.

STEP 1: QUALIFICATIONS

You must meet one (1) of the following requirements to become a Registered Construction Superintendent:¹

- 1) Be a New York State Professional Engineer (PE) or Registered Architect (RA) and have completed a **Department-approved 8-hour Site Safety Course** within one (1) year prior to application date, and a 10-hour Occupational Safety and Health course in Construction Safety and Health or Hazard Recognition within two (2) years immediately preceding the date of application; or
- 2) Have a current Construction Health and Safety Technician (CHST) designation from the Board of Certified Safety Professionals and have completed a **Department-approved 8-hour Site Safety Course** within one (1) year prior to application date, and a 10-hour Occupational Safety and Health course in Construction Safety and Health or Hazard Recognition within two (2) years immediately preceding the date of application; or
- 3) Have five (5) years of experience within the last ten (10) years as a Building Code Enforcement Official charged with the enforcement of the provisions of the New York City Building Code, and has completed a **Department-approved 8-hour Site Safety Course** within one (1) year prior to application date, and a 10-hour Occupational Safety and Health course in Construction Safety and Health or Hazard Recognition within two (2) years immediately preceding the date of application. Qualifying enforcement must include inspections of buildings that were under construction or demolition, and excludes officials whose primary role is to perform inspections of occupied dwellings or vacant buildings; or
- 4) Have five (5) years of experience within the last ten (10) years of full-time field experience within the United States working on buildings as safety official for a government entity or construction firm, or as a safety manager or safety engineer for a consulting firm which specializes in construction or demolition, and has completed a **Department-approved 8-hour Site Safety Course** within one (1) year prior to application date, and a 10-hour Occupational Safety and Health course in Construction Safety and Health or Hazard Recognition within two (2) years immediately preceding the date of application; or
- 5) Have five (5) years of full-time experience within the last ten (10) years within the United States working with plans within a relevant construction trade in furtherance of the construction, vertical or horizontal enlargement, or the full demolition of a building or structure, and has completed a **Department-approved 40-hour Site Safety Manager Course** within one year prior to application date, and a 10-hour Occupational Safety and

¹ Please see the full text of **1 RCNY §3301-02** for all the qualifications requirements.

Health course in Construction Safety and Health or Hazard Recognition within two (2) years immediately preceding the date of application.

Educational Credit: Applicants wishing to use educational credit will be allowed to submit transcripts for formal training or education in a program with an emphasis in construction from a college, technical or vocational school. Applicants may substitute full-time verified educational course work for each year of required experience for up to three (3) years of required experience.

STEP 2: APPLYING FOR REGISTRATION

Please verify you meet one (1) of the above qualifications groups, then upload PDF scans of the documentation 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** submit PDF scans of the following **original** documentation:

- Typed, completed and notarized [LIC2](#) registration application form
- [LIC34](#) form (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.*

- Typed, completed and notarized [LIC4](#) employment history application form
NOTE: This is not required for applicants who are Professional Engineers or Registered Architects and candidates applying with Construction Health and Safety Technician certifications.
- [Supplemental Investigation Questionnaire](#)
- Social Security History of Earnings (Non-Certified FICA Detailed Earnings Statement) for the years you are claiming as experience. This is **not** the Social Security Statement.
NOTE: This is not required for applicants who are Professional Engineers or Registered Architects and candidates applying with Construction Health and Safety Technician certifications.
- [Experience Verification Forms](#) from all supervisors for the years you are claiming as experience. In the event that 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. This is not required for applicants who are Professional Engineers or Registered Architects and candidates applying with Construction Health and Safety Technician certifications.*

- **Experience Verification Forms** from all supervisors for the years you are claiming as experience. In the event that 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. This is not required for applicants who are Professional Engineers or Registered Architects and candidates applying with Construction Health and Safety Technician certifications.*

- Driver's license, non-driver's ID, current passport or green card - must not be expired at the 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 are residing with

NOTE: cell phone/VOIP (Voice Over Internet Protocol), and cable bills will not be accepted

- Site Safety Course certificate
- 10-hour Occupational Safety and Health (OSHA) certification as specified by the experience qualifications in STEP 1 above
- **LIC62 Physical Exam Form must be completed within 90 days**
- 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.

- Current Construction Health and Safety Technician certificate and wallet card (if applicable)
- Educational Transcripts or Course Curriculum indicating full time credits (if applicable)
- **Child Support Certification Form**
- Registration Fee - \$100.00 payable within 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 picture and receive the Construction Superintendent registration card.