

All new license applications are required to be submitted online at nyc.gov/DOBnow. See [the New License Application User Guide](#) for step-by-step directions. The Department no longer accepts walk-in transactions, or paper applications for this process.

STEP 1: LICENSE QUALIFICATIONS

To become a registered General Contractor, you **must**:

- Be at least eighteen (18) years old.
- Be able to read and write the English language.
- Have good moral character so as to not adversely impact upon fitness to perform the duties and responsibilities of a General Contractor.

Additional Qualifications

- Be able to prove financial solvency
- Have a corporation that is in good standing under the laws of the State of New York
- Does not have any outstanding OATH penalties issued to their personal name or any businesses affiliated to them or any current/previous licenses.

STEP 2: BACKGROUND INVESTIGATION

To become a registered General Contractor for one-, two-, and three-family homes, you **must** also pass a background investigation:

- The applicant **must** upload a clear PDF version of the following documentation. All documents must be uploaded onto their designated slot. Fully typed, completed and notarized [LIC6: General Contractor Registration Form](#)
- [LIC50](#) or [LIC51](#) application
NOTE: Applicants with a home address outside of 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.
- [Child Support Certification Form](#)
- Notarized letter on company's letterhead listing the name, home address, home phone number, social security number and percent of ownership for all corporate officers, partners and any stakeholders
- Original proof of Employer Identification Number (EIN) or Federal Tax Identification Number from the Internal Revenue Service (IRS)
- The last three (3) consecutive business bank statements for your company, each showing an ending balance of \$25,000 or a notarized bank stamped letter confirming the company has maintained a minimum end balance of at least \$25,000 for the past three (3) months
- Your original general liability insurance certificate (you must have a \$1 million minimum policy), Workers' Compensation certificate and disability insurance certificate (*please see the [Insurance Guidelines](#) for more information*)

- Original government issued photo identification (driver's license, state identification card, current passport or permanent resident card)
- Social Security Card
- Original proof of business address (utility bill, bank statement, deed or lease)
NOTE: Cell phone and credit card bills will not be accepted.
- If the company was formed in a state other than New York State, corporate documentation from the state where the company was formed must be submitted in addition to a certified copy of the Application for Authority from the [New York State Department of State](#).
- For questions pertaining to your background investigation or to find out the status, please send inquiries to lbackgrounds@buildings.nyc.gov.

STEP 3: ADDITIONAL REQUIRED DOCUMENTATION

For Corporations

All corporations **must** provide the following documentation in addition to the required documentation listed in STEP 2:

- A certified copy of your corporation's **Certificate of Incorporation** from the [New York State Department of State](#).
- A copy of your corporation's **Filing Receipt** or **Certificate of Good Standing**
- A copy of your corporation's minutes stating the names of the corporation's elected officers and the time, date and location of the meeting

For Limited Liability Companies (LLC)

All LLCs **must** provide the following documentation in addition to the required documentation listed in STEP 2:

- A copy of your LLC's **Filing Receipt** or **Certificate of Good Standing**
- A certified copy of your LLC's **Articles of Organization** from the [New York State Department of State](#)
- A copy of your LLC's minutes stating the names of the LLC's elected officers and the time, date and location of the meeting

For Partnerships

All partnerships **must** provide the following documentation in addition to the required documentation listed in STEP 2:

- Your partnership's **Certificate of Partnership** stating all present officers and their percentage of ownership

For Individuals with a Business Name (Sole Proprietors)

All individuals with a business name (sole proprietors) **must** provide the following documentation in addition to the required documentation listed in STEP 2:

- A copy of your **Business Certificate** from the County Clerk

For Businesses Located Outside of New York State

All companies formed outside of New York State **must** provide the following documentation in addition to the required documentation listed in STEP 2:

- A certified copy of your **Application for Authority** from the [New York State Department of State](#)

STEP 4: OBTAINING YOUR REGISTRATION CARD

If the Department determines that you meet all qualifications and successfully pass the background investigation, you will receive a determination email generated from DOB NOW with instructions for your next steps. If you do not see this email in your inbox, please check your spam or junk email.

If your application is denied, you will receive a denial letter sent to the email address listed in your DOB NOW portal explaining the reason for the denial.

You will have one (1) year from the date of approval in DOB NOW to pick up your license.

Failure to do so will result in the portal automatically closing your application as a denial, and you will be required to restart the entire application process.

Please ensure that all required documents are active at the time you appear to pick up your license.

If you have any questions or concerns, you **must** contact the **Licensing & Exams Unit** at **(212) 393-2259** or via email at licensingdob@buildings.nyc.gov, as all subsequent steps in the process are handled by that unit.