

**New License Application Service Notice** – As of September 7, 2021, all new license applications are required to 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 will **not** be accepting any walk-in transactions, or paper applications for this process.

## STEP 1: LICENSE CRITERIA

To become a New York City-licensed **Class B Hoist Machine Operator**, you **must**:

- Meet the License Qualifications (see STEP 2)
- Apply for and pass the appropriate National Commission for the Certification of Crane Operators written and practical examinations (see STEP 3)
- Apply for and pass the Background Investigation (see STEP 4)
- Apply for your license (see STEP 5)

## STEP 2: LICENSE QUALIFICATIONS

All applicants applying for a Class B Hoist Machine Operator license **must** meet the following qualifications:

- 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 license
- Have good moral character so as not to adversely impact your ability to perform the duties and responsibilities of a Hoist Machine Operator
- All applicants for a Class B Hoist Machine Operator license shall hold a Class A basic Hoist Machine Operator license and shall have had at least two (2) years' experience prior to the application date under the direct and continuing supervision of a Class B licensed Hoist Machine Operator, on equipment for which a Class B license is required. Refer to Rules of the City of New York 104-09 for information on qualifications and requirements.

## STEP 3: EXAM REQUIREMENTS

To become a licensed **Class B** Hoist Machine Operator the applicant **must** pass the appropriate National Commission for the Certification of Crane Operators (NCCCO) written and practical examinations. Candidate handbooks and application information can be found on the NCCCO website at [www.nccco.org](http://www.nccco.org).

To obtain a Class B Hoist Machine Operator license the applicant **must** show a valid NCCCO certification card containing at minimum the following five (5) certifications:

- Mobile cranes – large telescopic boom cranes (swing cab) (TLL)
- Mobile cranes – small telescopic boom cranes (fixed cab) (TSS)
- Lattice Boom Truck crane (LBT)
- Lattice Boom Crawler crane (LBC)
- Tower crane (TWR)

**STEP 4: BACKGROUND INVESTIGATION**

Once you have obtained a NCCCO certification, you **must** 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** upload **PDF scans** of the following original documentation. Pictures of documents will not be accepted. Documents must be scanned PDFs.

- Current NCCCO certification card as cited above
- **LIC2 License Application**
- Typed **LIC34: Licensing Supplemental Affidavit**, if applicable
- **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.*

- **LIC61: Physical Exam Form must be completed within 90 days**
- Proof of Certification of Compliance with substance abuse provisions. The Department will provide a substance abuse policy compliance document for you to complete during your appointment
- Typed and notarized letter from the applicant listing the name, address and telephone number of the laboratory that performed the substance abuse test and consent for the laboratory to the release such information to the Department

- Typed and completed **Background Investigation Questionnaire**

- **Supplemental Investigation Questionnaire**

- **NYC Buildings Employment Verification Forms** from all licensed Hoist Machine Operators that supervised the Applicant's work during the years he or she is claiming as experience

*NOTE: The Experience Verification Forms **must** come from the licensed Hoist Machine Operator who supervised your work during that time, not from Human Resources. The supervising Licensee **must** hold at minimum, the class of license for which the Applicant is applying. NYC Buildings Experience Verification forms, posted on the Department website **must** be submitted with the Background Investigation Questionnaire*

- Social Security History of Earnings for the years you are claiming as experience - this is **NOT** the Social Security Statement.

*NOTE: There is a fee charged by the Social Security Administration for this service. You **must** request the report to be run by 'company name'. You may request the information by mail or in-person (ordinarily you can receive this instantly in person). Visit (<http://www.ssa.gov/online/ssa-7050.html>) for more information*

- Union Extracts for the years you are claiming as experience, if applicable
- Current Driver's License – if driver's license is from outside of NY, applicant **must** submit a driving abstract from the Department of Motor Vehicles in State of license issuance. Any licenses with driving conditions or restrictions will not be acceptable.
- Original birth certificate, current passport or green card
- Original Social Security Card

- Latest paystub or W-2
- Proof of residence (utility bill, lease or deed) or a typed notarized letter and bill from the person you are residing with  
*NOTE: Cell phone bills will not be accepted*
- Certificate of Completion for the **40-Hour Hoist Machine Operator Department-approved Course**
- National Certification Practical Exam Results showing type of equipment on which you were tested
- **Original HMO Ratings Exam Attestation Form** (if adding **ratings** to your Class B license)
- Original HMO Ratings Certificate with acquired rating
- **Child Support Certification Form**
- Background Investigation Fee – \$500.00 payable within the **DOB NOW Portal**  
For questions pertaining to your background investigation or to find out the status, please send inquiries to **lbackgrounds@buildings.nyc.gov**
- License Issuance Fee – \$200.00 payable within the **DOB NOW Portal**

## **STEP 5: OBTAINING YOUR LICENSE CARD**

If the Department determines you meet all the qualifications and you pass the Background Investigation, you will be able to schedule an appointment within the **DOB NOW Portal** to take picture and receive the Hoist Machine Operator Class B license card. You have one (1) year from the date of notification to obtain your license. For more information, visit the Department website at **nyc.gov/buildings**.