



**DEPARTMENT OF BUILDINGS**  
EXECUTIVE OFFICES  
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RUDOLPH J. RINALDI, Commissioner

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Issuance # 246

**OPERATIONS**  
**POLICY AND PROCEDURE NOTICE # 17/90**

To: Distribution  
From: Barry G. Cox  
Date: July 5, 1990  
Subject: Home Improvement Contractor's License to be Required  
for some permits effective July 16, 1990

**Effective:** July 16, 1990

**Boroughs Affected:** Manhattan, Bronx and Queens (All BIS Boroughs).

**Objective:**

To establish a procedure to insure that contractors seeking work permits on certain jobs possess a Home Improvement Contractor's License (HIC License). This new requirement is for the following jobs on 1, 2, and 3 family homes:

- \* ALT Type I  
(Plumbing (PL) permits exempt. Standpipe (SD), Sprinkler (SP), Fire Alarm (FA), Fire Suppression (FP) permits exempt if issued separately from ALT permit).
- \* ALT Type II - Involving Mechanical/HVAC (MH), Boiler (BL), Construction Equipment (EQ) and Other (OT).
- \* ALT Type III -  
(Curb Cut (CC) permit exempt)

**Background:**

In order to help assure that the public is provided protection from unlicensed contractors, the Department of Buildings will require contractors to provide a Consumer Affairs HIC License number in order to obtain a work permit on the above mentioned job types.

**Specifics:**

**Contractor:**

When filing for a work permit (Form PW-2) for any of the above mentioned jobs on 1, 2 and 3 family homes, the contractor must provide his HIC License number in the section - "Lic. No." in box 4 ("Applicant/Contractor"). In the same box, under - "License Type:", the type of license i.e., Home Improvement Contractors License, must be specified.

**Application Processor (Permit Clerk):**

While entering the license type and license number of the contractor on the "Applicant/Contractor" screen (BISPAP25), the application processor (permit clerk) must enter "HIC" in the field marked "OTHER". In the field marked "DEPARTMENT OF CONSUMER AFFAIRS LICENSE NO:", the six digit HIC License number must be entered. If the HIC License number is not provided, the application processor will be unable to proceed to the following screen (An edit check message will be displayed).

**MIS:**

When required by Operations, MIS will generate a list of contractor names and their HIC numbers, along with related job numbers.

**Operations:**

Operations will be responsible for mailing a copy of the HIC License list to the Department of Consumer Affairs, where these numbers will be checked for their authenticity.

BGC:SM:mh

cc: BIS Computer Coordinators