

Purpose of Form

The license LIC1 form must be completed if you are applying, renewing, or changing information for a Concrete Test Laboratory.

NEW applicants **must** provide the following:

- Completed typed and notarized license application (LIC1) mailed to
NYC Department of Buildings
OTCR
280 Broadway, 7th Floor
New York, NY 10007
- AAP inspection report from latest tour of inspections
- Copy of Director's photo ID (driver's license, NYS Non-driver's ID, current passport or green card)
- Copy of Director's PE/RA license and registration certificate
- Copy of Director's Social Security card
- Director's resume
- Copy of the ACI Field Testing Technician—Grade I certification (for all field technicians)
- Copy of ACI Concrete Testing Laboratory Technician—Level I certification (for all laboratory technicians)
- Proof of Insurance (General Liability with occurrence base of 1 million dollars and Worker's Compensation)
- Proof of Insurance (General Liability with occurrence base of 1 million dollars and Worker's Compensation).

RENEWAL applicants **must** provide the following:

- Completed typed and notarized license application (LIC1) mailed to
NYC Department of Buildings
OTCR
280 Broadway, 7th Floor
New York, NY 10007
- CCRL or AAP inspection report from latest tour of inspections
- Provide letter (signed and sealed) from Lab Director outlining corrections to identified deficiencies in the CCRL (not applicable for AAP)
- Copy of Director's photo ID (driver's license, NYS Non-driver's ID, current passport or green card)
- Copy of Director's PE/RA license and registration certificate
- Director's Resume
- Copy of the ACI Field Testing Technician – Grade I certification (for all field technicians)
- Copy of ACI Concrete Testing Laboratory Technician – Level I certification (for all laboratory technicians)
- Proof of Insurance (General Liability with occurrence base of \$1 million dollars and Worker's Compensation)

SECTIONS & DESCRIPTIONS**1 APPLICATION TYPE**

Select a transaction type: Original, Renewal, Reissue, Change

2 LICENSE NUMBER

Complete if you are applying for a Renewal, Reissue, or Change

3 LICENSE TYPE

Select the type of license for which you are applying, changing or Renewing (Concrete Test Lab).

4 AGENCY INFORMATION

Must provide the company's complete Name, address and telephone number of the current company employed by. Concrete Testing Laboratories please provide your PE and/or RA number in Section 5.

5 DIRECTOR INFORMATION

The applicant must provide a complete set of information in this section. Provide last name, first name, middle initial, social security number, date of birth, home address, home telephone number, city, state, zip and Driver license information. *(mobile telephone number is optional)*

6 PARTNER OR OFFICER INFORMATION

Provide the name, address, phone number, license number (if any), percent owned by each partner or officer and the title of each partner or officer.

7 AFFILIATION

- Complete this section only if you are doing work for more than one company/agency with this license type.
- Provide the name, address, city, state, zip, and phone number for the other company/agency not listed in Business Information Section 5 of this form.)

8 A&B CONVICTIONS & FINES

- Type an (X) in the appropriate box to indicate your answer to each of the questions in this section.
- If you answer **Yes** to any of these questions, you **must** complete the **Licensing Supplemental Affidavit (LIC34)** and attach to your completed License Application form (LIC1).
- You do not need to include parking-related offenses; however, you must include parking-related fines.

9 A&B LICENSING HISTORY

List all licenses, certifications, or registrations issued to the director and owner of the Concrete Test Lab owner, by any City or State. Use an additional sheet if required.

10 A&B COMMENTS

Use this section to explain the reason for any suspension, restriction, surrendering, revocation, or disciplinary action of any licenses/ certifications/ registrations issued to you.

11 STATEMENTS & SIGNATURES – Agency Directors

- All statements should be reviewed in detail in this section before it is signed and notarized.
- Print name, date and sign, and have the form notarized.

12 STATEMENTS & SIGNATURES – Owners

- All statements should be reviewed in detail in this section before it is signed and notarized.
- Print name, date and sign, and have the form notarized.

Social Security Information Request

In accordance with Federal and State Laws, the New York City Department of Buildings requires that all applicants for licenses/license holders provide their Social Security Number (SSN). DOB will use the SSN to conduct background investigations and maintain accurate license and related records. This information may be shared with other government agencies, consistent with applicable laws and Departmental policy or with the SSN holder's written permission but will otherwise be kept confidential. The specific statutory authority for requiring SSN's is in the following: Federal Law-Privacy Act of 1974 (Section 7 of P.L., 93-579); Welfare Reform Act of 1996 (42 USCA 666(a)), and Section 5 of the NYS Tax Law.

LICENSE FEES

License Type	Original Fee	Renewal Fee	Late Fee	Change Fee
Concrete Testing Lab	\$100	\$75	\$50	\$50