

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: EXAM GUIDELINES

To obtain a Special Rigger License, you **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 fitness to perform the duties and responsibilities of a Master Rigger
- Have at least five (5) years of practical experience in the hoisting and rigging business within seven (7) years prior to application date
- Have satisfactorily completed a Department-approved thirty (30) hour training course*
- Have knowledge of and be able to explain the risks of such work and necessary safety precautions that must be taken, including safety loads and computations, types of rigging, size and strength of ropes, cables, blocks, poles, derricks, shear legs and other tools used during such work

** As of July 1, 2015 during the three (3) years immediately prior to renewal, the Licensee **must** have successfully completed a Department-approved eight (8) hour recertification course including the instruction on inspection, maintenance, repair, use, installation, hazards associated with, and the relevant sections of the Building Code and industry practice with regards to: 1) Rigging methods, hardware and equipment; 2) Hoisting machines including Cranes and Derricks; 3) Climber/Tower crane assembly, jumping, and disassembly; 4) Suspended Scaffolds; 5) Critical picks, and; 6) Fall hazards and fall protection*

Please see the full text of Title 28 of the New York City Administrative Code for all the qualifications requirements

STEP 2: APPLYING FOR THE LICENSE

You **must** pass a written and practical exam in order to become a Master Rigger.

Written*

You **must** complete the exam application (**LIC41**), check the box that indicates you are a Master Rigger candidate and submit the application with the \$525.00 fee to the Department (see contact information below).

Practical

After passing the written exam, you **must** apply to take the practical exam (**LIC42**). First, complete the exam application, check the box that indicates you are a Master Rigger candidate and submit the application with the \$350.00 fee, **payable by money order only**, to:

NYC Department of Buildings
Licensing & Exams Unit – Exams
280 Broadway, 1st Floor
New York, NY 10007

* After passing the written exam, you **must** apply to take the practical exam ([LIC42](#)).

NOTE: Effective March 16, 2017, you have up to twenty-four (24) months from the date of notification of passing the written examination to pass the practical examination.

STEP 3: SCHEDULING YOUR EXAM

After submitting your exam application, next you **must** schedule your exam.

- If your application is accepted, you will receive an email from the exam administrator in one (1) to two (2) weeks with instructions on how to schedule your exam. Exams are given at several locations in the State.
- The practical exam assesses your knowledge of the rules and regulations governing hoisting and rigging in New York City, weights of various materials to be hoisted, knowledge of safety measures, accident prevention and related matter and your ability to perform rigging operations. You will **NOT** be allowed to use reference materials during the exam.
- Passing score is seventy (70) percent. If you pass the written exam, the site proctor will print your report on-site and a practical exam will be scheduled.
- If you pass the practical exam, you will receive a letter via US Mail by CPS approximately three (3) to four (4) weeks after the date of the practical exam.

STEP 4: BACKGROUND INVESTIGATION

To become a Master Rigger, you will need to upload **scanned PDFs** 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**. Pictures of documents will not be accepted. The following documentation is required:

- Examination Score Report
- [LIC2](#) Application
- Typed [LIC34](#), if applicable
- [LIC51](#) application

NOTE: Applicants may fill out the [LIC51](#) Voluntary Authorization for Service of Process by Email if they would like to receive Notices of Violation (NOV)/Summonses via email.

- Notarized [Background Investigation Questionnaire](#)
- [Supplemental Investigation Questionnaire](#)

- **LIC61 Form**, **must** be completed by a physician within 90 days prior to the appointment date
- **Experience Verification Forms** from all supervisors for the years you are claiming as experience

NOTE: The Experience Verification Forms from company Human Resources will not be accepted.

- **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.

- 30 hour **Department-approved Course Certificate**
- Photo ID (driver's license, learner's permit, State ID, green card, or passport)
- Original Social Security Card
- Original birth certificate, current passport or green 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 bills will not be accepted.

- **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 – \$100.00 payable within the **DOB NOW Portal**

STEP 5: OBTAINING THE LICENSE CARD

Once you have passed the exams and the background investigation, you need to obtain your Master Rigger license card.

- If you pass the practical exam and the background investigation, you will be able to schedule an appointment within the **DOB NOW Portal** to take picture and receive the Master Rigger license card.
- You have one (1) year from the date of notification to submit the required documents for your license. If you do not complete the process within one (1) year of the date notification, you will be required to retake the exam.

For more information, visit the Department's website at www.nyc.gov/buildings.