

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: WHY YOU NEED A SAFETY REGISTRATION NUMBER

You **must** have a Safety Registration Number with the Department in order to file applications with the Agency and obtain the following permits:

- New Building permits
NOTE: New Building permits for one-, two-, and three-family homes are excluded
- Alteration permits to enlarge a building more than 25% of the building's existing floor area
- Alteration permits to add three (3) or more stories to an existing building
- Alteration permits to demolish or alter more than 50% of a building of a building's existing floor area
- Alteration permits to remove one or more floors of an existing building
- Demolition permits
- Jobs where 2,000 cubic yards or more of concrete will be placed during excavation, foundation, or superstructure work

STEP 2: APPLYING

You must first submit the **LIC7** application to srgc7@buildings.nyc.gov. Once the application has been reviewed you will receive an email notification to upload your supporting documents for the registration. **Mailed applications will not be accepted.**

1. Select the appropriate endorsements for the type of work being done:
 - a) **Construction (CN)** – required for all work listed above in STEP 1, except demolition and concrete work, and for those individuals registered as General Contractors
 - b) **Demolition (DM)** – required for all demolition work listed in STEP 1
*NOTE: You **must** have the appropriate demolition insurance in order to obtain the endorsement*
 - c) **Concrete (CC)** – required for all concrete work listed in STEP 1
2. Safety Registration applications are required to be submitted online at www.nyc.gov/dobnow

STEP 3: REQUIRED DOCUMENTATION

To obtain a Safety Registration Number you will need to **upload PDF scans** of the documents 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**. Pictures of documents will not be accepted. The following **original** documentation is required:

- Typed, completed, and notarized [LIC7](#) Safety Registration application
- [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*

- Original proof of Employer Identification Number (EIN) of Federal Tax Identification Number from the Internal Revenue Service)
- Your original General Liability insurance certificate (you **must** have a \$1 million minimum policy), Workers' Compensation certificate, and Disability Insurance certificate*. Your insurance certificate **must**:
 - Have the identical address and phone number to the address for which you are seeking a Safety Registration Number
 - Your Federal Employer Identification Number (EIN) **must** be included on your Workers' Compensation certificate and/or Disability Insurance certificate
 - The certificate holder section **must** read as follows:

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

**For more information about insurance, see our [Insurance Guidelines](#) section.*

- Original photo ID of the individual submitting the paperwork (Driver's License, State ID, passport, or green card). All photo identification **must** be current.
- [Child Support Certification Form](#) (filled out by the Primary Officer)
- Original proof of business address (utility bill, bank statement, deed, or lease)

*NOTE: Utility bills include electricity, gas, or water; **cell phone bill, mortgage statement and credit card bills will not be accepted***

STEP 4: BUSINESS DOCUMENTATION

Additional Requirements for Corporations

All Corporations **must** provide the following documentation in addition to the above required documentation in STEP 3:

- 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

- If the company was formed in a State other than New York, 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](#).

Additional Requirements for Limited Liability Companies (LLC)

All LLC's **must** provide the following documentation in addition to the above required documentation in STEP 3:

- A copy of the 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
- If the company was formed in a State other than New York, 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](#).

Additional Requirements 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 above required documentation in STEP 3:

- A copy of your Business Certificate from the County Clerk
- Original proof of primary contact's home address (utility bill, bank statement, deed, or lease)

*NOTE: Utility bills include electricity, gas, or water; **cell phone bills, mortgage statement and credit card bills will not be accepted***

STEP 5: APPROVAL

Once all documentation is submitted correctly, you will be able to schedule an appointment within the [DOB NOW Portal](#) to receive the Safety Registration Number card. You are required to pay the \$80.00 fee for each endorsement you indicated in STEP 2 within the [DOB NOW Portal](#).