

All new license applications must be submitted online at nyc.gov/dobnow. See the [New License Application User Guide](#) for step-by-step directions. The Licensing & Exams Unit is not accepting any walk-in transactions, or paper applications for this process.

STEP 1: QUALIFICATIONS

To obtain a **Special Rigger License**, you **must** meet all 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 Special Rigger
- must pass a Department-sponsored examination administered for Special Rigger, within the one (1) year prior to application
- completed a Department-approved 16-hour course for Special Riggers, within the one (1) year prior to application
- completed a Department-approved 32-hour course for suspended scaffold supervision, within the one (1) year prior to application

You must also meet at least one (1) of the following:

- have two (2) years of experience working as a designated Special Rigging Foreman in New York City under the direct and continuing supervision of a licensed Special Rigger, within the three (3) years prior to application, **or**
- have three (3) years of experience, supervising the installation or use of suspended scaffolds in New York City in accordance with the Building Code, within the five (5) years prior to application.

STEP 2: APPLYING FOR THE EXAM

You **must** pass a practical exam to become a Special Rigger. First, complete the practical exam application ([LIC42](#)), check the box that indicates you are a Special Rigger candidate and submit the application with the \$350.00 fee, payable by **money order only** to:

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

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.
- 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: SUBMITTING YOUR APPLICATION

You **must** complete an online application and submit the required documents listed below as **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:

- **LIC2** application
- **LIC34**, if applicable
- **LIC51** application
- Examination Score Report Form
- **LIC61: Physical Examination Form** must be completed by a physician within the 90 days prior to application
- Certificate of 16-hour Department-approved course for Special Riggers
- Certificate of 32-hour Department-approved course for suspended scaffold supervision
- **Background Investigation Questionnaire**
- **Experience Verification Forms** from all supervisors for the years claimed as experience
NOTE: Experience Verification Forms from company Human Resources will not be accepted.
- **Substance Abuse Attestation**
- Notarized letter from the applicant showing a negative result of the substance abuse test. It also must include the name, address and telephone number of the laboratory that performed the test and give consent to the release by the laboratory of the test results to the Department upon its request
- **Child Support Certification Form**
- Photo ID (driver license, learner's permit, State ID, green card, or passport)
- Original Social Security Card
- Original birth certificate, current passport, or green card
- Latest paystub or W-2
- **Social Security History of Earnings** for the years claimed as experience.
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).
- You must also pay all applicable fees within the **DOB NOW Portal**

- Background Investigation Fee – \$500.00
For questions pertaining to your background investigation or to find out the status, please send inquiries to ibackgrounds@buildings.nyc.gov.
- License Issuance Fee – \$100.00

STEP 5: OBTAINING YOUR LICENSE CARD

Once you have passed the practical exam and the background investigation, you need to obtain your Special Rigger license.

- If you pass the background investigation and receive Business Application approval, you will be able to schedule an appointment within the [DOB NOW Portal](#) to take a picture and receive the Special Rigger license card.
- You have one (1) year from the date of Department’s notice of approval to submit the required forms, documents and fees to obtain your license. Failure to do so within the time will result in the denial of license issuance and will require a re-examination and reapplication.
- If you are approved for the license you are required to be an officer, partner or sole proprietor of a business/company, and the business must have a place of business in New York City that complies with all Zoning Code regulations (i.e., within a commercial zone)
- Original applicants will be required to submit the following business documentation:
Applicants whose business affiliation is a CORPORATION **must** provide the following:
 - Copy of the Certificate of Incorporation, certified by the State
 - Copy of Filing Receipt or Certificate of Good Standing, certified by the State
 - Copy of the minutes stating the elected officers, including time, date, and location of meeting (applicant must be an officer)
 - Copy of Articles of Agreement/By Laws. If none, a notarized affidavit on corporation stationery stating there are none, must be submitted.
 - Corporation must have a business address in the City of New York. You must submit a copy of a utility bill or bank statement with corporation name at business location.
 - Affidavit on business letterhead listing all officers of corporation stating their names, titles, address, and license number, if any. The Affidavit must contain a paragraph stating the President of the corporation will notify the Department within ten (10) days of any changes in the Officers whether they are licensed or unlicensed.

Applicants whose business is a LIMITED LIABILITY COMPANY (LLC) **must** provide the following:

- Copy of filing receipt or Certificate of Good Standing, certified by the State
- Copy of Article of Organization, certified by the State
- Copy of Operating Agreement (if none, an affidavit on corporation stationary stating such)
- Copy of the minutes stating the elected officers, including time, date, and location of meeting (applicant must be an officer).
- Affidavit on business letterhead listing all officers of corporation stating their names, titles, address, and license number, if any. The Affidavit **must** contain a paragraph stating the President of the corporation will notify the Department within ten (10) days of any changes in the Officers whether they are licensed or unlicensed.

Original Applicants whose Business is a PARTNERSHIP **must** provide the following:

- Copy of Partnership Agreement listing all present partners
- Letter on business stationery stating names and address of all partners and license number, if any. The letter **must** contain a paragraph stating the licensed partner will notify the Department of Building of any changes of partners whether they are licensed or unlicensed.
- Business address of Partnership must be in the City of New York. You **must** submit a copy of a utility bill or bank statement with corporation name at business location.

Original Applicants applying as an INDIVIDUAL with a business name (Sole-Proprietor) **must** provide the following:

- Copy of the Business Certificate certified by the County Clerk
 - Affidavit stating you will be operating as a sole proprietorship and acknowledging you are personally liable for all violations and fines issued for the licensed work you perform.
 - Business address must be in the City of New York. You must submit a copy of a utility bill or bank statement with corporation name at business location.
- All applicants will be required to submit insurance certificates for General Liability, Worker's Compensation and Disability to obtain the license.

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