

All new license/registration/certification 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 **Site Safety Coordinator Certificate**, you **must** meet all the following qualifications prior to applying for the certification:

- 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 certification
- have good moral character so as not to adversely impact your ability to perform the duties and responsibilities of a Site Safety Coordinator
- completed a Department-approved 40-hour Site Safety Training Course within the one (1) year prior to application
- Possess a valid Site Safety Training (SST) Supervisor card

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

- Have two (2) years of experience as a New York State Licensed Professional Engineer or Registered Architect, within the five (5) years prior to application, **either**
 - supervising workers engaged in the construction or demolition work subject to a site safety plan at major buildings in New York City; **or**
 - providing site safety oversight during the construction or demolition work subject to a site safety plan at major buildings in New York City, including conducting site safety risk assessments, developing or implementing the site safety hazard control measures, managing site safety operations, or performing inspections to verify compliance.
- Hold a Certified Safety Professional (CSP) certification from the Board of Certified Safety Professionals (BCSP) and have two (2) years of experience, within the five (5) years prior to application, **either**
 - supervising workers engaged in construction or demolition work subject to a site safety plan at major buildings in New York City; **or**
 - providing site safety oversight during the construction or demolition work subject to a site safety plan at major buildings in New York City, including conducting site safety risk assessments, developing or implementing the site safety hazard control measures, managing site safety operations, or performing inspections to verify compliance.
- Hold a Construction Health and Safety Technician (CHST) certification from the Board of Certified Safety Professionals (BCSP) and have three (3) years of experience, within the seven (7) years prior to application, **either**
 - supervising workers engaged in construction or demolition work subject to a site safety plan at major buildings in New York City; **or**
 - providing site safety oversight during the construction or demolition work subject to a site safety plan at major buildings in New York City, including conducting site safety risk assessments developing or

implementing site safety hazard control measures, managing site safety operations, or performing inspections to verify compliance.

- Have three (3) years of experience serving as a NYC-registered Concrete Safety Manager during the construction or demolition of major buildings in New York City, within the seven (7) years prior to application.
- Have four (4) years of experience supervising workers full-time in the construction or demolition work subject to a site safety plan at major buildings in New York City, within the seven (7) years prior to application.
- Have five (5) years of experience as a NYC Department of Buildings enforcement official, within the eight (8) years prior to application. Two and a half (2½) of those years of experience must include inspection of the construction or demolition of major buildings in New York City.

*A **major building** is defined as a building that is:

- 10 or more stories
- 125 feet or more in height
- a building footprint of 100,000 square feet or more, regardless of height
- Designated by the Commissioner

[Service Notice](#) – effective December 11, 2024, the definition of a ‘major building’ will change.

NOTE: Please see Title 1 of the Rules of the City of New York (“RCNY”) Section 104-09 and Section 28-405 of the New York City Administrative Code for full requirements for licensure.

STEP 2: SUBMITTING YOUR APPLICATION

To obtain your registration card 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. . Applicants have one (1) year to complete the submission of all documentation The following documentation is required:

- Examination Score Report Form
- [LIC62: Physical Examination Form](#) must be completed by a physician within the 90 days prior to application
- [Experience Verification Forms](#) from all supervisors for the years claimed as experience
NOTE: Experience Verification Forms from company Human Resources will not be accepted.
- Site Safety Training (SST) Supervisor Card
- [40-Hour Site Safety course certificate](#)
- Photo ID (driver license, learner’s permit, State ID, green card, or passport)
- Original Social Security 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).

- Original proof of certification of a New York State Licensed Professional Engineer or Registered Architect, if applicable
- Certified Safety Professional (CSP) designation card and certificate from the Board of Certified Safety Professionals (BCSP), if applicable
- Construction Health and Safety Technician (CHST) designation card and certificate from the Board of Certified Safety Professionals (BCSP), if applicable
- 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 lbackgrounds@buildings.nyc.gov.
- License Issuance Fee – \$100.00

If you fail to submit all the required supporting documentation (including, but not limited to: social security history of earnings statement, certificate of completion of required course(s), employment verification forms from all employers being used towards qualifying experience; and copies of your photo ID and, social security card) your background will be returned, delayed or denied.

**The employment verification forms from your employers must include the full dates of employment (month/day/year), job titles held, daily duties, specific addresses and time frames for your experience working with major buildings as defined in the Building Code.*

STEP 3: OBTAINING YOUR CERTIFICATION CARD

Once all documentation is submitted and approved by the Licensing Backgrounds Unit, you will be able to schedule an appointment within the [DOB NOW Portal](#) to take a picture and receive the Site Safety Coordinator certification card.

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