

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: GUIDELINES

To obtain a Site Safety Coordinator Certificate, you **must** meet the following qualifications:

- Be at least eighteen (18) years old
- Be able to read and write the English language
- Have good moral character so as not to adversely impact your ability to perform the duties and responsibilities of a Site Safety Coordinator
- Meet one (1) of four (4) of the Certification Qualifications listed below (see STEP 2)
- Have completed a Department-approved **40-Hour Site Safety Manager** or **8-Hour Site Safety Coordinator course** and OSHA course, if applicable

STEP 2: CERTIFICATION QUALIFICATIONS

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

1. **New York State Licensed Professional Engineer or Registered Architect** and satisfactorily completed a Buildings-approved **8-hour Site Safety Coordinator course** within one (1) year prior to application and two (2) years of experience supervising the construction or demolition of major buildings*
 2. **Have an active Construction Health and Safety Technician (CHST) designation from the Board of Certified Safety Professions (BCSP)**, and two (2) years of experience supervising the construction or demolition of major buildings*, and within one year prior to application has satisfactorily completed an **8-hour Site Safety Coordinator course** approved by the Department
 3. **Five (5) years of construction supervision or construction safety experience within the ten (10) years** prior to application, including at least three (3) years supervising the construction or demolition of major buildings and satisfactorily completed a **8-hour Site Safety Coordinator course** approved by the Department within one (1) year prior to application
- OR**
4. **Have Education/Experience Qualifications outlined in 1 RCNY 104-08 and satisfactorily completed a Buildings-approved 40-hour Site Safety Manager Course** within one (1) year prior to application and satisfactorily completed a 30-hour OSHA Safety Course within two (2) years prior to application and (1) of the following:
 - A. **Five (5) years of experience within ten (10) years prior to the date of the application as a building code enforcement official charged** with enforcement of the provisions of the New York City Building Code. The enforcement should include inspections of major buildings under construction or demolition and thus, this basis for qualification excludes officials whose primary role is to perform inspections of occupied or vacant buildings; *or*
 - B. **Five (5) years of field experience within ten (10) years prior to the date of the application working on buildings as a safety official for a governmental entity or construction firm** or as a safety manager or safety engineer for a safety consulting firm specializing in construction or demolition. The experience should include two and a half (2.5) years of relevant work on major buildings* under construction or demolition; *or*

- C. **Five (5) years of experience within ten (10) years prior to the date of the application working in a relevant construction trade** with plans in furtherance of building construction or demolition, three (3) years of which were on major buildings under construction or demolition and two (2) of those three (3) years were in an on-site supervisory position.
- i. For purposes of this paragraph, each year of formal training or education in a program with emphasis on construction at a college, technical or trade school may be substituted for one (1) year of construction work up to a maximum of two (2) years.
- *A major building is defined as an existing or proposed building that:*
1. *Is 10 or more stories*
 2. *Is 125 feet or more in height*
 3. *Has a building footprint of 100,000 square feet or more, regardless of height*
 4. *Is Designated by the Commissioner*

STEP 3: BACKGROUND INVESTIGATION

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:

- Notarized [Background Investigation Questionnaire](#)
- Completed [LIC2](#) application
- Typed [LIC34](#) affidavit if applicable
- [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*

- [LIC62: Physical Exam Form](#), **must** be completed within 90 days prior to application date
- [Experience Verification Forms](#) from all supervisors for the years you are claiming as experience
NOTE: Experience Verification Forms from company Human Resources will not be accepted.

- Social Security History of Earnings for the years you are claiming as experience
NOTE: A fee is required by the Social Security Administration for this service.

- Photo ID (Driver's License or Non-Driver's License ID Card)
- [Supplemental Investigation Questionnaire](#)
- Original Social Security Card
- Original Birth Certificate, Current Passport or Green Card
- Proof of Residence: utility bill, lease or deed (cell phone bills will not be accepted)
- [Child Support Certification Form](#)

*NOTE: Child Support Certification forms **must** be complete, whether you have children or not, upon initial application process, and for every renewal.*

- Most Recent Pay Stub or Latest W-2 Statement
- Original proof of certification as a New York State Licensed Professional (if applicable)
- Applicable Site Safety Manager Course Certificate
- OSHA Course Certificate (if applicable)
- Construction Health and Safety Technician Certificate and wallet card from the BCSP (if applicable)
- 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 4: OBTAINING THE REGISTRATION 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 picture and receive the Site Safety Coordinator registration card.