

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 **Site Safety Manager Certification**, 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 license
- have good moral character so as not to adversely impact your ability to perform the duties and responsibilities of a Site Safety Manager
- must pass a Department-sponsored examination administered for Site Safety Manager, within the one (1) year prior to application
- completed a Department-approved 40-hour Site Safety Manager 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 three (3) 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 of major buildings in New York City; **or**
 - providing site safety oversight during the construction or demolition of 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 three (3) years of experience, within the five (5) years prior to application, **either**
 - supervising workers engaged in the construction or demolition of major buildings in New York City; **or**
 - providing site safety oversight during the construction or demolition of 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.
- Have three (3) years of experience serving as a NYC-certified Site Safety Coordinator during the construction or demolition of major buildings in New York City, within the five (5) years prior to application.

- Have four (4) 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.
- Hold a Construction Health and Safety Technician (CHST) certification from the Board of Certified Safety Professionals (BCSP) and have four (4) years of experience, within the eight (8) years prior to application, **either**
 - supervising workers engaged in construction or demolition at major buildings in New York City; **or**
 - providing site safety oversight during the construction or demolition of 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.
- Have five (5) 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 eight (8) years prior to application.
- Have eight (8) years of experience as a NYC Department of Buildings enforcement official, within the ten (10) years prior to application. Four (4) of those years of experience should include inspection of the construction or demolition of major buildings in New York City.
- Completed an 18-month on-the-job site safety manager training program under the direct supervision of a certified site safety manager during the construction or demolition of major buildings in New York City, within the two (2) years prior to application. The supervising site safety manager must register the trainee with the Department prior to the commencement of the training program and certify the trainee's satisfactory completion of the training program at its conclusion.
- Completed a site safety manager apprenticeship program approved by the New York State Department of Labor.

*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

STEP 2: APPLYING FOR THE EXAM

You must pass a written exam to become a Site Safety Manager. First, complete the exam application (**LIC41**). You **must** submit the application with a \$525 written exam 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 different locations in the State.

- The exam is a multiple-choice question test and assesses your knowledge of the rules assuring the safety of the public and property at New York City construction sites.
- You will **not** be allowed to use reference materials during the exam.
- Passing score is seventy (70) percent, if you pass the written exam you will be notified at the testing location the day of the exam.

STEP 4: SUBMITTING YOUR APPLICATION

To become a Site Safety Manager, you must also successfully pass a background investigation by submitting the required documents listed in this section 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
- [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
- Examination Score Report Form
- [LIC62: Physical Examination Form](#) must be completed by a physician within the 90 days prior to application
- [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.
- Site Safety Training (SST) Supervisor Card
- [40-Hour Site Safety Manager course certificate](#)
- [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).
- 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
- NYC-certified Site Safety Coordinator card, if applicable
- NYC-registered Concrete Safety Manager card, if applicable
- Construction Health and Safety Technician (CHST) designation card and certificate from the Board of Certified Safety Professionals (BCSP), if applicable
- 18 months on-the-job training program documentation, if applicable:
 - notarized summaries specifying the location and the nature of construction activity engaged at the location, completed by supervising site safety manager, at the end of every month
- Apprenticeship Course documentation, if applicable:
 - Certificate of Completion
 - Apprenticeship Completion card; and
 - Course Approval letter from the Department
- 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.
- Certification Issuance Fee – \$300.00

STEP 5: 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 Manager certification card.

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