

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: EXAM GUIDELINES

To obtain your Site Safety Manager Certification, you **must** meet the following qualifications:

- Be at least eighteen (18) years old
- Be able to read, write and understand the English language
- Be fit to perform the work authorized by the particular license
- Meet one (1) of the six (6) qualifications listed in the table on the last page and be able to provide the required documentation to verify that qualifying experience
- Have completed a **Department-approved 40-hour Site Safety Manager Training Course** & OSHA course, if applicable
- Have good moral character so as not to adversely impact your ability to perform the duties and responsibilities of a Site Safety Manager

STEP 2: APPLYING FOR CERTIFICATION

Candidates **must** pass a written exam in order to become a Site Safety Manager. The candidate **must** complete the exam application (**LIC41**).

The candidate **must** submit the application with a \$525.00 written exam fee, payable by **money order only**, to:

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

STEP 3: SCHEDULING YOUR EXAM

After submitting your exam application, you **must** next 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: APPOINTMENTS

To become a Site Safety Manager, you **must** also successfully pass a background investigation by submitting the 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:

- You **must** submit your completed **Background Investigation Questionnaire**, all supporting documentation of qualifying work and training experience listed in the table on page four (4) with your Employment Verification Forms filled out by your immediate supervisor(s) for all your relevant work experience.
- Examination Score Report Form
- **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*

- **LIC62: Physical Exam Form must be completed within 90 days prior to application date**
- **Supplemental Investigation Questionnaire**
- **Experience Verification Forms** from all supervisors for the years claimed as experience*
- 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). Visit the Social Security Administration website (<http://www.ssa.gov/online/ssa-7050.html>) for more information.*

- Certified Safety Professional (CSP) designation card and certificate from the Board of Certified Safety Professionals (BCSP) (*if applicable*)
- 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 pay stub or W-2
- Proof of residence with a utility bill, lease or deed, or bank statement. If the applicant does not have proof of address in his/her name, a utility bill and notarized letter from the person that they reside with indicating such can be submitted

*NOTE: Cell phone bills are **not** accepted.*

- 18 months on-the-job training program documentation:
 - Monthly summaries specifying the nature of construction activity engaged at the location each month, completed by Supervising Site Safety Manager

- Apprenticeship Course documentation:
 - Certificate of Completion
 - Apprenticeship Completion card, and
 - Course Approval letter from the Department (if applicable)
- **40-Hour Site Safety Manager Course Certificate** (See **course breakdown**)
- 30-hour OSHA course (if applicable)
- **Child Support Certification Form**
- 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 – \$300.00 payable within the **DOB NOW Portal**

If you fail to answer any questions on your background investigation questionnaire or do not 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 driver's license, social security card and exam report) 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 below*

**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 5: OBTAINING THE LICENSE CARD

Once you have you have passed the necessary exam and submitted all the necessary paperwork, you need to apply for your Site Safety Manager license.

- If you successfully pass the written examination and the background investigation, you will be able to schedule an appointment within the **DOB NOW Portal** to take picture and receive the Site Safety Manager Registration Card.
- You have one (1) year from the date of notification to begin submitting the required documents for your license. If you do not complete the process within one (1) year of notification, you will be required to retake the examination.

	REQUIREMENT	DOCUMENTATION
A	<p>Be a New York State Licensed Professional Engineer or Registered Architect, have three (3) years of experience supervising the construction or demolition of major buildings (as defined in BC Chapter 33) and has satisfactorily completed a Buildings approved 40 hour Site Safety Manager course, within one year prior to application.</p>	<ul style="list-style-type: none"> a. Copy of certification as a New York State Licensed Professional b. Certificate of Completion of the required course c. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* d. Experience verification forms from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for three years of experience working with major buildings (see definition above)
B	<p>Has a Certified Safety Professional (CSP) designation from the Board of Certified Safety Professionals (BCSP) and has three (3) years of experience supervising construction or demolition of major buildings as the term major building is defined in Chapter 33 of the New York City building, and within one year prior to application has satisfactorily completed a 40-hour Site Safety Manager course.</p>	<ul style="list-style-type: none"> a. A valid <i>Certified Safety Professional</i> paper certificate and active wallet card must be submitted as proof of being certified by the Board of Certified Safety Professionals (BCSP) b. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* c. Experience verification forms from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for three years of experience working with major buildings (see definition above) d. Certificate of Completion of the required course
C	<p>Has eight (8) years of construction supervision experience within 10 years prior to application including 5 years supervising the construction or demolition of major buildings (as defined in BC Chapter 33) and has satisfactorily completed a Buildings approved Site Safety Manager 40-hour Course within one year prior to application</p>	<ul style="list-style-type: none"> a. Certificate of Completion of the required course b. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* c. Experience verification forms from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for five years of experience working with major buildings (see definition above)

	REQUIREMENT	DOCUMENTATION
D	<p>Has completed a full time paid 18 month on-the-job training program working on major buildings (as defined in BC Chapter 33) under the direct and continuing supervision of a certified Site Safety Manager engaged in site safety work; and has within one year prior to application, satisfactorily completed a 40 hour Buildings approved Site Safety Manager Course AND within two years prior to application completed a 30 hour OSHA course in Construction Safety and Health or Hazard Recognition.</p>	<ul style="list-style-type: none"> a. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* b. The site safety log or other contemporaneous record that has 18 detailed monthly summaries of the trainee’s activities indicating site safety work and precisely describing the nature of construction activities the trainee was engaged in; c. The training program must include at least four (4) months of training in soil and foundation work and at least four (4) months of training in structural erection d. Certificate of Completion of the required courses (SSM and OSHA) e. Experience verification forms from the certified Site Safety Manager for whom you worked under his/her direct and continuing supervision, stating that you successfully completed the on-the-job training program, daily duties, specific addresses and time frames working with major buildings (see definition above) f. 18-month on the Job Certificates and Course Approval letter
E	<p>Have eight (8) 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 included 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; and has within one year prior to application, satisfactorily completed a 40-hour Buildings approved Site Safety Manager Course AND within two (2) years prior to application date, has completed a 30 hour OSHA course in Construction Safety and Health or Hazard Recognition</p>	<ul style="list-style-type: none"> a. Certificate of Completion of the required courses (SSM and OSHA) b. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* c. Experience verification forms from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for years of experience working with major buildings (see definition above)

	REQUIREMENT	DOCUMENTATION
E	<p>Have eight (8) years of field experience working on buildings within ten (10) years prior to the date of the application 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 includes four (4) years of relevant work on major buildings* under construction or demolition; or and has within one year prior to application, satisfactorily completed a satisfactorily completed a 40-hour Buildings approved Site Safety Manager Course AND within two (2) years prior to application date, has completed a 30 hour OSHA in Construction Safety and Health or Hazard Recognition</p>	<ul style="list-style-type: none"> a. Certificate of Completion of the required courses (SSM and OSHA) b. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* c. Experience verification forms from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for five years of experience working with major buildings (see definition above)
	<p>Have successfully completed a New York State Apprenticeship Program for Site Safety Manager approved by the Department; and approved Site Safety Manager course, satisfactorily completed a 40-hour Buildings approved Site Safety Manager Course AND within two (2) years prior to application date, has completed a 30 hour OSHA safety course Construction Safety and Health or Hazard Recognition.</p>	<ul style="list-style-type: none"> a. Certificate of Completion of the required courses (Apprenticeship, SSM, OSHA) b. A valid Apprenticeship program card and Department course approval letter, if applicable. c. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* d. Experience verification forms from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for five years of experience working with major buildings (see definition above)
	<p>Have ten (10) years of experience within twelve (12) years prior to the date of the application working in a relevant construction trade with plans in furtherance of building construction or demolition, five (5) years of which were on major buildings under construction or demolition and three (3) of those five (5) years were in an on-site supervisory position. satisfactorily completed a 40-hour Buildings approved Site Safety Manager Course AND within two (2) years prior to application date, has completed a 30-hour OSHA safety course</p>	<ul style="list-style-type: none"> a. Certificate of Completion of the required courses (SSM and OSHA) b. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* c. Experience verification forms from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for five years of experience working with major buildings (see definition above)

REQUIREMENT		DOCUMENTATION
E	Construction Safety and Health or Hazard Recognition.	
F	Has three years of experience as a Department certified site safety coordinator and within one year prior to application has satisfactorily completed a 40-hour Buildings-approved Site Safety Manager Course .	<ul style="list-style-type: none"> a. Certificate of Completion of the required courses (SSM and OSHA) b. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* c. Experience verification forms from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for years of experience working with major buildings (see definition above)