

1 RCNY §3301-02

CHAPTER 3300

Safeguards during Construction or Demolition

§3301-02 Registration of Construction Superintendents

Construction superintendents must be registered with the Department, in accordance with the following provisions.

- (a) **Form and manner of registration.** An application for registration as a construction superintendent must be submitted in a form and manner acceptable to Department, and provide such information as the department may require.
- (b) **Qualifications.** All applicants for construction superintendent registration are subject to the provisions of Article 401 of Chapter 4 of Title 28 of the New York City Administrative Code and must submit satisfactory proof establishing that the applicant:
 - (1) Holds a valid site safety manager or site safety coordinator certificate, or a valid registration as a concrete safety manager; or
 - (2) Is able to read construction plans and specifications; and
 - (3) Has satisfactorily completed, within two (2) years prior to the date of application, a course that is at least ten hours (10) in length and approved by the United States Department of Labor Occupational Safety and Health Administration (OSHA) in construction industry safety and health; and also meets one of the following:
 - (i) Is a registered design professional and has satisfactorily completed, within one (1) year prior to the date of the application, a course in site safety that is at least 8 hours in length and approved by the department;
 - (ii) Holds a Certified Safety Professional (“CSP”) designation or a Construction Health and Safety Technician (“CHST”) designation from the Board of Certified Safety Professionals (“BCSP”) and has satisfactorily completed, within one (1) year prior to the date of the application, a course in site safety that is at least 8 hours in length and approved by the department;
 - (iii) Has 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, and has satisfactorily completed, within one (1) year prior to the date of the application, a course in site safety that is at least 8 hours in length and approved by the department. The enforcement must have included inspections of 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;
 - (iv) Has five (5) years of full-time field experience in the United States, within 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 and has satisfactorily completed, within one (1) year prior to the date of the application, a course in site safety that is at least 8 hours in length and approved by the department; or
 - (v) Has five (5) years of full-time experience in the United States, within ten (10) years prior to the date of the application, as verified by employer affidavit, working with plans in a relevant construction trade in furtherance of the construction, vertical or horizontal enlargement, or full demolition of a building or structure, and has satisfactorily completed, within one (1) year prior to

the date of the application, a course in site safety that is at least 40 hours in length and approved by the department.

- (c) **Credits.** For purposes of paragraph (3) of subdivision (b) of this section, the following credits may be applied:
 - (1) **Educational credit.** Each year of full-time formal training or education in a program with emphasis on construction at a college, technical or trade school may be substituted for one year of work experience, up to a maximum of three years.
 - (2) **Training credit.** Possession of a valid Site Safety Training Supervisor Card will be accepted in lieu of providing proof that the applicant has completed the OSHA and site safety courses specified in paragraph (3) of subdivision (b) of this section.
- (d) **Audits.** Applications for registration are subject to audit at any time. An audit may also be made at any time upon receipt of complaints or evidence of falsification.
- (e) **Registration term.** Registrations issued under this section are valid for three years from the date of issuance.
- (f) **Registration fees.** The initial fee for registration in accordance with this section is one hundred dollars (\$100.00).
- (g) **Renewals.**
 - (1) Renewals may be subject to the provisions of Article 401 of Chapter 4 of Title 28 of New York City Administrative Code. The fee for timely renewal is fifty dollars (\$50.00). Renewals not submitted in a timely manner will be subject to a late surcharge of fifty dollars (\$50.00).
 - (2) Timely renewal applications must be accompanied by proof that the applicant has, during the one-year prior to renewal, successfully completed an 8-hour Site Safety Coordinator course approved by the department.
 - (3) Renewals not filed within one year of registration expiration will be treated as a new application.
- (h) **Notification of change of address.** Registered construction superintendents must notify the department, in writing, of any address change within thirty (30) days of the change.