

STEP 1: Registration Qualifications

In order to become a registered General Contractor, you **must**:

- Be at least eighteen (18) years old.
- Be able to read and write the English language.
- Have good moral character so as to not adversely impact upon fitness to perform the duties and responsibilities of a General Contractor.

STEP 2: Background Investigation

To become a registered General Contractor for one-, two-, and three-family homes, you must also pass a background investigation by submitting the below listed original documentation, either by mail (priority mail, FedEx, UPS or another trusted delivery service) or drop-off to:

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

NOTE: Application packet drop-off is between 9:00 am and 1:30 pm.

The applicant **must** bring the following **original** documentation with them to the Licensing & Exams Unit, copies will not be accepted:

- Typed, completed and notarized **LIC6: General Contractor Registration Form**
- **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.*

- **Child Support Certification Form**
- Notarized **Supplemental Investigation Questionnaire**
- Notarized letter on company's letterhead listing the name, home address, home phone number, social security number and percent of ownership for all corporate officers, partners and any stakeholders
- Original proof of Employer Identification Number (EIN) or Federal Tax Identification Number from the Internal Revenue Service (IRS)
- The last three (3) consecutive business bank statements for your company, each showing an ending balance of \$25,000 or a notarized letter from your company's bank stating your company has had a balance of at least \$25,000 for the past three (3) months. (Online print outs of bank statements **must** be stamped by the bank)
- Your original general liability insurance certificate (you must have a \$1 million minimum policy), Workers' Compensation certificate and disability insurance certificate (Please see the **Insurance Guidelines** for more information).

- Primary Principal's current original photo ID (original driver's license, original non-driver's ID, current passport or current green card)
- Primary principal's original Social Security Card
- Primary principal's original proof of home residence (utility bill, bank statement, deed or lease) or a typed notarized letter and bill from the person you are residing with. (online bank statements must be stamped by the bank)
NOTE: Cell phone and credit card bills will not be accepted.
- Original proof of business address (utility bill, bank statement, deed or lease)
NOTE: Cell phone and credit card bills will not be accepted.
- If the company was formed in a state other than New York State, corporate documentation from the state where the company was formed must be submitted in addition to a certified copy of the Application for Authority from the [New York State Department of State](#).
- \$330.00 Background Investigation Fee – for questions pertaining to your background investigation or to find out the status, please send inquiries to lbackgrounds@buildings.nyc.gov

STEP 3: Additional Required Documentation

Additional Requirements for Corporations

All corporations **must** provide the following documentation in addition to the above required documentation in [STEP 2](#):

- A certified copy of your corporation's Certificate of Incorporation from the [New York State Department of State](#)
- A copy of your corporation's Filing Receipt or Certificate of Good Standing
- A copy of your corporation's minutes stating the names of the corporation's elected officers and the time, date and location of the meeting

Additional Requirements for Limited Liability Companies (LLC)

All LLCs **must** provide the following documentation in addition to the above required documentation in [STEP 2](#):

- A copy of your LLC's Filing Receipt or Certificate of Good Standing
- A certified copy of your LLC's Articles of Organization from the New York State Department of State
- A copy of your LLC's minutes stating the names of the LLC's elected officers and the time, date and location of the meeting

Additional Requirements for Partnerships

All partnerships **must** provide the following documentation in addition to the above required documentation in [STEP 2](#):

- Your partnership's Certificate of Partnership stating all present officers and their percentage of ownership

Additional Requirements for Individuals with a Business Name (Sole Proprietors)

All individuals with a business name (sole proprietors) **must** provide the following documentation in addition to the above required documentation in **STEP 2**:

- A copy of your Business Certificate from the County Clerk.

Additional Requirements for Businesses located outside of New York State

All companies formed outside of New York State **must** provide the following documentation in addition to the above required documentation in **STEP 2**:

- A certified copy of your Application for Authority from the New York State Department of State.

STEP 4: Obtaining the Registration Card

If the Department determines you meet all qualifications and you pass the background investigation, you will receive a letter from the **Licensing & Exams Unit** with a list of instructions and required items that you **must** submit to the Department to obtain your registration. You have one (1) year from the date of the letter to obtain your license. If you do not complete the process within the one (1) year timeframe, you will be required to begin the process from the beginning, including going through the background investigation again.

To submit the required documents, you have the option to either:

- mail-in your documents by priority mail, FedEx, UPS or another trusted delivery service

or

- drop-off your application package between 9:00 am and 1:30 pm to:

New York City Department of Buildings
ATTN: Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007

Once your application has been deemed qualified, please send an email to **LicensingAppointments@buildings.nyc.gov** to request an appointment in order to obtain your license card. Your email must include your license type and a PDF scan of your approval letter. You should receive a reply within 15 business days.