

➤ **ORIGINAL APPLICANTS FOR CONSTRUCTION SUPERINTENDENT/ CONCRETE SAFETY MANAGER**

General Information: How to Obtain a Construction Superintendent or Concrete Safety Manager registration card.

All applicants for original Construction Superintendent or Concrete Safety Manager* registration must be at least 18 years of age and apply in person at:

NYC Department of Buildings
Licensing Unit
280 Broadway, 6th Floor, New York, NY 10007
Office Hours: 9:00am—12:45pm

The following **original** documents are required:

- Completed and signed LIC3 form
- Original social security card
- Original Driver license, learner permit ID card, passport, or alien registration card with photo (green card)
- Original proof of address such as: a landline telephone, cable or utility bill in applicants name **or** a bank statement (saving or checking account) in applicants name **or** a notarized letter and bill from the person you reside with
- Fee payable by cash, money order, company check, personal check or credit card

Construction Superintendent	\$100 Original fee
Concrete Safety Manager	\$150 Original fee

➤ **Additional Requirements:** Applicants must also provide documentation to meet one of the following criteria for their registration type:

CONSTRUCTION SUPERINTENDENT

Professionals (NYS licensed Architects and Engineers):	<ul style="list-style-type: none"> ● NYS Professional license ● Certified completion of one 7-hour Site Safety Manager course approved by the Department or one 10-hour OSHA course
Previous Experience as Construction Superintendent: <i>(within the previous 10 years, 5 years experience as a Construction Superintendent)</i>	<ul style="list-style-type: none"> ● Proof of employment (LIC4 form) and notarized letters from all past and present employers ● Social Security History of Earnings for the years claiming as experience ● Certified completion of one 7-hour Site Safety Manager course approved by the Department and one 10-hour OSHA course
Other Experience (Carpenter, Mason, Building Inspector): <i>(Within the previous 10 years, 5 years on-site experience)</i>	<ul style="list-style-type: none"> ● Proof of employment (LIC4 form) and notarized letters from all past and present employers ● Social Security History of Earnings for the years claiming as experience ● Certified completion of one 40-hour Site Safety Manager course approved by the Department and one 10-hour OSHA course

CONCRETE SAFETY MANAGER

All Applicants must provide:	<ul style="list-style-type: none"> ● Proof of employment (LIC4 form) and notarized letters from all past and present employers ● Social Security History of Earnings for the years claiming as experience ● Certified completion of one 30-hour Department-approved concrete safety manager course and 10-hour OSHA course
-------------------------------------	---

➤ **RENEWAL APPLICANTS FOR CONSTRUCTION SUPERINTENDENT/ CONCRETE SAFETY MANAGER**

Applicants must Mail-In the following:

Completed typed license application (LIC3)

A copy of the Certificate of Completion for the designated Continuing Education Course for your registration type:

- Construction Superintendent applicants submit the Site Safety Manager Refresher Course.
- Concrete Safety Manager applicants submit Concrete Safety Manager Refresher Course.

All licenses must be renewed thirty-sixty (30-60) days prior to the expiration date in order to be considered on time for renewal

Purpose of form:

The "Registration Form" allows individuals to initiate the registration process to become a Construction Superintendent or Concrete Safety Manager.

1 Application Type

Select a transaction type (renewal, original, change).

2 Registration Number

Complete if you are applying for renewal or change. If this is an original application leave this section blank.

3 Applicant Information

This section collects essential applicant information and is required on all applications. Business fax and mobile telephone are optional. Please note e-mail address is a required field.

4 Social Security Information Request

In accordance with Federal and State Laws, the New York City Department of Buildings requires that all applicants for licenses/license holders provide their Social Security Number (SSN). DOB will use the SSN to conduct background investigations and maintain accurate license and related records. This information may be shared with other government agencies, consistent with applicable laws and Departmental policy or with the SSN holder's written permission, but will otherwise be kept confidential. The specific statutory authority for requiring SSN's is in the following: Federal Law-Privacy Act of 1974 (Section 7 of P.L., 93-579); Welfare Reform Act of 1996 (42 USCA 666(a)), and Section 5 of the NYS Tax Law.

5 Registration Type

Select the type of registration for which you are applying, whether it is for Construction Superintendent or Concrete Safety Manager.

6 Qualifying Experience

In order to apply to be a Construction Superintendent or Concrete Safety Manager you must meet certain experience requirements. NYS licensed engineers and architects must provide their state registration number for verification purposes. Those applying with experience must provide justifying work history on form LIC4. See the "General Information" section for more details.

7 Licensing History

List licenses, certifications, or registrations issued to the applicant.

8 Comments

Section where you may provide any additional requested information.

9 Statements and Signatures

A notarized signature is required in order to ensure the applicants attest to the information they provided. If an application is not signed and notarized, it will not be accepted.