

Obtain a: NYC Class C1, C2 or C3 Hoist Machine Operator License

New License Application Service Notice – As of September 7, 2021, all new license applications are required to be submitted online at 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: LICENSE CRITERIA

To become a New York City-licensed Class C Hoist Machine Operator, you **must**:

- Meet the License Qualifications (see STEP 2)
- You **must** apply for and pass the appropriate National Commission for the Certification of Crane Operators (NCCCO) written and practical examinations (see STEP 3)
- You **must** apply for and pass the background investigation (see STEP 4)
- You **must** apply for your license (see STEP 5)

STEP 2: LICENSE QUALIFICATIONS

All applicants applying for a Class C Hoist Machine Operator license **must** meet the following qualifications:

- 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 Hoist Machine Operator
- Have at least two (2) years of experience within the three (3) years prior to application under the direct and continuing supervision of a licensed Hoist Machine Operator in New York City or another jurisdiction within the United States that regulates crane operators. The experience must have been obtained on hoisting machines of a type, size, and capacity authorized to be operated by the Class C Hoisting Machine Operator license sought. Additionally, the two (2) years of experience must include but not be limited to outrigger placements incorporating at least one hundred (100) crane set ups. All set-ups must have occurred at a jobsite, crane yard, training center, or other location acceptable to the Commissioner.
- **At least one (1) year** of the qualifying experience must have been in New York City or in an urban area of comparable density, and, for applications for a Class C1 Hoist Machine Operator license submitted on or after July 1, 2019, have been in the operation of wheel mounted cranes with a manufacturer's rated capacity in excess of 3 tons.

Areas of comparable density to that of New York City, as identified by the Department, include:

- New York–Newark–Jersey City, NY–NJ–PA Metropolitan Area
- Boston–Cambridge–Newton, MA–NH Metropolitan Area
- Chicago–Naperville–Elgin, IL–IN–WI Metropolitan Area
- Los Angeles–Long Beach–Anaheim, CA Metropolitan Area
- Philadelphia–Camden–Wilmington, PA–NJ–DE–MD Metropolitan Area
- San Francisco–Oakland–Hayward, CA Metropolitan Area
- Seattle–Tacoma–Bellevue, WA Metropolitan Area

STEP 3: EXAM REQUIREMENTS

To become a licensed Class C Hoist Machine Operator you **must** pass the appropriate National Commission for the Certification of Crane Operators (NCCCO) written and practical examinations for the type of machinery you intend to operate. Candidate handbooks and application information can be found on the NCCCO website at www.nccco.org.

National Commission for the Certification of Crane Operators (NCCCO)

To obtain a **Class C1** license, you **must** show a valid NCCCO certification card for **both** of the following:

- Mobile cranes, large telescopic boom cranes (swing cab) (TLL)
- Mobile cranes, small telescopic boom cranes (fixed cab) (TSS)

To obtain a **Class C2** license, you **must** show a valid NCCCO certification card for the following:

- Boom Truck—Fixed Cab (BTF)

To obtain a **Class C3** license, you **must** show a valid NCCCO certification card for:

- Boom Truck—Fixed Cab (BTF)

HMO License Class	NCCCO Test
C1	Swing – TLL and Fixed - TSS
C2	Fixed Cab - BTF
C3	Fixed Cab - BTF

STEP 4: BACKGROUND INVESTIGATION

Once you have obtained a NCCCO certification, you must pass a background investigation. Submit the documents listed below, either by mail (priority mail, FedEx, UPS or another trusted delivery service) or drop-off your application package between 9:00 am and 1:30 pm to:

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

You must include all the following for your application to be processed:

- Original NCCCO certification card as cited above
- **LIC2** license application
- Typed **LIC34: Licensing Supplemental Affidavit** (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.*

- Department of Buildings **LIC61: Physical Examination Form**
- National Certification Practical Exam Results showing type of equipment on which you were tested (Friction or Non-Friction)
- Proof of Certification of Compliance with substance abuse provisions. The Department will provide a substance abuse policy compliance document for you to complete during your appointment
- Typed and notarized letter from the applicant listing the name, address and telephone number of the laboratory that performed the substance abuse test and consent for the laboratory to the release such information to the Department
- Typed and completed **Background Investigation Questionnaire**
- **Supplemental Investigation Questionnaire**
- **Experience Verification Forms** from all licensed Hoisting Machine Operators that supervised your work during the years you are claiming as experience
*NOTE: The Experience Verification Forms must come from the licensed Hoisting Machine Operator who supervised your work during that time, not from Human Resources. The supervising licensee **must** hold at minimum, the class of license for which you are applying.*
- **Social Security History of Earnings** for the years you are claiming as experience. This is **NOT** the Social Security Statement.
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 <http://www.ssa.gov/online/ssa-7050.html> for more information.
- Union Extracts for the years you are claiming as experience, If applicable
- **Child Support Certification Form**
- Certificate of Completion for the **40-Hour Hoist Machine Operator Department-approved Course**
- Driver's License (If license is from outside of NY, applicant must submit a driving abstract from the Department of Motor Vehicles in state of license issuance).
- Birth Certificate, Current Passport or Green Card
- Social Security Card
- Proof of Residence (Utility Bill, Bank Statement, Lease or Deed) or a typed notarized letter and bill from the person you are residing with
NOTE: Cell phone bills will not be accepted.
- \$500.00 background fee (cash, check, MasterCard, Visa, Discover or Amex payable to the Department of Buildings)

STEP 5: OBTAINING THE LICENSE CARD

If the Department determines you meet all the qualifications and you pass the background investigation, you will receive an approval letter from the **Licensing & Exams Unit**. Once deemed qualified, you **must** send an email to **LicensingAppointments@buildings.nyc.gov** to obtain an appointment to receive your license card. Your email must include a PDF scan of your approval letter. You should receive a reply within 15 business days.

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