

Additional Instructions for Master/Special Rigger and Master/Special Sign Hanger

Original Applicants must schedule an appointment with the Licensing Unit – call (212) 393-2259

ORIGINAL APPLICANTS MUST BE ACCOMPANIED BY THE FOLLOWING:

Examination Score Report Form
Social Security Card
Photo I.D
Proof of Residence (deed, lease, utility bill)
Birth Certificate, Passport, or Green Card
Three (3) 2”x2” Photographs
Completed License (Lic-2) Application

RENEWAL APPLICANTS MUST PROVIDE THE FOLLOWING:

Completed License (Lic-2) Application
Two (2) 2”x2” Photographs
Insurance Certificate for General Liability, Workers’s Compensation, and Disability

SOCIAL SECURITY INFORMATION FOR ORIGINAL AND RENEWAL APPLICANTS:

- *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.*

**NOTE: ALL LICENSES MUST BE RENEWED THIRTY DAYS PRIOR TO THE EXPIRATION DATE
ALL INSURANCE CERTIFICATES MUST HAVE THE DEPARTMENT OF BUILDINGS, 280 BROADWAY ATTN:
LICENSING UNIT, 6TH FLOOR, NEW YORK, N.Y. 10007 AS THE CERTIFICATE HOLDER.**

Original Applicants whose business affiliation is a CORPORATION must provide the following:

- Copy of the Certificate of Incorporation
- Copy of Filing Receipt
- Copy of the Minutes showing the Election of Present Officers and their Titles. Also the Minutes must show the Election of the Applicant as one of the Officers of the Corporation.
- Copy of Articles of Agreement. If none, an Affidavit on Corporation Stationery stating there are none, must be submitted.
- Affidavit with Corporate Name showing Officers of Corporation stating their Names, Titles, address, and License Number, if any. The Affidavit must contain a paragraph stating that the President of the Corporation will notify the Department Of Building within ten days of any changes in the Officers whether they are Licensed or Unlicensed
- Corporation must have a Business Address in the City of New York. You must submit a copy of a Utility Bill or Bank Statement with Company Name at Business Location. and Insurance Certificates for General Liability, Workman’s Compensation, and Disability.

Original Applicants whose Business is a PARTNERSHIP must supply:

- Copy of Partnership Agreement listing all Present Officers.
- Letter on Business Stationery stating Names and Address of all Partners and License Number, if any. The letter must contain a paragraph stating that the Licensed Partner will notify the Department of Building of any changes of Partners whether they are licensed or unlicensed
- Business Address of Partnership must be in the City of New York. You must submit a copy of a Utility Bill or Bank Statement with Company Name at Business Location.
- Insurance Certificate for General Liability, Workman’s Compensation, and Disability.

Original Applicants applying as an INDIVIDUAL with a business name (Sole-Proprietor) must supply:

- Copy of Business Certificate Certified by the County Clerk
- Business Address must be in the City of New York. You must submit a copy of a Utility Bill or Bank Statement with Company Name with Business Location.
- Insurance Certificate for General Liability, Workman’s Compensation, and Disability