

➤ **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, or utility bill (electric, gas, or water) 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
- Supplemental Investigation Questionnaire

Construction Superintendent	\$100.00 Original fee
Concrete Safety Manager	\$150.00 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 ● Completion of 8-hour Site Safety course approved by the Department and one 10-hour OSHA course
Applicants with Construction Health and Safety Technician (CHST) Certifications:	<ul style="list-style-type: none"> ● CHST certificate and wallet card ● Social Security History of Earnings for the years claiming as experience ● Certified completion of one 8-hour Site Safety Manager course approved by the Department and one 10-hour OSHA course
Applicants with Experience as a Building Code Enforcement Official; Safety Official for Government Entity or Construction Firm, or Safety Manager or Safety Engineer for a Consulting firm; Individuals working within a relevant Construction Trade): <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 Experience Verification forms from all past and present employers ● Social Security History of Earnings for the years claiming as experience ● 8-hour or 40-hour Site Safety 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 Experience Verification forms 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
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➤ **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 Registration Type

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

5 Licensing History

This section is used to list all licenses, certifications, or registrations issued by City or State agencies.

6 Comments

Section where you may provide any additional requested information.

7 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.