



Special Sign Hanger License

SECTION 1: EXAM GUIDELINES

In order to obtain a Special Sign Hanger license, you 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 particular license;
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Special Sign Hanger;
- Have at least three (3) years of practical experience in sign hanging within five (5) years prior to application under the direct and continuing supervision of a Department-licensed Sign Hanger;
- Have knowledge of and the ability to read plans and specifications relating to sign construction and erection, including supporting framework and other supports; knowledge of the problems and practices of sign construction and hanging; and be familiar with the equipment and tools used in sign hanging.

Note: Please see the full text of Title 28 of the New York City Administrative Code for all the qualifications requirements

SECTION 2: APPLYING FOR THE EXAM

You must complete a practical exam ([LIC42](#)), in order to become a Special Sign Hanger. To do this you must complete the practical exam application, check the box that indicates you are a Special Sign Hanger candidate and submit the application with the \$350 fee, payable by **money order only**, to:

NYC Department of Buildings
Licensing Unit – Exams
280 Broadway, 6th Floor
New York, NY 10007

SECTION 3: SCHEDULING YOUR EXAM

After submitting your exam application, you must next schedule your exam.

- If your application is accepted, you will receive an email from the exam administrator in one (1) to two (2) weeks with instructions on how to schedule your exam. Exams are given at several different locations in the State.
- The practical exam assesses your knowledge of the NYC Administrative Code. You will **not** be allowed to use reference materials during the exam
- If you pass the practical exam, you will receive a letter via US Mail by CPS approximately three (3) to four (4) weeks after the date the candidate takes the practical exam.

SECTION 4: BACKGROUND INVESTIGATION

In order to become a Special Sign Hanger, you must also pass a background investigation by submitting the below documents, in person and by appointment only, to the Department at:

Licensing & Exams Unit
NYC Department of Buildings
280 Broadway, 6th Floor
New York, NY 10007

- Examination Score Report Form;
- [LIC2](#) application;
- [LIC34](#), if applicable;
- Notarized [Background Investigation Questionnaire](#);
- [Supplemental Background Investigation Questionnaire](#);
- [Experience Verification Forms](#) from all supervisors for the years you are claiming as experience;

Note: Experience Verification Forms from company Human Resources will not be accepted

- Social Security History of Earnings for the years you are claiming as experience;

*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*

- Photo ID (driver license, state ID, permit, green card or passport);
- Original social security card;
- Original birth certificate, current passport or green card;
- Proof of residence (utility bill, bank statement, lease or deed) or a typed notarized letter and bill from the person with whom you are residing;

Note: Cell phone bills will not be accepted

- Latest pay stub or W-2;
- Two (2) passport sized photographs;
- [Child Support Certification Form](#);
- \$500 background fee.

Applicants have one year to complete the submission of all documentation.

SECTION 5: OBTAINING THE LICENSE CARD

Once you have passed the practical exam and the background investigation, you need to apply for your Special Sign Hanger license.

- If you pass the practical exam and the background investigation, you will be notified in writing by the Department's Licensing & Exams Unit that you are eligible for a Special Sign Hanger license.
- You have one (1) year from the date of that letter to submit the required documents for your license. If you do not complete the process within one (1) year of the date on the letter, you will be required to retake the exam.
- You must make an appointment to apply for a license by calling the Licensing & Exams Unit at (212) 393-2259. Candidates without appointments will not be seen.