

**NYC**  
Department of  
Consumer Affairs

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October 13, 2010

[REDACTED]  
[REDACTED]  
[REDACTED]  
Attn: [REDACTED]  
Via email: [REDACTED]

Re: Home Improvement Questions

Dear Mr. [REDACTED]

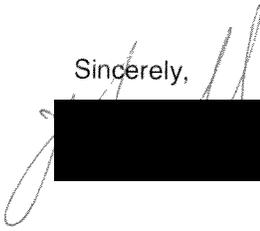
I write in reply to your two part inquiry asking 1) whether a licensed architect is required to obtain a New York City Department of Consumer Affairs ("DCA") Home Improvement Salesperson's ("HIS") license to negotiate contracts for home improvement work in New York City and 2) whether a contract from the American Institute of Architects ("AIA") supersedes the contract requirements imposed on Home Improvement Contractors ("HIC") in NYC. The answers to your questions are that an HIS license is required and that all home improvement contractors in NYC must comply with the contract requirements under DCA's laws and rules.

Pursuant to §20-387 of the New York City Administrative Code "[n]o person shall solicit, . . . sell, perform or obtain a home improvement contract as a contractor or salesperson from a owner without a license. . . ." Your license to operate as an architect does not negate the requirement for your company to obtain an HIS license from DCA if you are engaged in selling home improvement jobs in NYC. In addition, if your company is performing home improvement work in New York City, it must obtain an HIC license from DCA.

Pursuant to Title 6 of the Rules of the City of New York ("RCNY"), §2-221(a), every contract for home improvement work in NYC must contain certain specific information. Irrespective of what form of contract you are using, it must contain all of the provisions outlined under RCNY §2-221.

For your convenience, I have enclosed both an HIS and HIC license application. The contract content requirements are contained in the licensing packet for the HIC application. Please feel free to contact me with any questions.

Sincerely,

  
[REDACTED]