

## LIC 70 – Form Instructions for Foreman Designation, Riggers and Sign Hangers

### ***Purpose of form:***

Pursuant to Section 104-20 and/or 104-21 of the Rules of the City of New York, the Rigging and Sign Hanging Designation Foreman Form (LIC70) must be completed to obtain a Designated Foreman Card.

The form must be submitted when a licensed Rigger or Sign Hanger is adding, changing or removing Rigging or Sign hanging foremen. This form will also be submitted when renewing a Rigging/Sign Hanging license in order to receive updated foremen cards.

**\*PLEASE NOTE: THE LIC70 FORM WILL BE REPLACING THE NOTARIZED AFFIDAVIT.**

### **To Obtain a Designated Foreman Card**

When completing the LIC70 Form, the licensee must provide his/her last name, first name, middle initial, home phone number, business name, business telephone number, business address ( including city, state, zip,) mobile telephone number and email address.

For each foreman the licensee must provide the foreman's name, name of business, home address and his/her cell phone number.

For each Foreman, the licensee must indicate if the foreman is "new", "existing", or has been "removed" on the LIC70 form since the last submission.

Photos must be provided only for all **NEW** foremen (existing foremen photos are needed only at the time the Rigger renews his/her license)

Multiple copies of the second page of the LIC70 may be submitted if the number of foremen exceeds eight (8).

### **Submit the following items, in person:**

- COMPLETED LIC70 Form (listing all current foremen)
- ONE (1) 2"x2" Photograph, FOR EACH **NEW FOREMAN (During renewals, a photo for all current foremen must be provided)**
- CURRENT LICENSE CARD
- THE LICENSEE'S PHOTO ID (Driver's License, State ID, Learner's Permit, Passport)
- \$5.00 Fee for each New Foreman Card

### **Removing a Designated Foreman**

For each foreman being removed, you must include their: name, address, name of company, city, state, zip code, and either their home or cell phone number. Multiple copies of the second page of the LIC70 may be submitted if the number of foreman exceeds the eight (8) foreman designation sections on the form.

### **Submit the following items, in person:**

- COMPLETED LIC70 Form
- CURRENT LICENSE CARD
- DESIGNATED FOREMAN CARDS OF REMOVED FOREMAN.
- THE LICENSEE'S PHOTO ID (Driver's License, State ID, Learner's Permit, Passport)
- ALL CURRENT FOREMEN MUST BE LISTED
- THE BOX MUST BE CHECKED INDICATING THAT THE FOREMAN HAS BEEN REMOVED
- Photos are not required for terminated/removed foremen.

**"License#", "Date", and "Initial" section at the bottom of each page of the LIC70 must be handwritten not typed**

**Submit the above in person Monday through Friday between 9:00am—12:45pm**

**All Forms must be typewritten.** A printable, fill-in **LIC70** form is available on our website at: [www.nyc.gov/buildings](http://www.nyc.gov/buildings)