

## Registered General Contractor

### STEP 1: LICENSE QUALIFICATIONS

In order to become a licensed General Contractor, you must:

- Be at least eighteen (18) years old.
- Be able to read and write the English language.
- Have good moral character so as to not adversely impact upon fitness to perform the duties and responsibilities of a General Contractor.

### STEP 2: BACKGROUND INVESTIGATION

In order to become a registered General Contractor for one (1), two (2) and three (3) family homes, you must also pass a background investigation by submitting the below original documentation in person to the Department's Licensing Unit, Monday through Friday, from 1:30pm to 3:30pm.

#### Licensing Unit Contact Information

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

The applicant must bring the following **original** documentation with them to their appointment, copies will not be accepted:

- Typed, completed and notarized [LIC6 license application form](#)
- [Child Support Certification Form](#)
- Notarized [Supplemental Investigation Questionnaire](#)
- Notarized letter on company's letterhead listing the name, home address, home phone number, social security number and percent of ownership for all corporate officers, partners and any stakeholders
- Original proof of Employer Identification Number (EIN) or Federal Tax Identification Number from the Internal Revenue Service (IRS)
- The last three (3) consecutive business bank statements for your company, each showing an ending balance of \$25,000 or a notarized letter from your company's bank stating your company has had an average balance of at least \$25,000 for the

past twelve (12) months.(Online print outs of bank statements must be stamped by the bank)

- Your original general liability insurance certificate (you must have a \$1 million minimum policy), workers' compensation certificate and disability insurance certificate (Please see the [Insurance Guidelines](#) located on the Department's website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings) for more information)
- Primary Principal's original photo ID (original driver's license, original non-driver's ID, current passport or current green card)
- Primary principal's original Social Security Card
- Primary principal's original proof of home residence (utility bill, bank statement, deed or lease) or a typed notarized letter and bill from the person you are residing with. (online bank statements must be stamped by the bank)  
*NOTE: Cell phone bills will not be accepted*
- Original proof of business address (utility bill, bank statement, deed or lease)  
*NOTE: Cell phone and credit card bills will not be accepted*
- If the company was formed in a state other than New York State, corporate documentation from the state where the company was formed must be submitted in addition to a certified copy of the Application for Authority from the [New York State Department of State](#).
- \$330.00 Background Fee

### **STEP 3: ADDITIONAL REQUIRED DOCUMENTATION**

#### **Additional Requirements for Corporations**

All corporations must provide the following documentation in addition to the above required documentation in STEP 2:

- A certified copy of your corporation's Certificate of Incorporation from the [New York State Department of State](#).
- A copy of your corporation's Filing Receipt or Certificate of Good Standing
- A copy of your corporation's minutes stating the names of the corporation's elected officers and the time, date and location of the meeting

#### **Additional Requirements for Limited Liability Companies (LLC)**

All LLCs must provide the following documentation in addition to the above required documentation in STEP 2:

- A copy of your LLC's Filing Receipt or Certificate of Good Standing

- A certified copy of your LLC's Articles of Organization from the New York State Department of State
- A copy of your LLC's minutes stating the names of the LLC's elected officers and the time, date and location of the meeting

### **Additional Requirements for Partnerships**

All partnerships must provide the following documentation in addition to the above required documentation in STEP 2:

- Your partnership's Certificate of Partnership stating all present officers and their percentage of ownership

### **Additional Requirements for Individuals with a Business Name (Sole Proprietors)**

All individuals with a business name (sole proprietors) must provide the following documentation in addition to the above required documentation in STEP 2:

- A copy of your Business Certificate from the County Clerk

### **Additional Requirements for Businesses located outside of New York State**

All companies formed outside of New York State must provide the following documentation in addition to the above required documentation in STEP 2:

- A certified copy of your Application for Authority from the New York State Department of State.

## **STEP 4: APPLYING FOR YOUR LICENSE**

If the Department determines that you meet all qualifications and you pass the background investigation, you will receive a letter from the Licensing Unit with a list of instructions and required items that you must submit to the Department to obtain your license. You have one (1) year from the date of the letter to obtain your license. If you do not complete the process within the one (1) year timeframe, you may be required to start the process from the beginning, including going through the background investigation again.

To submit the required documents and obtain your card, you **must** make an appointment with the Licensing Unit by calling the Unit at (212) 393-2259. Applicants without appointments will not be seen.

For more information, visit the Department website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).