

Purpose of form:

The "General Contractor Registration Form" allows individuals to initiate the registration process to become a General Contractor for one, two and three family New Buildings.

1 Application Type/ Registration Number

Section 1a, select a transaction type (renewal, original, change). Section 1b is to be completed if you are applying for renewal or change

2 Registration Use

Select under which business type is the company registering.

3 Primary Principal

Provide name, business and other specific information of the primary principal that is responsible for the registrant's compliance with the requirements. **Attach three original consecutive bank statements from the past three months each showing an ending balance of \$25,000 or an original notarized letter from the bank stating that your balance for the past three months was at least \$25,000.**

4 Corporate Officers, Partners and Stakeholders

List all corporate officers, partners and any stakeholders. Include stakeholders owning ten percent or more of the business. **Attach a notarized letter listing name, home address, home telephone number, social security number and percentage of ownership for all individuals persons named in this section.**

5 Business History

Provide information where applicant has engaged in general contracting at any time within the last five years if different from the above address.

6 Convictions and Fines

Type an (X) in the appropriate box to indicate your answer to each of the questions in this section. If you answer "Yes" to either of these questions, you MUST complete the Licensing Supplemental Affidavit (LIC34) and attach to your completed Registration Form (LIC6).

7 Licensing History

List licenses, certifications, or registrations issued to any person named on the application.

8 Comments

Section where you may provide any additional requested information.

9 Applicant Statements and Signatures

A signature is required in order to ensure the applicant attest to the information provided. Application not signed and notarized will not be accepted.

➤ ALL APPLICANTS MUST PROVIDE THE FOLLOWING ORIGINAL DOCUMENTATION:

- Original Social Security Card of the primary principal

In accordance with Federal and State Laws, the New York City Department of Buildings requires that all applicants for license/license holders provide their Social Security Number (SSN). DOB will use the SSN to conduct background investigations and maintain accurate license and related records. This information may be shared with other government agencies, consistent with applicable laws and Departmental policy or with the SSN holder's written permission, but will otherwise be kept confidential. The specific statutory authority for requiring SSN's is in the following: Federal Law-Privacy Act of 1974 (Section 7 of P.L., 93-579); Welfare Reform Act of 1996 (42 USCA 666(a)), and Section 5 of the NYS Tax Law.

- Photo I.D. of the primary principal (Driver's license, NYS non-driver's ID, current passport or green card)
- Proof of business address with utility, bank statement or telephone bill (cell phone and credit card bills will not be accepted)
- Proof of primary principal home address with utility bill, telephone bill or bank statement (cell phone and credit card bills will not be accepted)
- Original insurance certificates (General Liability, Worker's Compensation, Disability)
- Internal Revenue Service (IRS) confirmation of Employer Identification Number (EIN)

➤ THE FOLLOWING IS REQUIRED FOR ALL BUSINESS LOCATED OUTSIDE OF NEW YORK STATE

- Copy of Application for Authority certified by the NYS Dept. of State if the business location is outside of New York State

➤ ADDITIONAL REQUIREMENTS BY BUSINESS TYPE :

Original/Changes when applying as an **INDIVIDUAL** with a business name (Sole-Proprietor) must provide:

- Copy of business certificate from the county clerk

Original/Changes when business affiliation is a **PARTNERSHIP** must provide:

- Copy of business certificate for partners from the county clerk

Original/Changes when business affiliation is a **LIMITED LIABILITY CORPORATION (LLC)** must provide:

- Copy of Articles of Organization, certified by NYS Dept. of State
- Copy of Filing Receipt or Certificate of Good Standing
- Copy of minutes stating elected members, including time, date and location

Original/Changes when business affiliation is a **CORPORATION** must provide the following:

- Copy of Certificate of Incorporation, certified by NYS Dept. of State
- Copy of Filing Receipt or Certificate of Good Standing
- Copy of minutes stating elected officers, including time, date and location