



Master Rigger License

SECTION 1: EXAM GUIDELINES

In order to obtain a Master Rigger license, you must meet the following qualifications prior to applying for the license:

- 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 license;
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Master Rigger;
- Have at least five (5) years of practical experience in the hoisting and rigging business within seven (7) years prior to the application date;
- Have satisfactorily completed a department-approved thirty (30) hour training course;
- Have knowledge of and be able to explain the risks of such work and necessary safety precautions that must be taken, including safety loads and computations, types of rigging, size and strength of ropes, cables, blocks, poles, derricks, shear legs and other tools used during such work.

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 pass a written and practical exam in order to become a Master Rigger.

Written

You must complete the exam application ([LIC41](#)), check the box that indicates you are a Master Rigger candidate and submit the application with the \$525 fee to the Department (see contact information below).

Practical

After passing the written exam, you must apply to take the practical exam ([LIC42](#)). To do this you must complete the exam application, check the box that indicates you are a Master Rigger candidate and submit the application with the \$350 fee, payable by **money order only**, to:

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

SECTION 3: SCHEDULING YOUR EXAM

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

- 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 written exam consists of multiple-choice questions that assess your knowledge of the rules and regulations governing hoisting and rigging operations in New York City, including weights of various materials to be hoisted, knowledge of safety measures, accident prevention and related matter and the candidate's ability to perform rigging operations. You will **not** be allowed to use reference materials during the exam.
- Passing score is seventy (70) percent. If you pass the written exam you will receive your report (printed by the site proctor) at the exam site at the time of testing, and a practical exam will be scheduled.
- 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 of the practical exam.

SECTION 4: BACKGROUND INVESTIGATION

In order to become a Master Rigger, 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;
- [Supplemental Investigation Questionnaire](#);
- Completed [Buildings Physical Examination Form](#) (LIC61) signed by a physician or a current, signed Department of Transportation Medical Examiner's Certificate;
- A typed & notarized letter from the applicant listing the name, address and telephone number of the laboratory/doctor that performed the substance abuse test and consent for the laboratory/doctor to release such information to the Department;
- Notarized [Background Investigation Questionnaire](#);
- [Experience Verification Forms](#) from all supervising licensed Master Riggers 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
- Completed department approved training course certificate;
- Photo ID (driver's license, learner's permit, state ID, 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 you are residing with;
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.

SECTION 5: OBTAINING THE LICENSE CARD

Once you have passed the exams and the background investigation, you need to obtain your Master Rigger license card.

- If you pass both exams and the background investigation, you will be notified in writing by the Department's Licensing & Exams Unit that you are eligible for a Master Rigger 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 exams.
- You must make an appointment by calling the Licensing & Exams Unit at (212) 393-2259. Candidates without appointments will not be seen.