

**New License Application Service Notice** – Starting September 7, 2021, all new license applications are required to be submitted online at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow). See the **New License Application User Guide** for step-by-step directions.

The Licensing & Exams Unit will **not** be accepting any walk-in transactions, or paper applications for this process

## STEP 1: EXAM GUIDELINES

To obtain a NYC Oil Burner Equipment Installer License, you **must** meet the following qualifications:

- 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 an Oil Burner Equipment Installer

### Class A Applicants

- All **Class A** NYC Oil Burner Equipment Installer applicants **must** have at least four (4) years of practical experience within seven (7) years prior to application in the installation of oil-burning equipment under the direct and continuing supervision of a Department Licensed Class A Oil Burner Equipment Installer in New York City, including at least one (1) year of experience in the installation of oil-burning equipment for the use of No. 5 and No. 6 fuel oils.

### Class B Applicants

- All **Class B** NYC Oil Burner Equipment Installer applicants **must** have at least three (3) years of practical experience within five (5) years prior to application in the installation of oil-burning equipment under the supervision of a Department Licensed Oil Burner Equipment Installer.

*NOTE: Please see the full text of Title 28 of the New York City Administrative Code for all the qualifications requirements*

## STEP 2: APPLYING FOR THE LICENSE

You **must** pass a written and practical exam in order to become a NYC Oil Burner Equipment Installer.

**Written:** You must complete the exam application ([LIC41](#)), choose the Oil Burner box, then indicate if you are applying for a Class A or Class B license. Submit the application with the \$525.00 fee to the Department (see contact information below). After passing the written exam, you **must** apply to take the practical exam ([LIC42](#)).

**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 an Oil Burner candidate then select either the Class A or Class B designation. Submit the application with the \$350.00 fee, **payable by money order only**, to:

NYC Department of Buildings  
Licensing & Exams Unit – Exams  
280 Broadway, 1<sup>st</sup> Floor  
New York, NY 10007

*NOTE: As of March 16, 2017, you have up to twenty-four (24) months from the date of notification of passing the written examination to pass the practical examination.*

### STEP 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 NYC Administration Code. 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 the candidate takes the practical exam.

### STEP 4: BACKGROUND INVESTIGATION

To become a NYC Oil Burner Equipment Installer, you **must** also pass a background investigation by submitting the documents listed below as **scanned PDFs** via the **DOB NOW Portal**. Applicants that do not currently have an eFiling account will need to create an account by completing the **registration form**.

Please see the **New License Application User Guide** for step-by-step directions.

You must **upload PDF scans**. Pictures of documents will not be accepted. Applicants have one (1) year to complete the submission of all documentation. The following documentation is required:

- Examination Score Report Form
- **LIC2** Application Form
- Typed **LIC34**, if applicable
- **LIC50** or **LIC51** application

*NOTE: Applicants with a home address outside of New York City's five (5) boroughs **must** complete the **LIC50** Authorization for Service of Process by Agent. Applicants may also fill out the **LIC51** Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.*

- **Supplemental Investigation Questionnaire**
- Notarized **Background Investigation Questionnaire**
- **LIC62: Physical Exam Form**, **must** be completed within 90 days prior to application date
- **Experience Verification Forms** from all supervisors for the years you are claiming as experience

*NOTE: Experience Verification Forms from company Human Resources will not be accepted.*

- Certified Social Security History of Earnings for the years you are claiming as experience - this is **NOT** the Social Security Statement.

*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*

- 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, 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
- **Child Support Certification Form**
- Background Investigation Fee – \$500.00 payable within the **DOB NOW Portal**  
For questions pertaining to your background investigation or to find out the status, please send inquiries to **lbackgrounds@buildings.nyc.gov**
- License Issuance Fee – \$100.00 payable within the **DOB NOW Portal**
- Seal Fee – \$100.00 payable within the **DOB NOW Portal**

## **STEP 5: OBTAINING YOUR LICENSE CARD**

Once you have passed the exams and background investigation, you need to apply for your NYC Oil Burner Equipment Installer License.

- If you pass both exams and the background investigation, you will be able to schedule an appointment within the **DOB NOW Portal** to take picture and receive the NYC Oil Burner Equipment Installer license card.
- You have one (1) year from the date of notification to begin submitting the required documents for your license. If you do not complete the process within one (1) year of the date of notification, you will be required to retake the exams.