

FREQUENTLY ASKED QUESTIONS

Upcoming Licensing Changes

NYC GENERAL CONTRACTOR LICENSE PROPOSAL

Q1. Do subcontractors need to get licensed also, such as a painter or drywall contractor?

A1. Any subcontractor business that will file for work permits with DOB, except for trade license permits (ex. plumbing and electrical), will be required to obtain a GC License. .

Q2. Will DOB-issued tracking numbers be going away, or will a GC holding a tracking number still be able to continue to pull permits as they do now?

A2. Tracking Numbers will no longer be allowed to file for work permits.

Q3. Regarding the designee vs. contractor business entity, is the actual permit holder the designee or the business?

A3. The designee is the responsible individual for the business entity. The designee will be required to obtain a General Contractor License. The business entity is not issued a separate license. Permits will be issued to the contractor business through the designee. The permit will list the designee and their registered business.

Q4. Will DOB discipline both the Designee and the business entity?

A4. Both the Designee and the GC business entity are subject to disciplinary action for illegal/unsafe work practices.

Q5. Does a Master Plumber replacing residential heating radiators within apartment buildings need a work permit from Buildings?

A5. No work permit is required for a Master Plumber replacing residential heating radiators ONLY in apartment buildings.

Q6. Is a Safety Registrant the same as a Site Safety Manager?

A6. No. A Safety Registrant is an entity that applies for construction permits. A Site Safety Manager is a licensed individual responsible for safety at major building worksites.

Q7. What safety metrics will be used to determine if the license holder is running a safe operation, assuming that licensees on unsafe operations can be subject to discipline??

A7. Licensees will be held responsible if they fail to comply with their obligations under the Construction Codes. These safety regulations are primarily found in Chapter 33 of the NYC Building Code. Designees will be responsible for conditions and violations that occur on their permitted work sites.

Q8. Regarding site safety training, Local law 196 excludes GCs from the requirement. Will Local law 196 be amended?- Also, can you clarify whether the Designee or the GC Owner needs the training?

A8. There is no conflict and no amendment needed. Site Safety Training (SST) Certification is a separate requirement for the new General Contractor License. All individuals must obtain the certification in order to qualify for a General Contractor License. Exempt individuals per Local Law 196 will continue to be exempt to work onsite but must obtain the certification in order to become a licensed General Contractor.

All individuals who wish to obtain a General Contractor License must complete the SST course.

Q9. Does the owner of my company need to get SST certification?

A9. The designee/licensee of the GC business **must** obtain SST certification.

Q10. Will façade contractors need to register even though they are a subcontractor on the construction project?

A10. Any entity that files for construction permits with DOB, except for license trade-specific permits, must register as a GC Business and have a licensed General Contractor to serve as the Designee for the business.

Q11. So, in short, all site safety licensees would need to apply for GC licenses?

A11. No, site safety licensees are not issued work permits. They are not required to obtain a GC license.

Q12. Does this apply to new buildings?

A12. Any entity that files for construction permits with DOB, except for license trade-specific permits, must register as a GC Business and have a licensed General Contractor to serve as the Designee for the business.

Q13. What are the fees?

A13. An application fee and license card issuance fee will be charged. An additional fee will be charged upon renewal. Fee amounts are to be determined at a later date.

Q14. Can a designee be named on multiple GC licenses?

A14. Except for City agency designees, a GC Licensee will be able to serve as Designee with multiple General Contractor businesses.

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Q16. I have my 30-hour OSHA. As an owner designee what else do I need to comply with the SST requirements?

A16. Please visit the Department's website at www.nyc.gov/nycsafety for a complete list of courses required for the SST Certification.

Q17. If the Painter is the GC on the building, will they need a GC license if they have a rigger license?

A17. If the work being done on the building requires a DOB permit and same is not covered by a Rigger license, then a GC license will be required. Painting in and of itself does not require a DOB permit.

Q18. In addition to Worker's Compensation Insurance and General Liability, is it common to require additional umbrella insurance for GCs?

A18. Please visit the Licensing page at www1.nyc.gov/site/buildings/industry/licensing.page on the Department's website for insurance requirements. Required insurance must conform to the Department's regulations. Additional insurance coverage is at the discretion of the licensee or contractor.

OVERVIEW OF THE NYS ELEVATOR SAFETY ACT: Article 33 of the NYS Labor Law & NYC Elevator Licenses

Q1. Will the permit holder (GC) be responsible to ensure elevator technicians have current certifications after January 2022? Who is subject to the DOB fine?

A1. The designee will be responsible for all work performed under their DOB-issued permit. The Designee, Elevator Director and individual Elevator Technicians are each responsible for ensuring they are appropriately licensed. Violations may be issued to the permit holder, violating individual and/or property owner.

NEW DOB LICENSING PROCESSES: Current & Future Online Submissions

Q1. What is the expected turnaround time for license renewal? It used to be faster process than it is now.

A1. Renewal applications are reviewed within 15 business days. Applications for renewal are considered timely if they are made between 60 and 30 days of license expiration.

Q2. What is the typical time frame to get a license renewal (CS) response once submitted?

A2. Renewal applications are reviewed within 15 business days.

Q3. What is the turnaround time for Insurance updates (licensee insurance)? This is currently taking a little longer than anticipated?

A3. The current turnaround time is between 5 – 7 business days.

- Q4. Will applications for Concrete Safety Manager, Construction Superintendent, etc., that have been mailed in last couple months still be reviewed? If so, how much longer will mail-in applications be honored?**
- A4. New license applications are currently still being processed by mail or drop-off. Renewal applications must be done online via BIS Options in the DOB NOW Portal at www.nyc.gov/dobnow. License holders must authenticate or create an eFiling account using the eFiling portal at www.nyc.gov/dobefiling to be eligible for online license renewal submission.
- Q5. Do Concrete Safety Registrations need to be authenticated, registered or renewed via BIS Options in the DOB NOW Portal?**
- A5. Concrete Safety Manager registration original and change applications are still being handled via mail-in/drop-off. Renewal applicants will need to create and authenticate an eFiling account, before proceeding to BIS Options in the DOB NOW Portal at www.nyc.gov/dobnow to complete their submission.
- Q6. For Riggers, how do you add and remove a foreman? Also, for a Sign Hanger, how do -you add and remove a foreman?**
- A6. Instructions for adding or removing a foreman can be found in the Changes to Rigger License section at www1.nyc.gov/site/buildings/industry/rigger-license-changes.page. Instructions for adding or removing a Sign Hanger foreman can be found in the Changes to Sign Hanger License section located at www1.nyc.gov/site/buildings/industry/sign-hanger-license-changes.page.
- Q7. I'm in the process of entering information with respect to a Rigger license. What do I enter where it says provide foremen details and comments?**
- A7. Information on how to obtain a Riggers License (Master/Special) as well as instructions for the application forms can be found at www1.nyc.gov/site/buildings/industry/rigger.page.
- Q8. For future new applicant license submissions (SSM/SSC), will it require a DOB NOW account?**
- A8. Yes. However, this process is currently under development. A service notice will be posted with further information when this process is finalized.
- Q9. Where can find information on Filing Representative registration renewal?**
- A9. For information on the Filing Representative renewal process, please visit the Department's website at www1.nyc.gov/site/buildings/industry/filing-representatives.page.

Q10. Is DOB NOW: *Licensing* going to improve the speed or processing, or will it just make it more difficult to contact people at DOB to resolve problems as it has for the construction division?

A10. The goal for online license transactions is to provide a method for users to submit applications conveniently without the need for in-person appearances at DOB offices, thereby improving efficiencies. Applications can be uploaded and submitted at any time, 24/7. By rule, applications are considered timely if they are submitted 60 to 30 days prior to license expiration. Online instructions should be adhered to in order for transactions to be processed smoothly.

Q11. Is there a timeframe for new license filing online?

A11. There is no exact timeframe, but the Department expects online submission for new license filings to happen within the 2021 calendar year. Service notices will be forthcoming on this change.