

20 build safe | live safe
21 DIGITAL CONSTRUCTION
SAFETY CONFERENCE

UPCOMING LICENSING CHANGES

P R E S E N T E D B Y

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NYC[™]
Buildings

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PRESENTATION OVERVIEW

This presentation will cover upcoming proposals and developments in licensing. These developments include:

- Proposed changes to the **New York City General Contractor Licensing** scheme.
- New York State and New York City **Elevator Licenses**
- Ongoing enhancements allowing for **online processing for new and renewal license applications.**



NYC GENERAL CONTRACTOR LICENSE PROPOSAL

20 DIGITAL CONSTRUCTION
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NEW LICENSED GENERAL CONTRACTOR: PROPOSED

- An individual who has satisfied the qualification requirements of this chapter for the general contractor license, who has been issued a license, and who is authorized under the provisions of this chapter to perform general contractor work in the city of New York

GOALS OF NEW GENERAL CONTRACTOR LICENSE

Create one streamlined license for General Contractor work

- Experience Requirements
- Structure
- Background Checks
- Accountability and Discipline

GENERAL CONTRACTOR REQUIREMENTS IN OTHER JURISDICTIONS

Of the 50 largest cities in the US, a licensed or registered general contractor is required for major construction work in 40 cities (80%).

1. Albuquerque, NM
2. Atlanta, GA
3. Baltimore, MD
4. Boston, MA
5. Charlotte, NC
6. Chicago, IL
7. Colorado Springs, CO
8. Columbus, OH
9. Dallas, TX
10. Denver, CO
11. El Paso, TX
12. Fresno, CA
13. Fort Worth, TX
14. Indianapolis, IN
15. Jacksonville, FL
16. Las Vegas, NV
17. Long Beach, CA
18. Los Angeles, CA
19. Louisville, KY
20. Memphis, TN
21. Mesa, AZ
22. Miami, FL
23. Nashville, TN
24. New Orleans, LA
25. Oakland, CA
26. Oklahoma City, OK
27. Omaha, NE
28. Philadelphia, PA
29. Phoenix, AZ
30. Portland, OR
31. Raleigh, NC
32. Sacramento, CA
33. San Diego, CA
34. San Francisco, CA
35. San Jose, CA
36. Seattle, WA
37. Tucson, AZ
38. Virginia Beach, VA
39. Washington, DC
40. Wichita, KS

GENERAL CONTRACTOR REQUIREMENTS IN OTHER JURISDICTIONS

Scope of GC License in Other Jurisdictions

- Several of the jurisdictions require a GC license for any work that requires a permit
- Some jurisdictions have a dollar amount threshold in determining whether a GC license is required
 - (Range: \$500 in Philadelphia, \$7,500 for residential projects or \$50k for commercial projects in Louisiana)
- A few jurisdictions require GC License only for certain work (typically residential projects) such as in NYC
- License/registration can be suspended or revoked
- Homeowners, trade licenses (plumbers, electricians, etc.) usually exempted
- Qualifications range:
 - Basic: Application, insurance
 - In-depth: Plus experience, exam, training

CURRENT NYC REQUIREMENTS

- **General Contractor Registration** for 1-, 2-, 3- family new building permits
- **Safety Registration Number** for all other new building construction, demolition, or large alteration work permits
- **Insurance Tracking Number** for minor alteration work and for all other non-trade specific work permits
- **Home Improvement Contractor License** required for those who construct, repair, remodel, or perform other home improvement work costing more than \$200 in any residential building or land in New York City
 - License issued by NYC Department of Consumer of Affairs

CURRENT ADMINISTRATIVE CODE REQUIREMENTS: GENERAL CONTRACTOR

NYC Administrative Code Section 28-418 sets forth the requirements for a General Contractor Registration

General Contractor Registration applicants must provide:

- Business documentation, including records disclosing names of owners and officers
- Proof of Insurance (General Liability, Workers Compensation and Disability Insurance)
- Proof of Financial Solvency (three months of banks statements reflecting contractor business has a balance of at least \$25,000)
- NYC Administrative Code Section 28-418.4 and 28-418.5 also requires General Contractor Registrants to provide warranties to home buyers, provide subcontractor information to the Department and maintain technical reports

CURRENT ADMINISTRATIVE CODE REQUIREMENTS: GENERAL CONTRACTOR

General Contractor Registrants are additionally subject to:

NYC Administrative Code Section 28-401 General Licensing Provisions

- Must be at least 18 years old, able to read and write in the English language and be of good moral Character
- 3 Year License Terms
- Background investigations and government fines/penalties checks
- Individual registrant must be an officer in the General Contractor business

GC LICENSE PROPOSAL: GENERAL CONTRACTOR BUSINESS

Proposed GC Business Definition:

A sole proprietorship, partnership or corporation authorized by the commissioner to conduct general contractor work ... under a designee who is a licensed general contractor. The term “general contractor business” shall not be construed to mean a city agency that performs general contractor work.

General Contractor License applicants will be required to provide all such documentation/information requested by the Department to register their company/employer as a General Contractor Business. This information will include:

Requirements for all GC Businesses (Including Sole Proprietorships)

- Proof of financial solvency (Bank Statements/Bank Letters)
 - City Agencies are exempt from this requirement
- Proof of insurance as required by section 28-401.9

GC LICENSE PROPOSAL: GENERAL CONTRACTOR BUSINESS

Additionally:

If the Business is a Corporation

- Corporate name and other business information on a form provided by the Department
- Name and personal contact information of corporate officers and registered agents and any person owning an interest of 10% percent or more in the corporation, on a form provided by the Department

If the Business is a Partnership

- The names and personal contact information of all partners on a form provided by the Department

GC LICENSE PROPOSAL: GENERAL CONTRACTOR LICENSEE

Any individual conducting business as a general contractor or performing general contractor work, which includes any work requiring a DOB permit to construct, enlarge, alter, repair, demolish, or remove any building or structure in the city, or change the use or occupancy of such building or structure or an open lot or portion thereof, must obtain a General Contractor License.

In addition to satisfying general licensing requirements, applicants for a General Contractor License must have:

- SST Supervisor Card
- Experience Requirement (must satisfy one)
 - Bachelor degree (engineering, architecture, construction management) and one year of practical field experience in general construction
 - Five years of practical experience in construction with at least three of such years in general construction on buildings
 - Professional Engineer or Registered Architect in Good Standing with NYS and NYC DOB for the three years prior to application

GC LICENSE PROPOSAL: DESIGNEE

Proposed GC Designee Definition

A licensed general contractor who has sole authority and full responsibility for all general contractor work performed in conjunction with a general contractor business, or performed by employees of a city agency, and for the direct supervision of all employees of the business or city agency who perform such work.

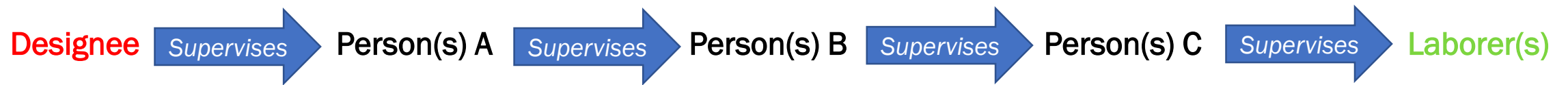
- Every General Contractor Business or City Agency performing GC work must name **one GC License holder** to serve as the Designee
- Designee's name and license number are listed on all corresponding permits issued to the General Contractor Business or City Agency
- Designee must be for:
 - Sole Proprietorship: **Individual Owner**
 - Partnership: **General Partner**
 - Corporation or Limited Liability: **Officer, Member or Shareholder owning 10% or more**
 - City Agency: **Employee**

GC LICENSE PROPOSAL: DESIGNEE

Designee Duties

- Full Responsibility over General Contractor Work
- Direct supervision of business operations
- Direct supervision of work, **up to three levels**, performed by GC Business or City Agency and by their subcontractors

EXAMPLE



- General Contractor Business or City Agency must notify DOB before a planned change to the Designee.
 - In unforeseen instances, the General Contractor Business or City Agency must notify DOB immediately of the need to change the Designee.

GC LICENSE PROPOSAL: OVERVIEW

- GC License required to obtain any Construction, Alteration or Demolition Work Permit
- All GC Licensees will be subject to the Qualification and Disciplinary measures of NYC Admin. Code 28-401.19
 - Background checks, good moral character requirement, OATH trials, etc.
- Increased responsibilities for individual contractor/designee
- Training and experience requirements for GC Licensees

GC LICENSE PROPOSAL: GRANDFATHERING

The law will take effect 3 years after passage

- During the 3-year period current active GC Registrants and Safety Registrants can continue to file for permits until their scheduled renewal
- Active GC and Safety Registrations will convert to GC Licenses on the Effective Date
- On renewal, a GC Registrant or Safety Registrant will be issued new GC Licenses without a new application but must meet the following requirements
 - New education/experience requirements for a GC License set forth in the law
 - Existing applicants that have held a Registration for 5 years or more will be considered to have satisfied this requirement.
 - Subject to OATH fines/penalties and criminal background checks (no background fee for existing applicants)

GC LICENSE PROPOSAL: GRANDFATHERING

(continued)

- SST Supervisor certification
- Individuals currently holding a GC registration will automatically become the Designee of the GC Business or City Agency on the effective date of the law.
- Safety Registration businesses must appoint a Designee in order to be issued a new GC License on renewal.
- Insurance Tracking Number holders must apply for the GC License and meet all experience and training certification requirements

GC LICENSE PROPOSAL: GRANDFATHERING

HYPOTHETICAL EXAMPLES/SCENARIOS Using an Effective Date of January 1, 2025

Bob's **GC Registration** expires on March 12, 2026.

- On January 1, 2025, Bob's GC Registration will be automatically converted to a GC License
- On March 12, 2026, Bob applies to renew his license.
 - Bob must demonstrate that he meets the experience and training requirements for a GC License by submitting a simplified application
 - If Bob has held his registration for over 5 years and has a SST card, he has satisfied these requirements and his GC License can be renewed

GC LICENSE PROPOSAL: GRANDFATHERING

HYPOTHETICAL EXAMPLES/SCENARIOS Using an Effective Date of January 1, 2025

Cameron's **Safety Registration** expires on April 15, 2027.

- Before January 1, 2025, Cameron must notify DOB of the person who will serve as the designee of his construction business
 - Cameron designates himself and on January 1, 2025, Cameron's Safety Registration is converted to a GC License
 - Before January 1, 2025, Cameron must notify DOB of the person who will serve as the designee of his construction business
- On April 15, 2027, Cameron applies to renew his license
 - In order to maintain his GC License, Cameron must demonstrate that he meets the experience and training requirements for a GC license by submitting a simplified application
 - Cameron has held his registration for over 5 years and has a SST card
 - Cameron has satisfied these requirements and his GC License can be renewed

GC LICENSE PROPOSAL: GRANDFATHERING

HYPOTHETICAL EXAMPLES/SCENARIOS Using an Effective Date of January 1, 2025

Dana holds an **Insurance Tracking Number**

- On January 1, 2025 all of Dana's existing permits expire
- Dana must apply for and obtain a GC License in order to continue to file for work permits

Eric **does not have a license** and plans on operating his own GC business

- If Eric applies prior to January 1, 2025, he may apply for a General Contractor Registration or Safety Registration
 - Eric's registration will convert to a GC License on January 1, 2025 and he will be subject to the application process on renewal.
 - If Eric applies on or after January 1, 2025, he must apply for a GC License
 - In order to qualify, Eric must obtain a SST card and meet one of the three experience qualification bases.

ON THE EFFECTIVE DATE OF THE LAW & BY RULE OF THE DEPARTMENT

General Contractor Registrants

- New GC License number will appear on permits belonging to active former GC registrants

Safety Registrant

- New GC License number will appear on permits belonging to active former Safety Registrants who have previously notified the Department of their Designee
- Permits will expire for Safety Registrants who do not notify the Department of their Designee

Insurance Tracking Numbers:

- Cannot work unless GC License is obtained
- All current permits will expire
- No permits issued for pending applications



OVERVIEW OF THE NEW YORK STATE ELEVATOR SAFETY ACT:

- *Article 33 of the NYS Labor Law*
- *NYC Elevator Licenses*

NEW YORK STATE ELEVATOR SAFETY ACT

PASSED January 2, 2020 | **EFFECTIVE** January 1, 2022

- Requires NYS license for all persons performing design, construction, inspection, maintenance or repair work on elevators, escalators or any other automated people moving conveyances
 - Exemption: PEs and RAs
 - Exemption: Work involving the outfitting, removal, refinishing, or replacement of interior finishes, including wall panels, drop ceilings, handrails and flooring, removal or replacement of interior lighting, recladding of doors, transoms and front return panels, finishing or ornamental work on car operating panels. Dismantling and removal of elevators/conveyances is also exempt from elevator licensing requirements.
- Requires those who engage in elevator work within the City of New York to obtain the applicable NYC license
- For Elevator Technician and Restricted Elevator Technician licenses, the NYS equivalent will be required as a prerequisite to the DOB-issued license

NYS ELEVATOR LICENSE: BRIEF OVERVIEW

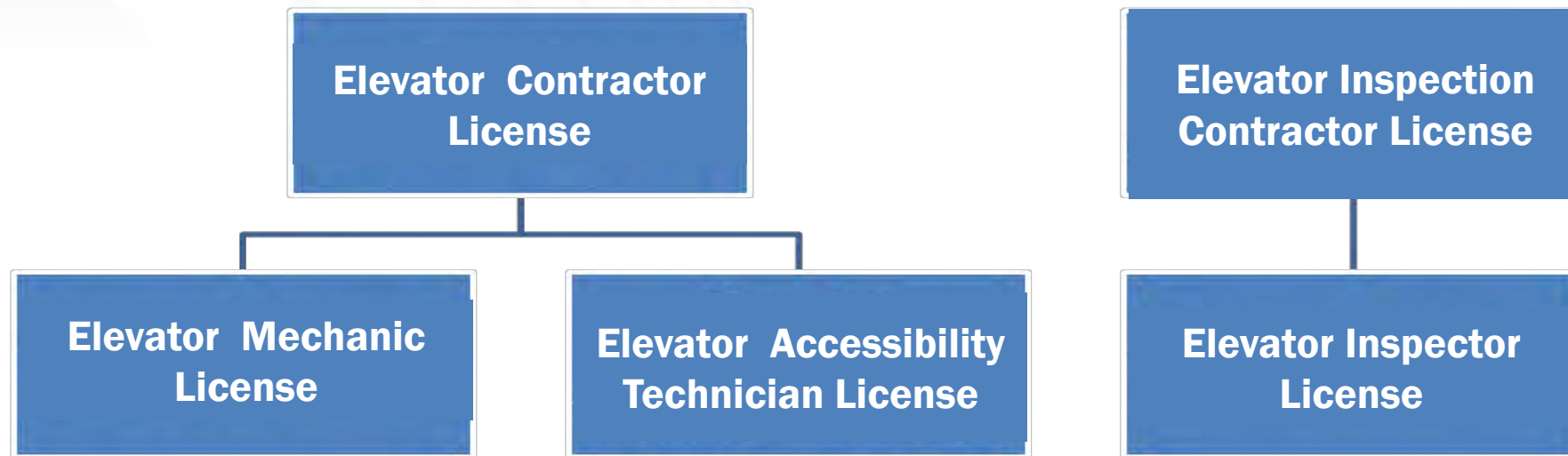
Article 33 Section 952 of the NYS Labor Law

Effective January 1, 2022, the **Elevator Safety Act** requires elevator workers to obtain a NYS License to engage in elevator work

- **Elevator Contractor License** – Required to engage in elevator and conveyance work or accessibility lift work
- **Elevator Mechanic License** – Required to engage in elevator and conveyance work. Must work for an Elevator Contractor Licensee
- **Elevator Accessibility Technician License** – Required to engage in accessibility lift work. Must work for an Elevator Contractor Licensee
- **Elevator Inspection Contractor License** – Required to engage in elevator and conveyance inspections
- **Elevator Inspector License** – Required to engage in elevator and conveyance inspections. Must work for an Elevator Inspection Contractor Licensee

NYS ELEVATOR LICENSE: BRIEF OVERVIEW

NYS Elevator Licensing Structure



NYS ELEVATOR LICENSE: BRIEF OVERVIEW

Article 33 Section 954 of the NYS Labor Law - QUALIFICATIONS

Elevator Contractor License

- Must employ licensed elevator mechanics and prove compliance with insurance requirements

Elevator Mechanic License

- Certified Elevator Technician (CET) certification, *or*
- A certificate of successful completion and successfully passing the mechanic examination, *or*
- A certificate of successful completion of the state registered apprenticeship programs *or*
- Work on elevator construction, maintenance or repair with direct and immediate supervision in NYS for a period of not less than four years immediately prior to January 1, 2020; *or*
- Successful completion of an examination established by the New York state civil service commission or a municipal civil service commission, *and*
- Work on elevator construction, maintenance, mechanics, inspection, or repair, with direct and immediate supervision in this state for a period of not less than four years immediately prior to January 1, 2020

NYS ELEVATOR LICENSE: BRIEF OVERVIEW

Article 33 Section 954 of the NYS Labor Law – QUALIFICATIONS

(continued)

Elevator Accessibility Technician License

- Certification issued by the National Association of Elevator Contractors (NAEC) as a certified accessibility and private residence lift technician (CAT) program or an equivalent certification recognized by the NYS DOL, *or*
- Alternative qualifications listed under “Elevator Mechanic License”

Elevator Inspection Contractor License

- Must be a licensed elevator inspector or employ licensed elevator inspectors and prove compliance with insurance requirements

Elevator Inspector License

- Certification issued by the Qualified Elevator Inspector Training Fund (QEITF) or by the National Association of Elevator Safety Authorities (NAESA) as a qualified elevator inspector (QEI); OR an equivalent license recognized by the NYS DOL

CURRENT NYC ELEVATOR LICENSE REQUIREMENTS

NYC DOB currently licenses only private elevator inspection agency inspectors and private elevator inspection agency directors

Private Elevator Inspection Agency Director License – NYC Administration Code 28-421.1 thru 28-421.4

- Perform elevator inspections and/or witness inspections or tests or enter into contracts to perform such work
- Must employ and designate one licensed director to supervise all operations and work

Private Elevator Inspection Agency Inspector License – NYC Administration Code 28-422.1 thru 28-422.3

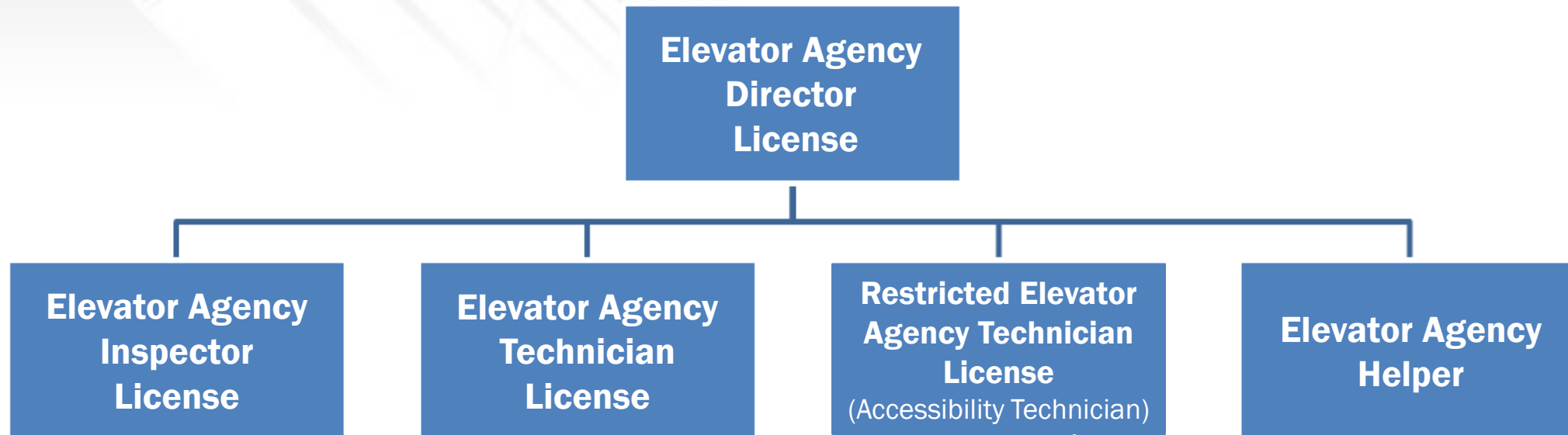
- Perform and/or witness inspections for a private elevator inspection agency.
- Work must be performed under the direct and continuing supervision of the licensed private elevator inspection agency director

Private Elevator
Inspection Agency
Director License

Private Elevator
Inspection Agency
Inspector License

NEW NYC ELEVATOR LICENSE REQUIREMENTS

New NYC Elevator Licensing Structure



NEW NYC ELEVATOR LICENSES & REQUIREMENTS

Effective January 1, 2022, individuals performing elevator work must also obtain a NYC License. State law amends the **NYC Administrative Code**

Elevator Agency Director License – 28-421.1 through 28-421.4

- Renamed from Private Elevator Inspection Agency Director License
- Responsible for all elevator inspection work as well as elevator mechanical work
- 30-hour OSHA Training Course requirement added **for new applicants**

Elevator Agency Inspector License - 28-422.1 and 28-422.2

- Renamed from Private Elevator Inspection Agency Inspector License
- Work pursuant to this license continues to be performed under the direct and continuing supervision of the licensed Elevator Agency Director
- 10-hour OSHA Training Course requirement added **for new applicants**

NEW NYC ELEVATOR LICENSES & REQUIREMENTS

(continued)

Elevator Agency Technician License – 28-425.1 & 28-425.3

- Required to perform elevator work which includes the alteration, assembly, installation, maintenance, repair, replacement and modernization of elevators
- Work must be performed under the direct and continuing supervision of the licensed Elevator Agency Director

Restricted Elevator Agency Technician (Accessibility Technician) License - 28-425.2 & 28-425.3

- Restricted license limited to work on platform lifts including those installed in private homes
- Work must be performed under the direct and continuing supervision of the licensed Elevator Agency Director

Elevator Agency Helper – 28-426.1

- Required to perform elevator work under the direct and continuing supervision of an Elevator Agency Director

NEW NYC ELEVATOR LICENSE REQUIREMENTS

- Elevator Agency Technicians and Restricted Elevator Agency Technicians performing elevator work in NYC must obtain both a NYS and a NYC Elevator License
- NYC-specific license qualification requirements for Elevator Agency Technician, Restricted Elevator Agency Technician and Elevator Agency Helper as well as application forms, continuing education/training requirements and fees are to be determined prior to the effective date
- License Terms
 - Elevator Agency Technician and Restricted Elevator Agency Technician License - 2 years
 - Elevator Agency Director and Elevator Agency Inspector License - 3 years
 - At renewal, all elevator licensees will be required to submit proof of completion of a continuing education course of at least 8 hours

NYC ELEVATOR LICENSE: ADDITIONAL REQUIREMENT

Article 427 of Title 28

- Applications/permits issued to elevator contractors will appear on DOB's website within 48 hours of their issuance
- The information to be published includes the date of issuance, the work covered by the permit, the elevator contractor or contractors involved and location and type of work to be performed
- DOB will maintain and publish a registry listing all licensed elevator agency helpers, technicians, and inspectors, doing business in the City of New York
- This registry will be posted on DOB's website



NEW DOB LICENSING PROCESSES

Current and Future Online Submissions

BACKGROUND: LICENSING & EXAMS UNIT

The **Licensing & Exams Unit** monitors compliance with the NYC Administrative Code and various rules and regulations by administering all aspects of construction trade licensing.

Functions include

- New License issuance
- Renewals
- Updates (changes) to Licenses
- Required insurance updates
- License ID Card issuance
- License examinations
- Background checks

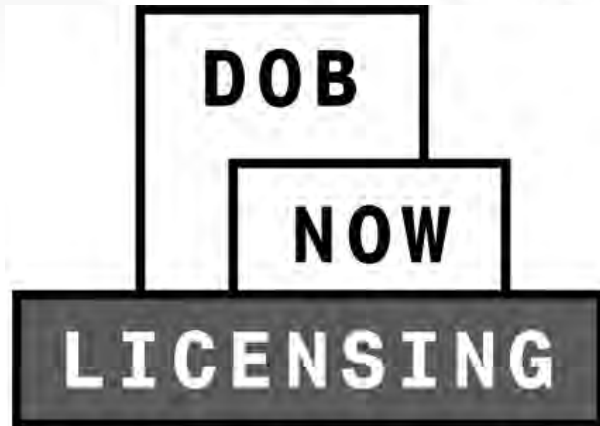
BACKGROUND: LICENSING & EXAMS UNIT

Scope

- 19 Categories of Licenses
- **37** Specific License Types
- **31,400+** Active Licenses

DOB LICENSING: ONLINE SUBMISSIONS

DOB NOW: *Licensing*



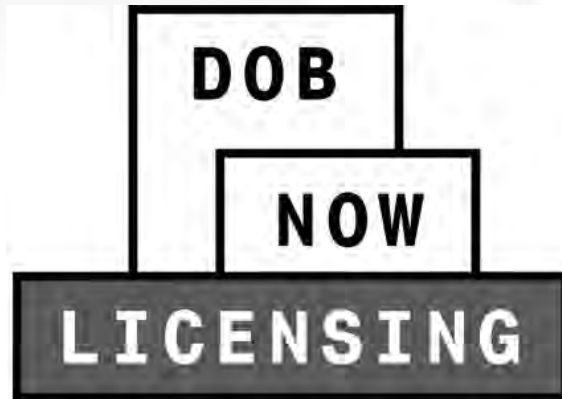
BIS Options



in DOB NOW Portal

CURRENT ONLINE LICENSE APPLICATION SUBMISSIONS

DOB NOW: *Licensing*

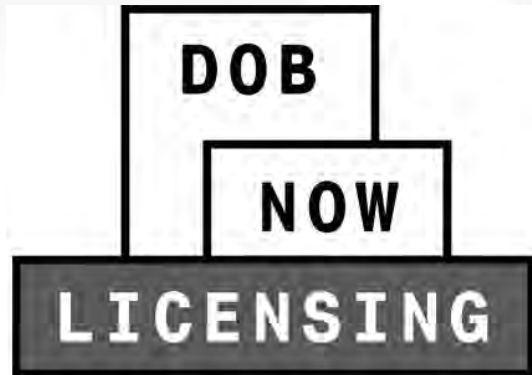


DOB NOW: *Licensing* launched in November 2018 as the planned future platform for all Licensing processes

- Current initial application submissions for:
 - Gas Work Qualifications
 - Journeymen
 - Welders
- Renewal application submissions for
 - Welders
- Must create a DOB NOW profile specific to each individual license

CURRENT ONLINE LICENSE APPLICATION SUBMISSIONS

DOB NOW: *Licensing*



Initial application submissions for Welder Licenses, Journeymen Registrations, Gas Work Qualifications, as well as Welder renewals, must be done online via DOB NOW: Licensing.


- Applicants must create a DOB NOW: Licensing account
- No forms to complete
 - Applicant information can be input directly
 - Required documentation uploaded
 - Fee payment online
- Application status available online
- Email status alerts after review
- Visit www.buildings.nyc.gov/licensing and select **DOB NOW: *Licensing***

CURRENT ONLINE LICENSE APPLICATION SUBMISSIONS

DOB NOW: *Licensing*

To create a DOB NOW: Licensing profile, you must the select the section for Welders, Journeymen and Gas Work Qualifications.




Log In to  to **Submit** Jobs, Filings and Applications:

Enter your eFiling or DOB NOW: Licensing account information

Email

Password

I'm not a robot  reCAPTCHA
Privacy · Terms

To use DOB NOW: Build or Safety, register for an eFiling account [here](#). To reset your eFiling password, click [here](#).

Welder, Journeyman and Gas Work Qualification Applicants only – click [here](#) to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click [here](#).

Confirm ✕

Do you have any of the following DOB issued licenses/qualifications?

- Welder
- Journeyman

NOTE: If you do not choose the correct section you may create the wrong type of account and hinder the application process

CURRENT ONLINE LICENSE APPLICATION SUBMISSIONS

DOB NOW: *Licensing*

NYC Buildings 311 Search all NYC.gov websites

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, Timothy Burke
TBURKE0528@GMAIL.COM
Last Login: 4/5/2021 8:36:10 AM
[Need Help?](#)
[Sign Out](#)

[Home](#) [+ New License](#) [Manage My Profile](#)

My Applications My Requests

Application Number	Application Type	License Type	License Class/Class Type	Application Status	Applicant of Record	Payment Status	Modified Date	Actions
L00008018	New License	Welder	N/A	Pre-filing	Timothy Burke	Due	11/20/2020	Refresh Delete

CURRENT ONLINE LICENSE APPLICATION SUBMISSIONS

Online License Renewals



- Launched in May 2020
- All Licenses must now be renewed online
 - Except SIAs and CTLs
- Applications, forms and other documentation
 - Completed, scanned and uploaded in PDF for review
 - Fee payment online
- Application status available online
- Email status alerts after review
- **NO APPOINTMENTS NECESSARY**

CURRENT ONLINE LICENSE APPLICATION SUBMISSIONS

Online License Renewals



- An eFiling account must be created and authenticated for each individual license type
 - Allow enough time in advance of renewal submission for eFiling process

Welcome to eFiling

DOB NOW will be released in phases over the coming years. During the transition, users will create and maintain their login and password through eFiling. See the [Account FAQs](#) for more information.

Email Address:

Password:

[Forgot your password?](#)
[Click here to reset it!](#)

[Register for electronic filing.](#)

- eFiling authentication process is now 100% online
- Once an eFiling account has been created and authenticated, a licensee can proceed to create a renewal application via the BIS OPTIONS in DOB NOW

CURRENT ONLINE LICENSE APPLICATION SUBMISSIONS

Online License Renewals

- Renewal applications must be submitted between 60 and 30 days
 - Required by Rule of the Department
 - Late fees assessed below 30 days
- Create renewal application submission
 - Submit specific license application form and all required documentation
 - Be sure application is complete before submitting
 - Make required payments

NOTE: Payment is not the final step

- **Preview to File** then **SUBMIT** to complete the renewal process

CURRENT ONLINE LICENSE APPLICATION SUBMISSIONS

Online License Renewals: Renewal Application Page Preview




Log In to **DOB NOW** to Submit Jobs, Filings and Applications:

Enter your eFiling or DOB NOW: Licensing account information

Email

Password

I'm not a robot  reCAPTCHA
Privacy - Terms

Login

General Information

License Renewal Information

Application Type*	License Type*	License Class/Class Type*
License Renewal	Rigger	Master
License Number*	License Expiration Date	
R - 999999	05/01/2020	

Applicant Information

Email*	First Name	Middle Initial
BUILD041@BUILDINGS.NYC.GOV	FIRSTNAME	
Last Name	Business Name	Business Address
FIRSTNAME	BUSINESS01	123 MAIN ST
City	State	Zip Code
NY	NY	11111
Business Telephone	Home Phone*	Mobile Phone*

INSTRUCTIONS FOR APPLICATION SUBMISSIONS

New & Renewal Applications

- Prior to submitting an initial application or renewal application, check the Licensing page on the DOB website to confirm you are submitting all required documentation.
 - Instructions are **specific** to the type of License



The screenshot shows the NYC Buildings website interface. At the top right, there is a language selector for '繁體中文' and a 'Translate' button, along with a 'Text-Size' option. The main navigation bar includes links for 'Home', 'About', 'Tenant', 'Homeowner', 'Business', 'Industry', 'Safety', and 'Codes'. Below this, a secondary navigation bar features buttons for 'Design Professionals', 'Skilled Trades', 'Registrants', and 'Licensing'. The 'Licensing' button is highlighted with a white border. On the left side of the page, a vertical menu lists several options: 'License Types' (circled in red), 'License Deactivation', 'Reinstate Expired License', 'Replacement License/ID', 'Exams & Qualifications', and 'Licensing Fees'. The main content area is titled 'Licensing' and contains two images: one showing a construction site with a crane and another showing a worker in a hard hat and safety gear working on a building structure.

COMMON ISSUES THAT DELAY APPLICATION APPROVAL

- Incomplete Application (missing **all** required forms and documents)
 - The Child Support form is always required
 - Scanned forms and documents are not legible
 - Incomplete or wrong documentation submitted
 - Missing required signatures and notarizations
- LIC application form missing required information
- Changes to previously submitted licensee, corporate or business information on record not supported by appropriate documentation.
 - Make updates/changes to a License as they occur. Waiting until renewal to make updates/changes to a license can delay timely renewal.

LICENSING APPLICATION FORMS

NYC Buildings **LIC2: License Application**
Application must be typewritten. License Number Section is used for: Changes, Renewals, and Reissues

1 Application Type
 New Renewal Reissue (Lost/Stolen) Change (ie. Address/Business/Deactivations) Reinstatement

2 License Number

3 License Type
 Elevator Inspector Elevator Co-Director Rigger Master Special Tower Concrete Safety Manager
 Engineer Stationary Portable Sign Hanger Master Special Construction Superintendent
 Hoisting Machine Operator A B C Site Safety Manager Coordinator
 Master Plumber Welder
 Oil Burning Equipment Installer A B C Master Fire Suppression Piping Contractor A B C

4 Applicant Information Required for all applications:
 First Name: _____ Middle Initial: _____ Last Name: _____
 Home Address: _____ City: _____ State: _____ Zip: _____ Home Telephone: _____
 Date of Birth (m/d/yyyy): _____ *Social Security No.: _____ E-Mail: _____

5a Primary Business Information
 Business Name: _____ Bus. E-mail: _____
 Office Address: _____ City: _____ State: _____ Zip: _____ Bus. Phone: _____

5b Secondary Business Information (if applicable)
 Business Name: _____ Bus. E-mail: _____
 Office Address: _____ City: _____ State: _____ Zip: _____ Bus. Phone: _____

6 License Use
 Choose One:
 Individual/Sole-Proprietor
 On Behalf of a Corporation
 On Behalf of a Partnership
 On Behalf of a City Agency

7 City Employee?
 Yes No

8 Partner or Officer Information (must list all partners or officers)

Name:	Address:	Phone:	Name:	Address:	Phone:
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Lic No: _____ % Control: _____	Lic No: _____ % Control: _____	Lic No: _____ % Control: _____	Lic No: _____ % Control: _____	Lic No: _____ % Control: _____	Lic No: _____ % Control: _____
Title(s): _____	Title(s): _____	Title(s): _____	Title(s): _____	Title(s): _____	Title(s): _____

9 Licensing History
 List all licenses, certifications, or registrations issued to you, by any City or State.

NAME	TYPE	LIC./CERT. /REG. NUMBER	CURRENT STATUS	EXPIRATION DATE

Yes No Do you currently have a valid driver's license? State where issued _____ License# _____

Yes No Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered or suspended or have you or your related business(es) ever been disqualified from performing inspections?

If Yes, please indicate in Section 10 the type of license / certification / registration along with the reason for suspension, restriction, surrender, revocation, or disciplinary action.

*Social Security Number is required for new applicants only. Rev. 08/19

NYC Buildings **LIC6: General Contractor Registration Form**
Application must be typed. Apply in Person At: New York City Department of Buildings Licensing Unit, 280 Broadway, 6th Floor, New York, NY 10007

1a Application Type
 Original Renewal Change/ Reissue

1b Registration Number

2 Registration Use
 Individual On Behalf of a Corporation On Behalf of a Partnership

3 Primary Principal Required for all applications. Business fax and mobile telephone are optional.
 Last Name: _____ First Name: _____ Middle Initial: _____
 Social Security No: _____ % Control: _____ Date of Birth (mid/y): _____
 Home Address: _____ City: _____ State: New York Zip: _____ Home Telephone: _____
 Business Name: _____ Business Telephone: _____
 Business Address: _____ City: _____ State: New York Zip: _____ Business Fax: _____
 E-Mail: _____ EIN: _____

Yes No Is the operating capital for your business at least twenty-five thousand dollars?

4 Corporate Officers, Partners and Any Stakeholders (include Stakeholders that own ten percent or more and primary applicant)

NAME	% Control	NAME	% Control

5 Business History Provide work location where applicant has engaged in general contracting within the last five years if different from above
 Business Name: _____ Business Telephone: _____
 Business Address: _____ City: _____ State: New York Zip: _____
 Existing DOB tracking number (List All): _____

6 Convictions and Fines If you answer "Yes" to any of these questions, you must complete and attach form LIC34.
 Yes No Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor or felony)?
 Yes No Do you owe any penalties or fines to the City of New York? DO NOT INCLUDE PARKING FINES.
 Yes No Does any company or business you have been associated with under your Department-issued registration or tracking number owe any fines, penalties or fees to the City of New York that were incurred during your association with that company or business?

NYC Buildings **LIC38: ELECTRICAL LICENSE APPLICATION**
Application must be typewritten.

1 Application Type
 Original Renewal Reissue Change Master Special

2 License Type

3 License Number

4 Applicant Information Required for all applications. (*)Indicates optional.)
 First Name: _____ Middle Initial: _____ Last Name: _____
 Home Address: _____ City: _____ State: _____ Zip: _____ Home Telephone: _____
 Date of Birth (mid/y): _____ Social Security No: _____ *Mobile Telephone: _____
 E-Mail: _____

5 Responsible Representative (Note: There can be ONLY ONE Responsible Representative)
 Are you the Responsible Representative for the business? YES NO
 Responsible Representative Only: Are there additional licensees in the business? YES NO
 If so, please print their names: (for additional space, attach a second sheet) Do you authorize this person(s) to file electrical applications under the business name?
 First Name: _____ Last Name: _____ License Number: _____
 YES NO Initial here _____
 YES NO Initial here _____

6 Business Information
 Business Name: _____ Firm No: _____
 Office Address: _____ City: _____ State: _____ Zip: _____ Office Telephone: _____
 E-Mail: _____ Office Fax: _____

7 License Use Choose One:
 Individual/Sole-Proprietor On Behalf of a Corporation On Behalf of a Partnership On Behalf of a Trade

8 Partner or Officer Information

Name	Address	Title(s)	Name	Address	Title(s)
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____

9 Convictions and Fines If you answer "Yes" to either of these questions, you must complete and attach form LIC34.
 Yes No Have you ever been convicted of a crime (for renewals, convicted since your last renewal)?
 Yes No Do you as licensee or the master electrician business have outstanding notices of violation owed to the Department?
 Yes No Does any company associated with your Department-issued Electrician's license currently have any unpaid firm account (permit and/or application) fees?

10 Applicant Statements and Signatures
 As a condition of being granted a license from the Department of Buildings, I hereby agree to comply with all Administrative Code Provisions and Department Rules, Regulations and Directives regarding how licensees conduct their specific trades. I affirm compliance with Section 27-303(a) and the definition of responsible representative found in Section 27-305(4), when the designated responsible representative of the business is submitting this renewal application. Falsification of any statement is a misdemeanor under section 28-211.1, 28-201.2.1.2, and 28-203.1.1 of the Administrative Code and is punishable by a fine or imprisonment, or both. Bribery is a crime. A person who gives or offers a bribe to any employee of the City of New York or an employee who takes or solicits a bribe, is guilty of a felony punishable by imprisonment, a fine, or both.

Name (print): Electrician's Seal	Signature Notarization State of New York, County of: Sworn to or affirmed under penalty of perjury Day of _____ 20 _____	Date Notary Seal
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Internal Use Only

Clerk's Signature	Date	Fee Paid	Year
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08/14

COMING SOON . . .

New License Applications Online

- Application forms and documentation completed and uploaded
- Fee payments online
- Track progress of application online
- Email status alerts after review
- **NO APPOINTMENTS NECESSARY**



THANK YOU

20 DIGITAL CONSTRUCTION
21 SAFETY CONFERENCE

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Buildings