

**STEP 1: GUIDELINES**

To obtain a Site Safety Coordinator Certificate, you **must** meet the following qualifications:

- Be at least eighteen (18) years old
- Be able to read and write the English language
- Have good moral character so as not to adversely impact your ability to perform the duties and responsibilities of a Site Safety Coordinator
- Meet one (1) of four (4) of the Certification Qualifications listed below (see STEP 2)
- Have completed a Department-approved Site Safety Manager training course and OSHA course, if applicable

**STEP 2: CERTIFICATION QUALIFICATIONS**

You **must** meet at least one (1) of the following:

1. **New York State Licensed Professional Engineer or Registered Architect** and satisfactorily completed a Buildings-approved **8-hour course** within one (1) year prior to application and two (2) years of experience supervising the construction or demolition of major buildings\*
2. **Have an active Construction Health and Safety Technician (CHST) designation from the Board of Certified Safety Professions (BCSP)**, and two (2) years of experience supervising the construction or demolition of major buildings\*, and within one year prior to application has satisfactorily completed an 8-hour course approved by the Department
3. **Five (5) years of construction supervision or construction safety experience within the ten (10) years** prior to application, including at least three (3) years supervising the construction or demolition of major buildings and satisfactorily completed a **8-hour course approved by the Department** within one (1) year prior to application

**OR**

4. **Have Education/Experience Qualifications outlined in 1 RCNY 104-08 and satisfactorily completed a Buildings-approved 40-hour Site Safety Manager Course** within one (1) year prior to application and satisfactorily completed a 30-hour OSHA Safety Course within two (2) years prior to application and (1) of the following:
  - A. **Five (5) years of experience within ten (10) years prior to the date of the application as a building code enforcement official charged** with enforcement of the provisions of the New York City Building Code. The enforcement should include inspections of major buildings under construction or demolition and thus, this basis for qualification excludes officials whose primary role is to perform inspections of occupied or vacant buildings; or
  - B. **Five (5) years of field experience within ten (10) years prior to the date of the application working on buildings as a safety official for a governmental entity or construction firm** or as a safety manager or safety engineer for a safety consulting firm specializing in construction or demolition. The experience should include two and a half (2.5) years of relevant work on major buildings\* under construction or demolition; or
  - C. **Five (5) years of experience within ten (10) years prior to the date of the application working in a relevant construction trade** with plans in furtherance of building construction or demolition, three (3) years of which were on major buildings under construction or demolition and two (2) of those three (3) years were in an on-site supervisory position.
    - i. For purposes of this paragraph, each year of formal training or education in a program with emphasis on construction at a college, technical or trade school may be substituted for one (1) year of construction work up to a maximum of two (2) years.

**\*A major building is defined as an existing or proposed building that:**

1. **Is 10 or more stories**
2. **Is 125 feet or more in height**
3. **Has a building footprint of 100,000 square feet or more, regardless of height**
4. **Is Designated by the Commissioner**

## STEP 3: BACKGROUND INVESTIGATION

Submit the following documents, in-person to:

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

- Notarized [Background Investigation Questionnaire](#)
- Completed [LIC2](#) application
- Typed [LIC34](#) affidavit 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*

- [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.*
- Social Security History of Earnings for the years you are claiming as experience  
*NOTE: A fee is required by the Social Security Administration for this service.*
- Photo ID (Driver's License or Non Driver's License ID Card)
- [Supplemental Investigation Questionnaire](#)
- Original Social Security Card
- Original Birth Certificate, Current Passport or Green Card
- Proof of Residence: utility bill, lease or deed (cell phone bills will not be accepted)
- [Child Support Certification Form](#)  
*NOTE: Child Support Certification forms **must** be complete, whether you have children or not, upon initial application process, and for every renewal.*
- Most Recent Pay Stub or Latest W-2 Statement
- Original proof of certification as a New York State Licensed Professional (if applicable)
- Applicable Site Safety Manager Course Certificate
- OSHA Course Certificate (if applicable)
- Construction Health and Safety Technician Certificate and wallet card from the BCSP (if applicable)
- \$500.00 Background Investigation Fee - for questions pertaining to your background investigation or to find out the status, please send inquiries to [lbackgrounds@buildings.nyc.gov](mailto:lbackgrounds@buildings.nyc.gov).

All document submitted **must be originals**. Copies will not be accepted. Upon successful completion of the background investigation, the Licensing Unit will notify applicants (in writing) and provide additional instructions for obtaining the license.

## STEP 4: APPOINTMENTS

To schedule an appointment with the Licensing Unit, call (212) 393-2259. Appointments are available Monday through Friday, between 9:00am and 11:00am.