



How to Become a Sustainable Contractor

STEP 1: REQUIREMENTS

To apply for Sustainable Contractor Designation, you must:

- Have an electronic copy of your certificate(s) to upload to the Department; and
- Have an eFiling account with the Department.

NOTE: If you do not have an eFiling account, visit the [eFiling](#) section of the Department's website and create an account.

STEP 2: QUALIFICATIONS

To obtain Sustainable Contractor Designation, you must:

- Have one of the following active license(s)/registration(s):
 - General Contractor Registration (1-, 2- or 3-family home);
 - Master/ Special Electrician; or
 - Master Plumber; and
- Have current insurance information.

STEP 3: CERTIFICATION/CREDENTIALS

To obtain Sustainable Contractor Designation, you must have at least one of the below certifications/credentials corresponding to your license type.

General Contractor of 1-, 2- and 3-Family Homes	American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)	High-Performance Building Design Professional
	Building Performance Institute (BPI)	Certified Professional
	Energy Star	Multi-Family Home Builder Single-Family Home Builder
	Green Advantage	Green Advantage Certified - Commercial/Residential
		Green Advantage Certified - Residential
	National Association of Home Builders (NAHB)	Certified Green Professional Designation (CGP) Master Certified Green Professional Designation (Master CGP)
	Passive House Institute US	Certified Passive House Consultants
	RESNET	Energy Smart Contractors
	U.S. Green Building Council	LEED AP Homes

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		LEED AP Interior Design & Construction
	Urban Green Council, USGBC NY	GPRO – Construction Management
Master Plumber	American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)	High-Performance Building Design Professional
		Operations & Performance Management Professional
	Green Advantage	Green Advantage Certified - Commercial
		Green Advantage Certified - Commercial/Residential
		Green Advantage Certified - Residential
	North American Board of Certified Energy Practitioners (NABCEP)	Solar Thermal Installer Certification
	Passive House Institute US	Certified Passive House Consultants
	U.S. Green Building Council	LEED AP Building Design & Construction
		LEED AP Homes
		LEED AP Interior Design & Construction
		LEED AP Operations & Maintenance
	Urban Green Council, USGBC NY	GPRO – Construction Management
		GPRO – Plumbing
	Master/ Special Electrician	American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
High-Performance Building Design Professional		
Operations & Performance Management Professional		
Association of Energy Engineers		Certified Building Commissioning Professional
		Certified Lighting Efficiency Professional
		Existing Building Commissioning Professional
Green Advantage		Green Advantage Certified - Commercial
		Green Advantage Certified - Commercial/Residential
		Green Advantage Certified - Residential
North American Board of Certified Energy Practitioners (NABCEP)		PV Installer Certification
		Small Wind Installer Certification
Passive House Institute US		Certified Passive House Consultants
U.S. Green Building Council		LEED AP Building Design & Construction
		LEED AP Homes
		LEED AP Interior Design & Construction
		LEED AP Operations & Maintenance
Urban Green Council, USGBC NY		GPRO – Construction Management
		GPRO – Electrical

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STEP 4: HOW TO APPLY

To apply for Sustainable Contractor Designation, complete and submit the online application and upload all necessary forms. Follow the directions below to complete your application and upload all necessary information.

- Login into your eFiling account to access the online application.
- Fill out the online application, including all necessary certification/credential(s) information.
- Submit your online application.
- Once you have submitted the online application, you will be redirected to the certificate upload form.
- Fill out the certificate upload form, including all the required information and upload your certification/credential(s).

NOTE: If you are an Energy Star Builder, you will be required to upload a copy of the list from the [Energy Star](#) website where it indicates your business name as an active partner.

Once you have submitted the certificate upload form, you will receive an email from the Department's Licensing Unit confirming your submission. The Licensing Unit will then review your forms and certification/credential(s). This process takes approximately 2-3 weeks. After your review is complete, you will receive an email with your status.

- If you are denied, you may contact the Licensing Unit for more information.
- If you are approved, your designation and certificate information will appear on your [BISWeb](#) online profile. The designation will appear on your new license card at your next renewal.

For more information, contact the Licensing Unit at (212) 393-2259.