

**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 Tower & Climber Crane Rigger 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 particular license
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Tower & Climber Crane Rigger
- Have at least five (5) years of practical experience in the tower or climber crane rigging business within seven (7) years prior to application
- Have knowledge of and be able to explain the risks of such work and necessary safety precautions that must be taken, including connecting pins, cables, anchorages, platforms, pads, plumbs of masts and torques of bolts; supervision of rigging and hoisting of loads; placement of components; and coordination of sequencing
- Have satisfactorily completed a thirty (30) hour training course from a Department-approved **30-Hour Climber/Tower Rigger Crane** within three (3) years prior to application

*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 EXAM

You **must** pass a written and practical exam in order to become a Tower & Climber Crane Rigger.

### Written\*

You must complete the exam application (**LIC41**), check the box that indicates you are a Tower/Climber Crane Rigger candidate and submit the application with the \$525 fee to the Department (see contact information below).

### 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 a Tower & Climber Crane Rigger candidate and submit the application with the \$350 fee, payable by **money order only**, to:

NYC Department of Buildings  
Licensing & Exams Unit - Exams  
280 Broadway, 6<sup>th</sup> Floor  
New York, NY 10007

\* After passing the written exam, you must apply to take the practical exam ([LIC42](#)).

*NOTE: Effective 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 with instructions on how to schedule your exam. Exams are given at several different locations in the State.
- The exams assess your knowledge of the rules and regulations governing hoisting and rigging operations in New York City, including weights for various materials hoisted, knowledge of safety measures, accident prevention and related matter as well as candidates' ability to perform rigging operations. You will **not** be allowed to use reference materials during the exams.
- 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 3-4 weeks after the date of the practical exam.

## STEP 4: BACKGROUND INVESTIGATION

To become a Tower & Climber Crane Rigger, you must also successfully 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 required documentation. The following documentation is required:

- Examination Score Report
- [LIC2](#) application
- [LIC34](#), if applicable
- Notarized [Background Investigation Questionnaire](#)
- Notarized [Supplemental Investigation Questionnaire](#)
- [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: 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)
- **LIC61 Department of Buildings Physical Examination Form** must be completed within 90 days of application date
- Original Social Security Card
- Original birth certificate, current passport or Green Card
- Proof of residence with a 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**
- **Proof of Certification of Compliance** with substance abuse provisions. The Department will provide a substance abuse policy compliance document for the applicant to complete during his or her appointment. Prior to this appointment, the applicant will need to have a substance abuse test conducted at a laboratory or doctor’s office.
- Notarized letter from the Licensee that includes the physician’s/laboratory’s name, address, phone number and your consent to release the results of the substance abuse test to the Department upon request.
- 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](mailto:lbackgrounds@buildings.nyc.gov)**
- License Issuance Fee – \$150.00 payable within the **DOB NOW Portal**

## STEP 5: OBTAINING THE LICENSE CARD

Once you have passed the practical exam and the background investigation, you need to obtain your Tower & Climber Crane Rigger license.

- If you pass the practical exam and the background investigation, you will be able to schedule an appointment within the **DOB NOW Portal** to take picture and receive the Special Rigger license card.
- You have one (1) year from the date of notification to submit the required documents for your license. If you do not complete the process within one (1) year of the date notification, you will be required to retake the exams.