

1 RCNY §104-05

CHAPTER 100

Subchapter D Licensing and Registration of Businesses, Trades and Occupations Engaged in Building Work

§104-05 Reinstatement of license.

In accordance with §28-401.13 of the Administrative Code, a license may be reinstated in accordance with the following requirements.

- (a) A license that has been expired for less than one (1) year may be reinstated upon filing of an application with the Department. Such reinstatement shall be subject to any applicable late and reinstatement fees.
- (b) A license that has been expired for a period of one (1) year to five (5) years from the date of expiration may be reinstated without examination where the applicant demonstrates continued competence and completion of any and all required continuing education requirements.
 - (1) Continued competence shall be demonstrated by the applicant's full-time active and legal engagement in the trade for which the applicant's license was issued in accordance with the relevant provisions of Chapter 4 of Title 28 of the Administrative Code. The applicant must supply the Department with the following:
 - (i) A detailed employment history and the duties the applicant performed in each position during the time the license was expired;
 - (ii) A signed and notarized statement from the applicant's employer stating the nature of the applicant's duties and the dates of such employment;
 - (iii) For work in the trade requiring the direct and continuing supervision of a licensed person in accordance with Chapter 4 of Title 28 of the Administrative Code, a signed and notarized (or sealed) statement from the supervising licensee stating that he or she supervised the applicant, the dates of such supervision and the nature of the applicant's duties; and
 - (iv) Proof of payment or compensation from employer during applicable time period.
 - (v) For work in the trade that did not require direct and continuing supervision of a licensed person in accordance with Chapter 4 of Title 28 of the Administrative Code, applicants must provide a letter from their employer or supervisor and documentary proof of their business arrangement with the employer or supervisor. This may include contracts and proof of payment for services.
 - (vi) Any other documentation the Department deems appropriate.
 - (2) An applicant for reinstatement must be actively and legally engaged in the trade during the time period between the expiration of the license and the date of the application for reinstatement, except for periods of time away from the trade not to exceed, in the aggregate, one (1) year.
 - (3) A candidate shall appear and furnish to the Department all requested original documents within six (6) months of the date of the request for reinstatement. Failure to do so will result in the denial of the reinstated license and will require a reexamination and reapplication.
 - (4) A candidate shall appear, furnish to the Department all requested original forms and pay to the Department all required fees within three (3) months of the date of the notice of approval or reinstatement. Failure to do so will result in the denial of the reinstated license and will require a reexamination and reapplication.
- (c) No license shall be reinstated "if it is expired for over five (5) years. The applicant must reapply for a new license and meet all applicable qualifications, including any required examination.
- (d) Exceptions to reinstatement provisions. If an application for renewal of a registration for Construction Superintendent, Concrete Safety Manager, General Contractor, Welder or Safety Registration is not filed within one (1) year of a registration's expiration, the applicant must reapply for a new registration and meet all applicable qualifications.

(e) This section shall not apply to Electricians.