



Licensing

How to Become a Registered Construction Superintendent

STEP 1: QUALIFICATIONS

You must meet one of the following requirements to become a registered Construction Superintendent:

- 1) Be a New York State registered architect or professional engineer and have completed a Department-approved Site Safety Manager Orientation Course or a 10-hour OSHA class. The class must have been completed within the last three (3) years immediately preceding the application
- 2) Have 5 years of experience in the last 10 years as a Construction Superintendent and have completed a Department-approved Site Safety Manager Orientation Course and a 10-Hour OSHA class. The class must have been completed within the last three (3) years immediately preceding the application
- 3) Have 5 years of experience in the last 10 years as a carpenter, mason or building inspector and have completed a Department-approved 40-hour Site Safety Manager Course and a 10-Hour OSHA class. The class must have been completed within the last three (3) years immediately preceding the application

STEP 2: APPLYING

Once you have verified that you meet one of the above qualifications groups, you must visit the Licensing Unit in person and bring the below original documentation with you. Mailed applications will not be accepted.

Licensing Unit Location Information:

Licensing Unit
NYC Department of Buildings
280 Broadway, 6th floor
New York, NY 10007

Required Documentation:

- Typed and completed LIC3 registration application form
- Typed, completed and notarized LIC4 employment history application form

Note: This is not required for applicants who are registered architects or professional engineers

- Social Security History of Earnings for the years you are claiming as experience

Note: This is not required for applicants who are registered architects or professional engineers

- Notarized and signed employment verification letters from all employers. The letters must be on the company's letterhead, state the applicant's full dates of employment (Month/Day/Year), title(s) and specific job responsibilities. If the applicant cannot obtain letters from past employers, W-2s with a notarized letter from the applicant stating dates of employment, job responsibilities and the reasons why the applicant could not obtain letters may be accepted

Note: Letters from the company Human Resources will not be accepted.

Note: If you are the owner of the company, you must submit letters from clients as well as a notarized letter from yourself stating that you are the owner of the company and must include the relative time period

- Original driver's license, birth certificate, current passport or current Green Card
- Original Social Security Card
- Original proof of home residence (utility bill, bank statement, lease or deed)

Note: Cell phone/Voice Over Internet Protocol VOIP bills will not be accepted

- Original Site Safety Manager certificate and OSHA course certificates as specified by experience qualifications in Step One above
- Original New York State License Card or Certificate

Note: This is only required for those only applying as a New York State Registered Architect or Professional Engineer

- Child Support Certification Form, which is located on the Department's website at www.nyc.gov/buildings
- \$100 application fee

STEP 3: APPROVAL

Once all documentation is submitted and approved, you will receive your Construction Superintendent registration number and photo identification.