

Updated Construction Superintendent Requirements

To ensure construction sites are supervised by qualified professionals, as of July 1, 2008 all initial and renewal applications for New Building and Demolition permits for buildings up to and including 9 stories are required to have a registered Construction Superintendent named on the PW-2. This requirement will apply to **all** permits of this type starting July 5, 2008; including 1, 2 and 3 family homes and garages.

To register as a Construction Superintendent:

1. Complete and sign [LIC3](#) form
2. Provide original Social Security card or letter from Social Security stating your number
3. Show proof of address with a bank statement, utility or telephone bill
4. Provide a valid driver license, learner permit, passport or alien registration card with photo
5. Pay \$100 filing fee

Applicants applying with experience as a Construction Superintendent, carpenter, mason or building inspector must also submit a notarized LIC-4 form in addition to a notarized letter from all employers. If you are the owner of your own company, you must write this letter on your own behalf. These letters must cite **specific job responsibilities** that match the responsibilities on the LIC-4 Work History for License Application, the dates of employment and title the applicant held. If you are not able to obtain a letter from a previous employer, a W-2 and notarized letter from the applicant describing the employment and responsibilities held during that time period will be accepted.

Additional information you need to know:

- Licensed Site Safety Managers **are not required** to register as Construction Superintendents.
- Qualifications vary depending upon title and experience. Individuals who register must meet one of the following qualifications:
 - Be a licensed architect or engineer and within the past three years completed a Site Safety Manager orientation course **or** 10-hour OSHA course; **OR**
 - Have been a Construction Superintendent for 5 of the past 10 years and within the past three years completed a Site Safety Manager orientation course **and** 10- hour OSHA course; **OR**
 - Have been a carpenter, mason or building inspector for five of the past 10 years and within the past three years completed a 40-hour Site Safety Manager course **and** 10-hour OSHA course.

You must come to the Licensing Unit at 280 Broadway, 6th Floor in person to obtain your registration – mailed applications will not be accepted

For more information, call the Licensing Hotline at (212) 566-4100 or visit www.nyc.gov/buildings