

STEP ONE: You must meet the minimum qualifications to become a certified Site Safety Coordinator. Applicants must:

- Be at least 18 years old;
- Be able to read, write, and understand the English language; and
- Be able to provide the required documentation to verify experience in accordance with one of the qualifications below.

In addition, applicants must have:

- Completed a Department of Buildings-approved [Site Safety Manager Training Course](#); and
- Good moral character, so as to not adversely impact upon fitness to perform the duties and responsibilities of a Site Safety Coordinator.

Applicants must meet one set of qualifications listed in the following table:

	REQUIREMENT	DOCUMENTATION
A.	<ul style="list-style-type: none"> • Be a New York State Licensed Professional Engineer; • Have satisfactorily completed a Buildings-approved Site Safety Manager orientation course within one year prior to application; and • Have two years of experience supervising major buildings. 	a. Copy of certification as a New York State Licensed Professional; b. Certificate of completion of the required course; c. Documentation to verify two years of experience supervising work on major buildings. Specifically, buildings that are: <ol style="list-style-type: none"> 1) 10 or more stories; or 2) 125 feet or more in height; or 3) 100,000 square feet or more of lot coverage, regardless of height; or 4) Designated by the Commissioner; and d. Additional documentation specified in Step Two below.
B.	<ul style="list-style-type: none"> • Be a New York State Registered Architect; • Have satisfactorily completed a Buildings-approved Site Safety Manager orientation course, within one year prior to application; and • Have two years of experience supervising major buildings. 	a. Copy of certification as a New York State Registered Architect; b. Certificate of completion of the required course; c. Documentation to verify two years of experience supervising work on major buildings. Specifically, buildings that are: <ol style="list-style-type: none"> 1) 10 or more stories; or 2) 125 feet or more in height; or 3) 100,000 square feet or more of lot coverage, regardless of height; or 4) Designated by the Commissioner; and d. Additional documentation as specified in Step Two below.
C.	<ul style="list-style-type: none"> • Have five years of practical experience in construction supervision or construction safety experience, including at least three years of such experience with major buildings within the 10 years prior to application; and • Have satisfactorily completed a Buildings-approved 40 hour Site Safety Manager course within one year prior to application. 	a. Documentation to verify three years of experience supervising work on major buildings, a building that is either: <ol style="list-style-type: none"> 1) 10 or more stories; or 2) 125 feet or more in height; or 3) 100,000 square feet or more of lot coverage, regardless of height; or 4) Designated by the Commissioner; b. Certificate of completion of the required course; and c. Additional documentation as specified in Step Two below.
D	<ul style="list-style-type: none"> • Meet one of the qualifications in the Satisfactory Education and Experience Equivalent (1 RCNY §104-08); and • Have satisfactorily completed a Buildings-approved 40 hour Site Safety Manager course within one year prior to application; and • Have satisfactorily completed an OSHA 30 hour safety course within two years prior to application 	a. Certificate of completion of the require courses (SSM and OSHA); b. Notarized letters from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for years of experience working with major buildings that are either: <ol style="list-style-type: none"> 1) 10 or more stories; or 2) 125 feet or more in height; or 3) 100,000 square feet or more of lot coverage regardless of height; or 4) Designated by the Commissioner; and c. Additional documentation as specified in Step Two below.

STEP TWO: To submit the required documents, applicants must schedule an appointment by calling the Licensing Unit at (212) 566-4100. Appointments are offered Monday through Friday, 1:30pm to 3:30pm. To complete an application, the following **original** documents must be submitted at the appointment:

- Typewritten [LIC2](#) license application
- Notarized [background investigation questionnaire](#)
- Social Security History of Earnings* for the years you are claiming as experience
- Notarized letters from all supervisors for the years you are claiming as experience stating: dates of employment; titles held; years and addresses of major buildings work; specific daily duties and responsibilities; and dates of construction supervision experience. (Note: Letters from company Human Resources will not be accepted.)
- Photo ID (Driver License)
- Original Social Security card
- Original birth certificate, current passport or green card
- Proof of residence with a utility bill, lease or deed. (Note: Cell phone bills will not be accepted.)
- Latest pay stub or W-2
- Site Safety Manager course certificate
- OSHA course certificate (if applicable)

STEP THREE: Background Investigation.

Once the requisite documentation is submitted to the Licensing Unit and approved, the applicant's information will undergo a preliminary background investigation. The Licensing Unit will contact applicants with the results of the full investigation.

STEP FOUR: Apply for your Site Safety Coordinator Certificate.

The Licensing Unit will notify applicants, in writing, that they have successfully completed the full background investigation and have been found qualified. With this notification, the Unit will provide instructions and a list of required items the applicants must submit to obtain a certificate. You have one year from the date of the letter to begin submitting the required documents for your certificate. If you do not submit all the required documents within one year of the date of the first document submission, you may be required to begin the process from the beginning (including resubmission for background investigation). To obtain your card, you must make an appointment with the Licensing Unit Monday through Friday, 1:30pm to 3:30pm.

For more information, visit the "[Licenses and Renewals](#)" section of our website at www.nyc.gov/buildings.

** The Social Security Administration requires a fee for this service. The Social Security Administration's website is <http://www.ssa.gov/online/ssa-7050.html>. You **MUST** request the report to be run by company name. You may request the information by mail or in person, but your background investigation will not proceed until this information is received.*