



How to Become a Registered Construction Superintendent

STEP 1: QUALIFICATIONS

You must meet one (1) 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 7-hour Site Safety Manager Course](#) or a 10-hour Occupational Safety and Health Standard Construction Industry Course. The class must have been completed within the last three (3) years immediately preceding the date of application; or
- 2) Have five (5) years of experience within the last ten (10) years as a Construction Superintendent and have completed a [Department-approved 7-hour Site Safety Manager Course](#) and a 10-hour Occupational Safety and Health Standard Construction Industry Course. The class must have been completed within the last three (3) years immediately preceding the date of application; or
- 3) Have five (5) years of experience in the last ten (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 Occupational Safety and Health Standard Construction Industry Course. The class must have been completed within the last three (3) years immediately preceding the date of application.

STEP 2: APPLYING

Once you have verified that you meet one (1) of the above qualifications groups, you must visit the Licensing & Exams Unit in person and bring the below original documentation with you. Mailed applications will not be accepted.

Licensing & Exams Unit Location Information:

Licensing & Exams 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
- [Experience Verification Forms](#) located on the Department's website, to be completed by supervisors/managers/contractors who are verifying your work experience;
Note: if you are self-employed, Experience Verification Forms should be completed by your clients/contractors or others who hired you and who can verify your work experience. If you are self-employed or if you have missing/insufficient documents, additional information will be requested. Experience Verification Forms from company Human Resources will not be accepted.
- Original driver's license, learner's permit or non-drivers' ID, current passport or green card;
- Original social security card;
- Original proof of residence (utility bill, bank statement, lease or deed) or a typed notarized letter and bill from the person with whom you are residing;
Note: Cell Phone/Voice Over Internet Protocol VOIP Bills will not be accepted
- Original Site Safety Manager certificate;
- 10-hour Occupational Safety and Health Standard Construction course certificate as specified by the experience qualifications as specified in Step One above;
- Original New York State RA or PE license card or certificate.
Note: This is only required for those applying as a New York State Registered Architect or Professional Engineer
- [Child Support Certification Form](#)
- \$100 Application Fee

STEP 3: APPROVAL

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