

➤ **ORIGINAL APPLICANTS FOR CONSTRUCTION SUPERINTENDENT/ CONCRETE SAFETY MANAGER**

**General Information:** How to Obtain a Construction Superintendent or Concrete Safety Manager registration card.

All applicants for original Construction Superintendent or Concrete Safety Manager\* registration must be at least 18 years of age and apply in person at:

NYC Department of Buildings  
Licensing Unit  
280 Broadway, 6th Floor, New York, NY 10007  
**Office Hours:** 9:00am—12:45pm

The following **original** documents are required:

- Completed and signed LIC3 form
- Original social security card
- Original Driver license, learner permit ID card, passport, or alien registration card with photo (green card)
- Original proof of address such as: a landline telephone, cable or utility bill in applicants name **or** a bank statement (saving or checking account) in applicants name **or** a notarized letter and bill from the person you reside with
- Fee payable by cash, money order, company check, personal check or credit card

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| Construction Superintendent | \$100 Original fee |
| Concrete Safety Manager     | \$150 Original fee |

➤ **Additional Requirements:** Applicants must also provide documentation to meet one of the following criteria for their registration type:

**CONSTRUCTION SUPERINTENDENT**

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| <b>Professionals (NYS licensed Architects and Engineers):</b>  | <ul style="list-style-type: none"> <li>● NYS Professional license</li> <li>● Certified completion of one 7-hour Site Safety Manager course approved by the Department <b>or</b> one 10-hour OSHA course</li> </ul>  |
| <b>Previous Experience as Construction Superintendent:</b><br><i>(within the previous 10 years, 5 years experience as a Construction Superintendent)</i> | <ul style="list-style-type: none"> <li>● Proof of employment (LIC4 form) and notarized letters from all past and present employers</li> <li>● Social Security History of Earnings for the years claiming as experience</li> <li>● Certified completion of one 7-hour Site Safety Manager course approved by the Department <b>and</b> one 10-hour OSHA course</li> </ul>  |
| <b>Other Experience (Carpenter, Mason, Building Inspector):</b><br><i>(Within the previous 10 years, 5 years on-site experience)</i>                     | <ul style="list-style-type: none"> <li>● Proof of employment (LIC4 form) and notarized letters from all past and present employers</li> <li>● Social Security History of Earnings for the years claiming as experience</li> <li>● Certified completion of one 40-hour Site Safety Manager course approved by the Department <b>and</b> one 10-hour OSHA course</li> </ul> |

**CONCRETE SAFETY MANAGER**

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| <b>All Applicants must provide:</b> | <ul style="list-style-type: none"> <li>● Proof of employment (LIC4 form) and notarized letters from all past and present employers</li> <li>● Social Security History of Earnings for the years claiming as experience</li> <li>● Certified completion of one 30-hour Department-approved concrete safety manager course and 10-hour OSHA course</li> </ul> |
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➤ **RENEWAL APPLICANTS FOR CONSTRUCTION SUPERINTENDENT/ CONCRETE SAFETY MANAGER**

**Applicants must Mail-In the following:**

Completed typed license application (LIC3)

A copy of the Certificate of Completion for the designated Continuing Education Course for your registration type:

- Construction Superintendent applicants submit the Site Safety Manager Refresher Course.
- Concrete Safety Manager applicants submit Concrete Safety Manager Refresher Course.

**All licenses must be renewed thirty-sixty (30-60) days prior to the expiration date in order to be considered on time for renewal**

**Purpose of form:**

The "Registration Form" allows individuals to initiate the registration process to become a Construction Superintendent or Concrete Safety Manager.

**1 Application Type**

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Select a transaction type (renewal, original, change).

**2 Registration Number**

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Complete if you are applying for renewal or change. If this is an original application leave this section blank.

**3 Applicant Information**

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This section collects essential applicant information and is required on all applications. Business fax and mobile telephone are optional. Please note e-mail address is a required field.

**4 Registration Type**

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Select the type of registration for which you are applying, whether it is for Construction Superintendent or Concrete Safety Manager.

**5 Qualifying Experience**

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In order to apply to be a Construction Superintendent or Concrete Safety Manager you must meet certain experience requirements. NYS licensed engineers and architects must provide their state registration number for verification purposes. Those applying with experience must provide justifying work history on form LIC4. See the "General Information" section for more details.

**6 Licensing History**

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List licenses, certifications, or registrations issued to the applicant.

**7 Comments**

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Section where you may provide any additional requested information.

**8 Statements and Signatures**

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A notarized signature is required in order to ensure the applicants attest to the information they provided. If an application is not signed and notarized, it will not be accepted.