



NYC Licensed Construction Superintendent Registration Checklist

Your Quick Reference Guide to DOB Registration

STEP 1: Verify Qualifications

- Age 18+, can read/write English, physically fit, good character
 - Meet ONE experience requirement:
 - 3 years NYC supervisor experience (past 5 years), OR
 - 5 years US supervisor experience (past 8 years), OR
 - Hold SSM/SSC/CSM/PE/RA/CSP/CHST certificate
-

STEP 2: Complete Required Training

40-Hour Site Safety Course

- Enroll in DOB-approved course (must complete within 1 year before applying)
- Complete course | Date: _____
- Receive certificate

SST Supervisor Card (62 Hours)

- OSHA 30-Hour Construction
- 8-Hour Site Safety (License Requirement)
- 8-Hour Fall Prevention
- 4-Hour Supported Scaffold User
- Additional electives to reach 62 hours
- Receive SST Supervisor Card

 **Tip:** NextWave's 32-Hour Supervisor Bundle + OSHA 30 = 62 hours!

STEP 3: Gather Required Documents

Personal Documents

- Valid photo ID (driver's license, passport, or green card - not expired)
- Social Security Card
- **Social Security History of Earnings** (FICA Statement - NOT annual statement)
 - Request at: www.ssa.gov or local SSA office

Applications & Forms

- **LIC4 Employment History** (typed, notarized)
- **LIC62 Physical Exam** (completed within 90 days of submission)

Experience Verification

- Experience Verification Forms from **DIRECT supervisors** (NOT HR/office staff)
 - Must include: full dates (MM/DD/YYYY), job titles, daily duties
 - Must match Social Security earnings history

Course Certificates

- 40-Hour Site Safety Certificate
- SST Supervisor Card (front & back scan)

Professional Certifications (if applicable)

- SSM/SSC/CSM certificate OR PE/RA license OR CSP/CHST card

Educational Documents (if claiming credit)

- Official transcripts showing full-time construction program
-

STEP 4: Prepare for Submission

- Scan all documents as **clear, readable PDFs**
 - Create **NYC.ID account** at: <https://a810-dobnow.nyc.gov/publish/Index.html#!/>
 - Have **\$100 registration fee** ready (credit/debit card)
-






STEP 5: Submit Application Online

- Log into **DOB NOW Portal**: <https://a810-dobnow.nyc.gov/publish/Index.html#!/>
 - Navigate to: Licensing → New License Application → Construction Superintendent
 - Upload all required documents
 - Pay \$100 fee
 - Submit application | Confirmation #: _____
-

STEP 6: Approval & Card Issuance

- Track application status in DOB NOW
 - Respond to any DOB requests for additional info
 - Receive approval notification
 - Schedule photo appointment via DOB NOW
 - Attend appointment and receive registration card
 - **Registration Card Received!** | Expiration: _____
-

Common Mistakes to Avoid

-  Submitting annual Social Security Statement (need FICA earnings history)
 -  Getting verification from HR instead of direct supervisors
 -  Applying before completing 40-Hour course or SST Supervisor card
 -  Physical exam older than 90 days
 -  Handwritten or un-notarized LIC4 form
-

Set Renewal Reminders

Registration valid for 3 years

- 6 months before expiration: Plan renewal
- 3 months before expiration: Take 8-Hour Site Safety Refresher
- 1 month before expiration: Submit renewal application

Don't let it expire! Expired = start completely over (retake all 62+ hours)



NextWave

Need Help? NextWave Can Help!

- ✓ DOB-Approved Provider (CP006) | ✓ IACET Accredited
- ✓ 40-Hour Site Safety Course | ✓ Complete SST Training (62 hrs)
- ✓ Renewal Courses | ✓ Group Discounts Available

☎ [\(212\) 933-9071](tel:(212)933-9071) | ✉ info@nextwavesafety.com | 🌐 www.nextwavesafety.com