You must have a **Home Improvement Contractor license** from the Department of Consumer Affairs (DCA) to do construction, repair, remodeling, or other home improvement work costing more than $200 to any residential land or building in New York City.

DCA is expediting the licensing process to help you get to work as quickly as possible … and help those in need.

**Two Ways to Submit Your Application:**

- Go to [www.nyc.gov/homeimprovement](http://www.nyc.gov/homeimprovement) to submit your application online.

  **OR**

- File in person at DCA’s Licensing Center, located at 42 Broadway, 5th Floor, New York, NY 10004.

See the back for a quick list of license requirements to help you get started. The license application packet includes more information about these requirements. **You can get the packet in three ways:**

2. Visit the DCA Licensing Center.
3. Call 311 (212-NEW-YORK outside NYC) to request that DCA mail you the license application packet.
What you need **before** you file your Home Improvement Contractor license application:

- Applicable Business Certificate Based on Your Business's Legal Structure

Below are basic requirements when filing your Home Improvement Contractor license application:

- Basic License Application
- Sales Tax Identification Number OR Certificate of Authority Application Confirmation Number
  
  *Contact the New York State Department of Taxation and Finance at (518) 485-2889 or [http://tax.ny.gov](http://tax.ny.gov) immediately to apply.*
- Proof of Home and Business Address
- Fingerprints and $75 Processing Fee Per Person
- Workers' Compensation Insurance Information
- DCA Trust Fund Enrollment Form and $200 Fee OR Copy of $20,000 Surety Bond (or Third Party Bond), properly signed
- Home Improvement Contractor Exam and $50 Exam Fee
  
  *You can take the exam in English or Spanish on computer. A paper exam is available in Chinese, Hindi, and Korean. The license application packet includes the Home Improvement Business Examination Guide to help prepare for the exam.*
- Roster of Employees
- $50 License Fee if you submit your application before December 31, 2012

**Additional DCA License You May Need:**

- If you solicit, negotiate, or offer to negotiate a home improvement contract with a property owner, you must also obtain a **Home Improvement Salesperson** license.

**Additional City Permits You May Need:**

- Sidewalk work requires a permit from the NYC Department of Transportation. Call 311 or visit [www.nyc.gov/dot](http://www.nyc.gov/dot).
- Home improvements that involve plumbing, electrical work, pointing, or extensions to a residence require a permit from the NYC Department of Buildings (DOB). Call 311 or visit [www.nyc.gov/buildings](http://www.nyc.gov/buildings).
  
  *Note: Only contractors licensed by DCA can apply for DOB permits.*
- If you plan to haul or transport waste resulting from your business operations, you must obtain a Class One Self Hauler Registration from the NYC Business Integrity Commission. For an application and more information, call 311 or visit [www.nyc.gov/bic](http://www.nyc.gov/bic).