



New York City Department of Buildings

Appeals Process

Purpose: To document the rules and procedures for filing and resolving appeals of test items or environmental and equipment conditions for the written or practical examinations for various construction trades and professionals within the New York City Department of Buildings. These trades include:

- Site Safety Manager,
- Elevator Agency Director,
- Elevator Agency Inspector,
- Special Rigger,
- Master Rigger,
- Tower/Climber Crane Rigger,
- Master Sign Hanger,
- Special Sign Hanger,
- High Pressure Boiler Operating Engineer,
- Master Plumber,
- Master Fire Suppression Piping Contractor,
- Master/Special Electrician,
- Oil Burning Equipment Installer, and
- Gas Works Certification.

Applicants should review their Official Score Report for the appeal criteria in general and their specific eligibility to appeal status. An appeal must be received no later than thirty (30) days from the date of notification of failure to pass the license examination. The submitted appeal form must include the following:

- Title of the license examination
- Applicant's name
- Applicant's return address
- Applicant's Social Security Number
- Date of the test
- Detailed statement of the grounds for appeal
- The evidence and basis for the applicant's belief that his or her failure was the result of bias, fraud, discrimination, or manifest error in the administration of the examination.

The Appeals Committee will acknowledge receiving submitted appeals via email within two business days. If you submit an appeal and do not receive an email acknowledgement, then your appeal may not have been received. You may contact an Appeal Committee representative and inquire about submitted appeals at any time via email (nycdob@cpshr.us) or phone (855-224-6977).



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Written or Practical Examination Appeal Form

Instructions: All sections must be complete. Applicants should review their Official Score Report for the appeal criteria in general and their specific eligibility to appeal status. An appeal must be received no later than thirty (30) days from the date of notification of failure to pass the license examination.

Submit your appeal to CPS HR Consulting at nycdob@cpshr.us using the same email address provided to NYC DOB on your [LIC41](#) or [LIC42](#). The Appeals Committee will acknowledge receiving submitted appeals via email within two business days.

Title of the License Examination:

Name:

Return Address:

Last Four of Social Security Number: ###-##-

Date of the Test:

Detailed Statement of Grounds for Appeal*:

Signature: Date:

*Must include the evidence and basis for the belief that failure was the result of bias, fraud, discrimination, or manifest error in the administration of the examination. Additional pages or documents may be attached as necessary.