



## Changes to Rigger's License

---

### BUSINESS CHANGE

When making a change to your business, you must submit the following documents in person to the Department:

- Completed [LIC2 application](#)
- One (1) 2x2 passport size photo
- Department of Buildings issued license card
- If removing a company, a request to remove the company and a search for fines and violations issues to the company by the Licensing Unit. The request can be made by fax, (212)-566-3062, or in person.

*Note: This must be completed before a company can be removed*

- A notarized letter stating the dissolution of the old company. If the company will remain in business, you must state that you will no longer perform rigging work for this company
- [Insurance Certificates](#) for the new company
- See [LIC-2B](#) Supplemental Instructions and follow the instruction for changes when the business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual
- If you have rigging foremen, you must submit a signed, sealed and notarized letter on business letter head stating that all rigging foreman have the qualifications specified in [Rigging Rule 9](#). Please include the full name, phone number and home address of all rigging foremen. You must also submit the original "Designated Rigging Foremen" card for each foreman
- If you do not have rigging foremen, you must submit a signed, sealed and notarized letter stating so
- Copy of the minutes of meeting
- Fee \$50

## BUSINESS ADDRESS CHANGE

When making a business address change, you must first submit a [LIC33](#) application (address must be approved before moving to new location) to the Department. Once the Department approves the address, you must submit the following in person to the Department:

- Completed [LIC2 application](#)
- One (1) 2x2 passport size photo
- [Insurance Certificates](#) with new address
- Original telephone bill with business name and telephone number

*Note: Cellular phone, VOIP and utility bills are not accepted*

- Fee \$50

## BUSINESS TELEPHONE NUMBER CHANGE

When making a business telephone number change, you must submit the following documents in person to the Department

:

- Completed [LIC2 application](#)
- One (1) 2x2 passport size photo
- A notarized letter requesting the change
- Original telephone bill with business name and telephone number

*Note: Cellular phone, VOIP and utility bills are not accepted*

## ADDING AN ADDITIONAL BUSINESS TO YOUR LICENSE

When adding an additional business to your license, you must submit the following documents in person to the Department:

*Note: Both businesses must be at the same address*

- Two (2) completed [LIC2 applications](#) – one application for each company – and indicating the other company in the affiliation section
- One (1) 2x2 passport size photo

- See [LIC-2B](#) Supplemental Instructions and follow the instruction for changes when the business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual
  - If you have rigging foremen, you must submit a signed, sealed and notarized letter on business letter head stating that all rigging foreman have the qualifications specified in [Rigging Rule 9](#). Please include the full name, phone number and home address of all rigging foremen. You must also submit the original “Designated Rigging Foremen” card for each foreman
  - If you do not have rigging foremen, you must submit a signed, sealed and notarized letter stating so
  - [Insurance Certificates](#) for both companies
  - Original telephone bill with business name and telephone number
- Note: Cellular phone, VOIP and utility bills are not accepted*
- Department of Buildings issued license card
  - Fee \$50

## ADDING RIGGING FOREMEN TO YOUR LICENSE

When adding a rigging foreman to your license, you must submit the following documents in person to the Department:

- Completed [LIC2 application](#)
- One (1) 2x2 passport size photo
- Original “Designated Rigging Foremen” card for each foreman
- A signed, sealed & notarized on letter on business letter head, stating that all rigging foreman have the qualifications specified in [Rigging Rule 9](#). Please include the full name, phone number and home address of all rigging foremen
- Fee \$5 (per rigging foreman)

## **DROPPING A FOREMEN FROM YOUR LICENSE**

When dropping a rigging foreman from your license, you must submit the following documents in person to the Department:

- A notarized letter from the licensee requesting the change
- Department of Buildings issued designated foreman card (the licensee should retrieve this card from the foreman)

## **SUBMITTING DOCUMENTS**

All documents must be submitted in person to the Department by the licensee to:

Licensing Unit  
NYC Department of Buildings  
280 Broadway, 6<sup>th</sup> Floor  
New York, NY 10007

Office Hours:

Monday through Friday from 9:00am – 12:45pm