



## Business Address Verification

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If you are a Plumber, Fire Suppression Piping Contractor, Rigger, Electrician, Sign Hanger, Elevator Agency or Oil Burner Equipment Installer, the location of your business must be approved by the Department for compliance with the NYC Zoning Resolution before you occupy the premise.

Submit the below information to:

Mail: NYC Department of Buildings  
280 Broadway, 6<sup>th</sup> floor  
New York, NY 10007  
Attention: Licensing & Exams Unit

Fax: (646) 500 – 6247

- Completed [LIC33](#) Business verification form  
*Be sure to include a telephone number **and e-mail address** where you can be notified of the verification results.*
- Include a copy of the most recent Certificate of Occupancy for the location of your proposed business address.

**Upon Approval** of the proposed address, licensees/new applicants must submit:

- A new [LIC2](#) application (Electricians: submit an [LIC38](#) application: Elevator Agencies: submit an [LIC1](#) application)
- General liability, workers compensation and disability insurance certificates showing the newly approved business address ([See Insurance Guidelines](#))
- A telephone bill showing the business name and approved business address  
*Note: If you have a cell phone bill, or voice over internet (VoIP) phone bill, you must also submit a utility bill with the company's name.*
- Licensees must submit the above in person to 280 Broadway, 6<sup>th</sup> Floor. (Oil Burner Equipment Installers and Elevator Agencies: **mail** documents to the Licensing Unit)
- New license applicants who have received a notice of qualification must call (212) 393 – 2259 to make an appointment for license issuance