

**STEP 1: Renewal Fee Payment**

Elevator Director Licensees can pay their renewal fees through the Department's secure online payment portal at <https://paydirect.link2gov.com/DOB-LicenseRenewal>. After the online payment is processed, you will receive a confirmation email from [noreply@link2gov.com](mailto:noreply@link2gov.com) with the subject line *Department of Buildings Payment Confirmation*.

**STEP 2: Submit Application**

To complete the renewal process, you **must mail** your application and supporting documents to:

NYC Department of Buildings  
Licensing & Exams Unit  
280 Broadway, 6th Floor  
New York, NY 10007

- Original, typewritten [LIC1](#): License Application
- Completed, typewritten [LIC2](#): License Application for Co-Directors
- Completed, typewritten [LIC34](#): Licensing Supplemental Affidavit (if applicable)
- Photo ID (Driver's License)
- One (1) current 2x2 passport size photograph
- Completed [Child Support Certification Form](#)
- Original license card
- Copy of confirmation e-mail for online payment

**OR**

- Fee of \$150.00 (payable by check or money order **only**); if paying by check, make sure to include your address

*NOTE: To avoid a \$50.00 late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on your license card.*