



## Elevator Inspector License Renewal

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**Step 1:** Licensees can pay their renewal fees with our secure online payment portal at <https://paydirect.link2gov.com/DOB-LicenseRenewal>. After your online payment is processed, you will receive a confirmation email from [noreply@link2gov.com](mailto:noreply@link2gov.com); the subject will be Department of Buildings Payment Confirmation.

**Step 2:** To complete the renewal process, you **must mail** your application along with the Director's application and supporting documents to:

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

### Supporting Documents Include:

- Original, typewritten [LIC2](#) license application
- Completed, Typewritten [LIC34](#) Licensing Supplemental Affidavit (if applicable)
- One (1) 2X2 Current Passport Size Photograph
- Completed [Child Support Certification form](#)
- Original License Card
- Copy of confirmation e-mail for online payment

OR

- \$75 payment fee (check or money order only)

*Note: If paying by check, make sure to include your address.*

To avoid a late fee, renewal applications must be submitted 30-60 days before the expiration date that is indicated on your license card.