



Master Fire Suppression Contractor License Renewal

To renew your Master Fire Suppression Contractor license, submit the following documents in-person to:

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

- Original, Typewritten [LIC2](#) License Application
 - If you have more than one business you must submit two (2) [LIC2](#) applications with the Primary and Secondary business information reversed on each application
 - Partners/Officers correspond with the Primary business on each application
- Completed, Typewritten [LIC34](#) Licensing Supplemental Affidavit (if applicable)
- Original 7-Hour Continuing Education Course Certificate of Completion
- Updated [Insurance Certificates](#) (General Liability, Workers' Compensation & Disability)
- [Child Support Verification Form](#)
- Current License Card, which **must** be exchanged at the time of your renewal in order for you to receive your new license card
- Payment Fee
 - License: \$150.00
 - Plate: \$100.00
 - Seal: \$75.00
 - Late Fee (between 1-30 Days): \$50.00
 - Late Fee (31 days or greater): \$100.00

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

*NOTE: If you received an **Intent not to Renew** letter, you **must** submit the required documentation stated in the letter **PRIOR** to renewal, and you **must** be cleared to renew before coming to the Licensing Unit to begin the renewal process.*

Visit the Licensing & Exam Unit, Monday through Friday between 9am and 12:45pm.