

New Renewal Procedures for Hoist Machine Operators, Master Riggers and Tower Crane Riggers

Effective immediately, all licensed Hoist Machine Operators, Master Riggers and Tower Crane Riggers seeking to renew their licenses must follow a two-step license renewal process and schedule an appointment in person to obtain the renewed license. This new procedure applies to all license renewals postmarked on or after July 1, 2008.

Step One: All above mentioned licensees must submit a renewal application by mail to the Licensing Unit. Please be sure to include ALL of the following and fully complete the application or it will be returned. Your package must include:

- [LIC2](#) renewal application
- [LIC34](#) Licensing Supplemental Affidavit (if applicable)
- One passport size photo
- Check or money order (please ensure your address is on the check)

Step Two: Once you are approved for renewal, you will be notified by the Licensing Unit and you will be required to make an appointment to obtain your license. You will be required to show photo identification to obtain your license.

Hoist Machine Operators and Tower/Climber Crane Riggers: Licenses will no longer be issued via mail. To obtain your license, you must visit the Licensing Unit in person.

Master Riggers: You must now submit the LIC2 application via mail prior to appearing in person at the Licensing Unit. You will no longer be able to walk-in for renewal without an appointment. Only the documents listed above should be submitted through the mail. If you need to make changes to your business or obtain rigging foreman cards, this may be done in person during your appointment (Step Two).

Please be aware of the timing of the new renewal procedures and send your renewal request in early to account for any issues that may arise. You may send in your renewal as early as 60 days prior to the expiration date listed on your card. To avoid late fees, your application must be postmarked at least 30 days in advance of the expiration date on your license card.

Questions?

Call the Licensing Hotline at (212) 566-4100 or email
licensingdob@buildings.nyc.gov

We're Dedicated to Safety!