

SERVICE NOTICE

Payment of Outstanding Summonses Required for License Renewal

Effective June 5, 2023, licensees/registrants will not be able to begin a license renewal application in **DOB NOW: *BIS Options*** until all outstanding Office of Administrative Trials and Hearings (OATH) summonses are paid.

When a licensee/registrator logs into **DOB NOW: *BIS Options*** and selects **License Renewal**, the system will display a list of all unpaid OATH summonses according to NYC Department of Finance records. The summonses must be paid before a license renewal application can be started.

The Department of Buildings will not allow a license to be renewed if civil penalties imposed by OATH have not been paid. (See Section 1049-b of the New York City Charter.) To search for and pay any outstanding penalties, visit the NYC CityPay website at nyc.gov/citypay/oath. Contact OATH directly for further assistance at www.nyc.gov/oath or (212) 436-0845.

For additional information about the license renewal process, visit nyc.gov/doblicensing.