



Site Safety Manager Certification Renewal

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

Step 2: To complete the renewal process, licensees **must mail** their application and supporting documents to:

NYC Department of Buildings
Licensing Unit
280 Broadway, 6th floor
New York, NY 10007

Supporting Documents Include:

- Original, typewritten [LIC2](#) License Application
- Completed, typewritten [LIC34](#) Licensing Supplemental Affidavit (if applicable)
- One 2x2 current photograph (passport size)
- Copy of Site Safety Manager Refresher Course certificate (course must have been taken within one (1) year prior to renewal)
- [Child Support Certification Form](#)
- Copy of confirmation e-mail for online payments.
- \$150 fee payment-check or money order if **not making online payment**.
- \$200 late renewal-check or money order if **not making online payments**.

Step 3: Receive license card by mail.

Note: Renewals with online payments may be considered for priority processing.

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