

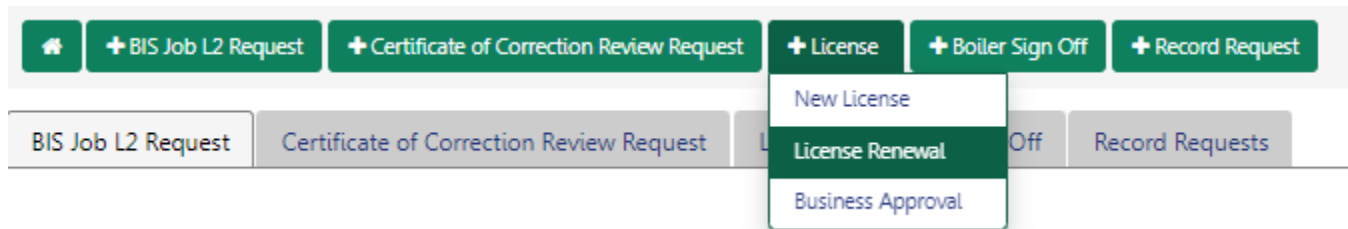
License Renewal Application User Guide

Applicants log into DOB NOW with their eFiling account at www.nyc.gov/dobnow. To create an eFiling account, visit www.nyc.gov/dobnowtips. An active [eFiling account](#) specific to your license number is required.

Once logged in, click on the **BIS Options** icon:



To create a renewal request, select the **+License** tab, then select **License Renewal** in the dropdown:



If there are any outstanding Summonses issued to the licensee/registrant, the system will display a list of all unpaid OATH Summonses according to NYC Department of Finance records. The Department of Buildings will not allow a license to be renewed if civil penalties imposed by OATH have not been paid. Visit the [Licensing FAQ](#) page for more information.

Notification

The following outstanding summons(es) are associated with your license:

Summons/Ticket Number	Violation Date	Total Amount Due
03	09/18/2020	\$2,751.51
03	09/18/2020	\$2,751.51
03	09/18/2020	\$2,827.33
03	09/18/2020	\$5,654.66
03	08/07/2020	\$2,808.22
03	02/25/2021	\$5,579.45
03	03/20/2019	\$805.31
03	03/20/2019	\$12,884.93
03	03/20/2019	\$6,442.47
07	03/20/2021	\$2,443.62

1 - 10 of 40 items

Grand Total: \$202,489.00

Payment can be submitted at www.nyc.gov/citypay/oath. The summons(es) must be resolved before you can begin the license renewal application process.

OK

In the next window, select your **License Type**. The corresponding **License Number** will then appear in the grayed-out box. The license number cannot be edited. The information is taken from what you have entered in your eFiling account.

License Renewal

License Type*

Construction Superintendent

License Number*

N - 999998

Next Cancel

An alert will appear if the applicant is not logged in with an eFiling account that is specific to the license type selected.

License Renewal

License Type*

Elevator Agency

License Number*

! The applicant must be the license/registration holder logged in with an eFiling account that is specific to the license type. See www.nyc.gov/dobnowtips for information about eFiling registration

Next Cancel

Applicants will also be alerted if their license does not fall within the timeframe for a renewal application.

License Renewal

License Type*
Electrician

License Number*
A - 999999

! A renewal application cannot be submitted at this time because the license expires in more than 60 days. Try again when it is within 60 days from the expiration date.

Next Cancel

An alert is given if the license expiration date exceeds the timeframe for when a renewal is allowed.

License Renewal

License Type*
Construction Superintendent

License Number*
N - 999998

! A renewal application cannot be submitted because DOB records indicate your license expiration date exceeds the time period for renewals. Visit the DOB Licensing website for guidelines at www.nyc.gov/DOBlicensing.

Next Cancel

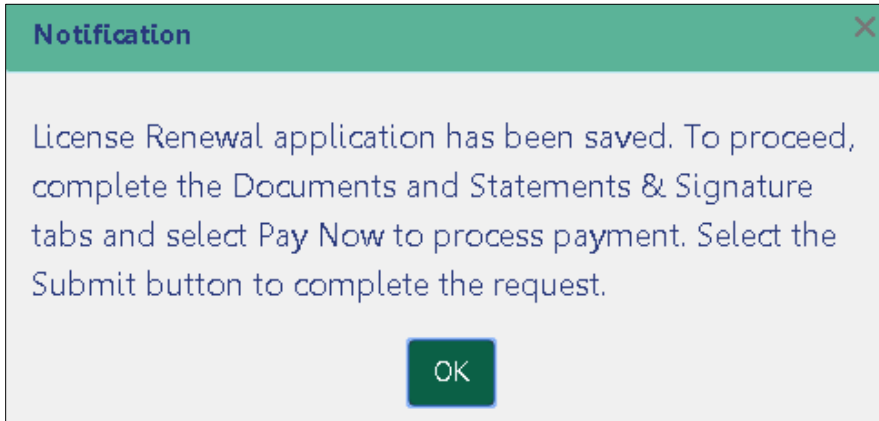
Once the applicant is able to select **Next**, the application opens on the General Information tab. Information from the eFiling account is pre-populated in the application in the grayed-out fields and cannot be edited. The applicant must enter a home phone, a mobile phone, answer any questions under Additional Information and can provide comments. Select **Save** to proceed.

A message at the top of the screen provides directions. The options to upload documents, pay or submit the application will not appear until the Save button is selected.

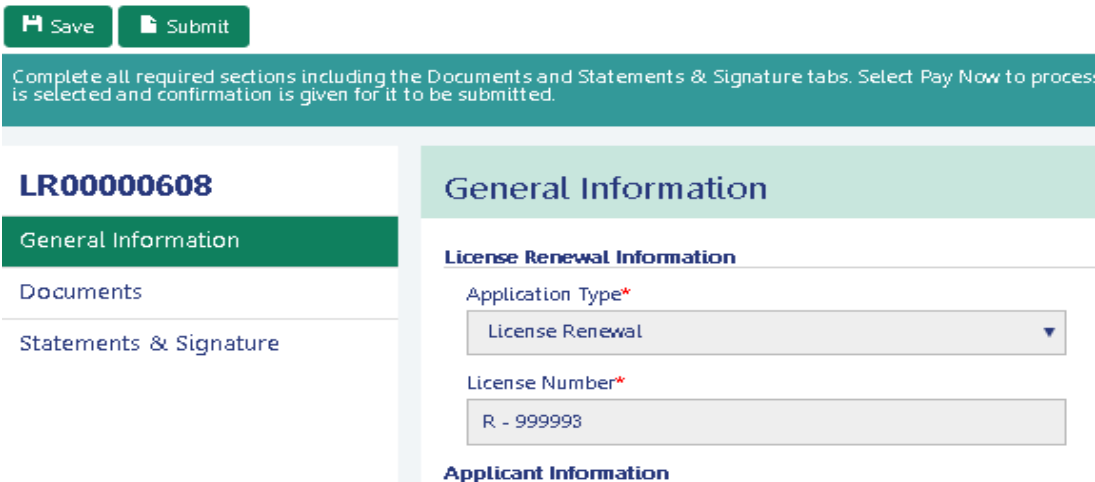
Complete all required sections including the Documents and Statements & Signature tabs. Select Pay Now to process payment. Once the Save button is selected, a Submit button will appear. This request will not be reviewed by DOB until the Submit button is selected and confirmation is given for it to be submitted.

After Save is selected (and data has been entered in all the required fields) the applicant is asked to review and create the request:

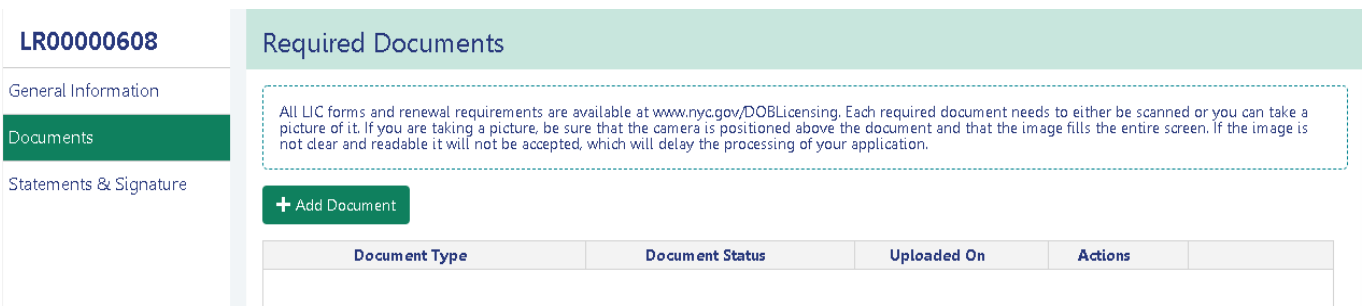
After selecting **Yes**, the applicant is told the following:



Clicking OK gives the request a number that will appear in the top left of the application. In this example it is **LR00000608**:



Now the applicant can upload documentation. Select the **Documents** tab and select **+Add Document**:

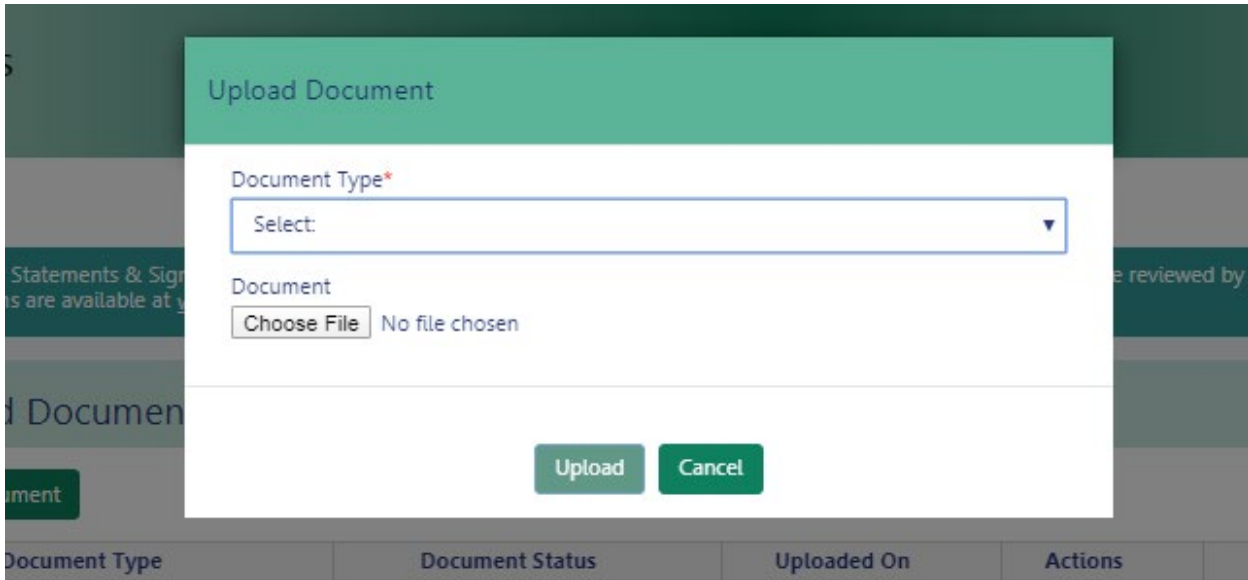


A new window will appear to select the Document Type you are providing. This message appears on the Documents tab:

All LIC forms and renewal requirements are available at www.nyc.gov/DOBLicensing. Each required document needs to either be scanned or you can take a picture of it. If you are taking a picture, be sure that the camera is

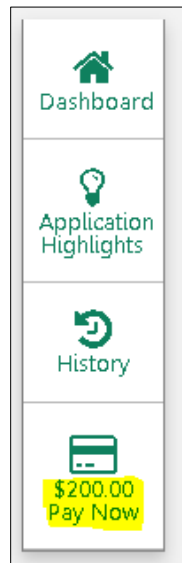
positioned above the document and that the image fills the entire screen. If the image is not clear and readable it will not be accepted, which will delay the processing of your application.

Select Choose File to select the document from your desktop and then select Upload for it to be added to the application. Select **+Add Document** and continue with these steps for each form that needs to be provided.



Once all of the documentation has been uploaded, the applicant needs to complete the **Statements & Signature** tab. Attest to the request by checking the box so that the name and date boxes are populated. Then **Save** the file:

Once the Documents and Statement & Signature sections are complete and the application is Saved, the applicant can pay by selecting the Pay Now button from the menu on the right side of the screen:



Confirm that you want to make payment by selecting **Yes**.

Payment Confirmation

Please note that the following data cannot be changed after the payment has been made on this filing:

- Are you including Foremen in the License Renewal? : **No**

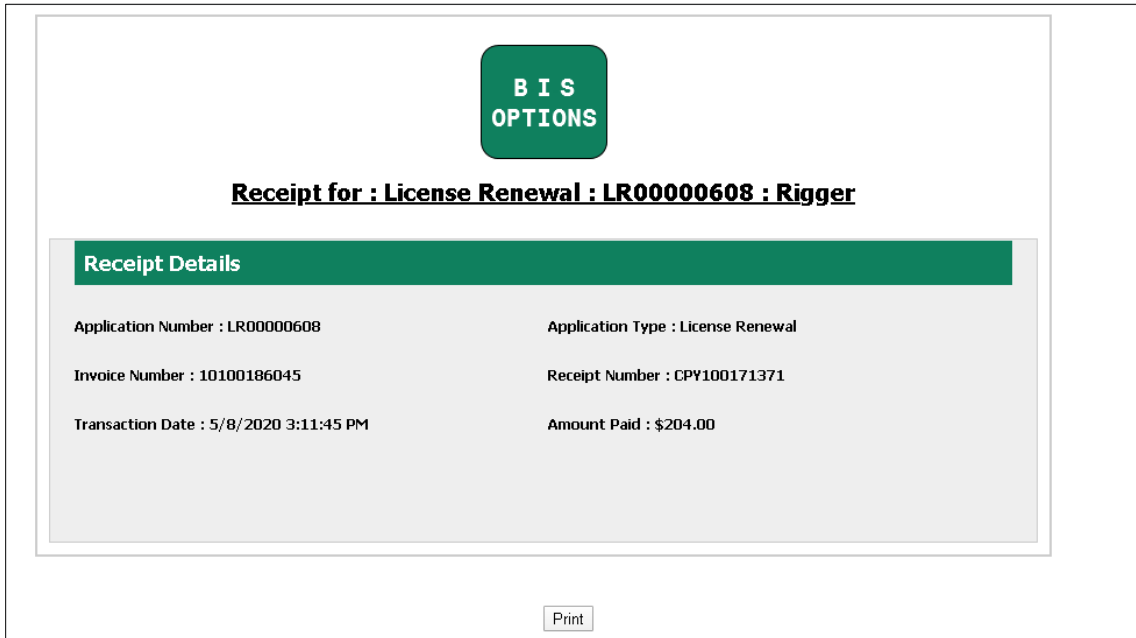
Are you sure you want to make a payment now for **\$200.00**?

Payment is not the last step. After the payment is processed, click the Submit button at the top of the screen to submit the application.

Please confirm that your pop-up blocker is turned off before proceeding to Payment.

You will then be taken to the CityPay site to submit payment by eCheck or credit card. See the [Payment Guide](#) if you need assistance with CityPay.

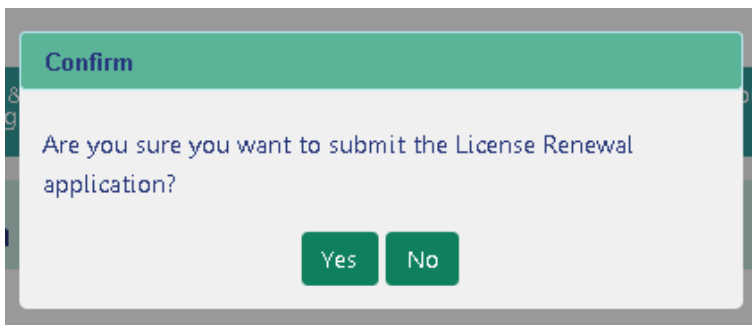
When paid, you will receive a confirmation email and receipt of the payment:



Once the payment is made, the final step is clicking **Submit**.



On the confirmation window, select **Yes** to submit the application. The application will not be reviewed by the Licensing Unit unless this step is completed.



Return to the Dashboard and from the License Renewal Application tab you can see any application that has been saved or submitted. To continue with an application that is in pre-filing status, double click on the application number to open it.

The screenshot shows the 'License Renewal Application' tab selected. The table below lists applications with columns for Application #, Applicant Name, Application Status, License Type, License Class/Class Type, Payment Status, Submitted Date, and Action.

Application #	Applicant Name	Application Status	License Type	License Class/Class Type	Payment Status	Submitted Date	Acti
LR00000608	FIRSTNAME FIRSTNAME	Pre-filing	Rigger	Master	Due		
LR00000559	FIRSTNAME FIRSTNAME	Approved	Rigger	Master	Paid	05/01/2020	

An email notification will be sent with the status of the review by the Licensing Unit. You can also log into the portal to see the Application Status from the dashboard.

QA Failed:

If your application is in **QA Failed** status you will receive an email stating the reason(s). To address the issues, log into DOB NOW, select BIS Options and from the Licensing Renewal Application tab, double click on the Application number to open the request.

The screenshot shows the 'License Renewal Application' tab selected. The table below lists applications, with the 'Application Status' column highlighted in yellow for the application with ID LR00000315.

Application # ...	Applicant Name	Application Status	License Type	License Class/Class Type ...	Payment Status ...	Submitted D.
LR00000315	FIRSTNAME FIRSTNA...	QA Failed	Concrete Safety Manager	Not Applicable	Paid	04/28/2020

Changes can only be made to the Documents section. The General Information section cannot be edited. To upload new documents, click on the **Documents** tab:

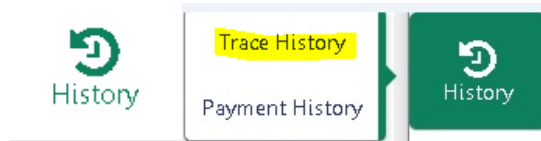
The screenshot shows the 'Required Documents' section for application LR00000608. It includes a 'Documents' tab, a text box with instructions on document requirements, an '+ Add Document' button, and a table for tracking document uploads.

Document Type	Document Status	Uploaded On	Actions

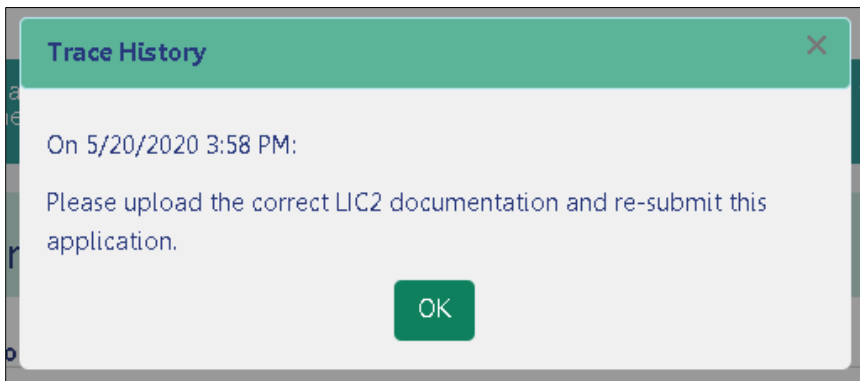
Click the **+ Add Document** tab to add new documents or click the trash can icon in the **Actions** column to remove documents:

Document Type	Document Status	Uploaded On	Actions
LIC34	Submitted	05/07/2020	
LIC51	Submitted	05/07/2020	

The applicant can access the History of the filing by clicking on the History icon, then Trace History:



The QA Failed comments from DOB Staff can be found under Trace History:



Once all of the QA Failed issues have been addressed, the applicant needs to complete the **Statements & Signature** tab. Attest to the request by checking the box so that the name and date boxes are populated. Then **Save** the file:

Save
 Submit

Complete all required sections including the Documents and Statements & Signature tabs. Select Pay Now to process payment. Once the Save button is selected, a review by DOB until the Submit button is selected and confirmation is given for it to be submitted.

LR0000608

General Information

Documents

Statements & Signature

Statements & Signature

Applicant's Statement*

As a condition of being granted a license, registration and/or qualification from the New York City Department of Consumer Affairs, you agree to the applicable provisions of the New York City Administrative Code and Department rules, regulations, and directives that apply to you as a license holder, registration holder, or qualification holder conduct their specific trade.

I understand that falsification of any statement or record submitted to the Department is a misdemeanor and is punishable by law. I further understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or other consideration in exchange for special consideration. I further understand that such actions are punishable by law, including but not limited to suspension or revocation of license, registration, and/or qualification.

I understand that, pursuant to §§ 28-401.19 and 28-401.20 of the NYC Administrative Code, my failure to cooperate with a governmental investigation may result in disciplinary measures authorized by law, including but not limited to suspension or revocation of license, registration, and/or qualification.

I have reviewed the information provided in this application and hereby attest that, to the best of my knowledge, the information is true and accurate. I further attest that all attachments submitted with this application are copies of the original documents.

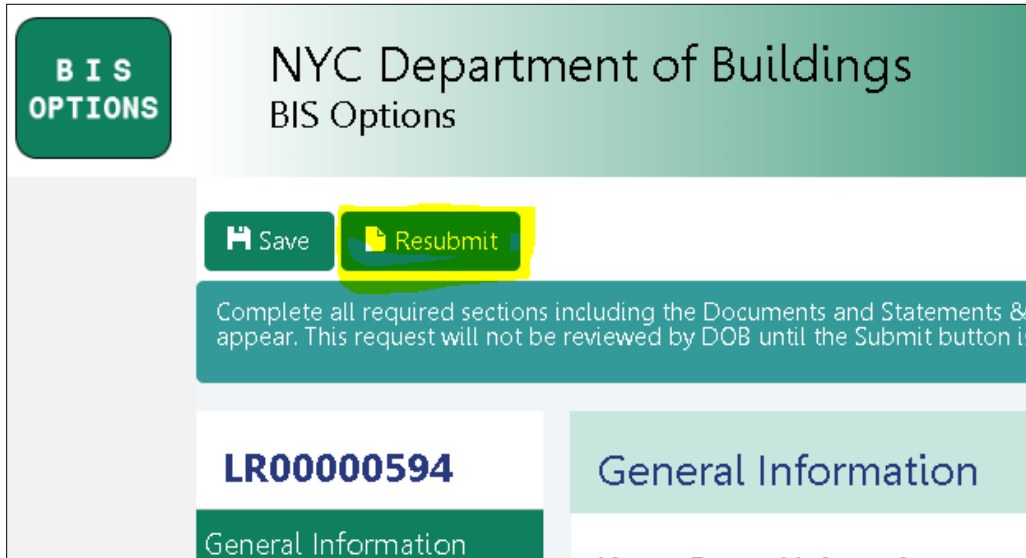
I understand and agree that by personally clicking on the box at left I am electronically signing this document and the statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to the original document.

Name

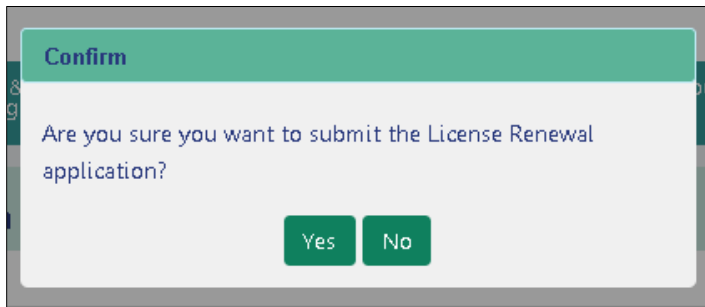
(Electronically Signed)

Date

Then the applicant must click **Resubmit**:



On the confirmation window, select **Yes** to Resubmit the application. The application will not be reviewed by the Licensing Unit unless this step is completed.



An email notification will be sent with the status of the review. If the application is rejected, a new application can be created but the rejected application cannot be revised.