

If you are a Plumber, Fire Suppression Piping Contractor, Rigger, Electrician, Sign Hanger or Oil Burner Equipment Installer, the location of your business **must** be approved by the Department for compliance with the NYC Zoning Resolution before you occupy the premise.

Submit the following information via:

MAIL: NYC Department of Buildings
Attn: Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY, 10007

EMAIL: licensingdob@buildings.nyc.gov

- Completed [LIC33](#): Business Verification Form
*NOTE: Please be sure to include a telephone number and **e-mail address** where you can be notified of the verification results*
- For quicker processing, please include a copy of the most recent Certificate of Occupancy for the building of your proposed business location.

Upon Approval of the proposed address, licensees/new applicants **must** submit a new:

- A new [LIC1](#) (Elevator Agencies), [LIC2](#), or [LIC38](#) (Electricians) application
- Insurance Certificates (General Liability, Workers Compensation and Disability insurance certificates showing the approved business location ([See Insurance Guidelines](#)))
- A telephone bill showing the business name and approved business location.
NOTE: If you have a cell phone bill, or Voice over internet (VoIP) phone bill, you must also submit a utility bill in the company's name.
- New license applicants that have received a notice of qualification **must** call the Department's Licensing & Exams Unit at (212) 393-2259 to make an appointment for license issuance.