

STEP 1: PAY RENEWAL FEES

Concrete Safety Managers can pay their renewal fees with our secure online payment portal at www.nyc.gov/licensepayment. After the online payment is processed, you will receive a confirmation email from noreply@finance.nyc.gov; the subject will be *Department of Buildings Payment Confirmation*.

- Renewal Fees
 - \$100.00 fee payment – check or money order (if you are not submitting the copy of the email payment confirmation receipt)

- Late Fees

- \$150.00 late renewal – check or money order (this includes renewal and late fee)

*NOTE: To avoid a late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on the registration card. You have up to one year to renew your registration after it has expired. After a year you will have to reapply for the registration. For more information please see our [License Reinstatement Guide](#).*

STEP 2: SUBMIT APPLICATION & SUPPORTING DOCUMENTS

To complete the renewal process, Concrete Safety Managers **must mail** their application and supporting documents to:

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

Supporting documents include

- Completed original, typewritten [LIC2](#) License Application;
 - Recent utility bill (electric, gas, water), bank statement lease of deed with the Registrant's name and address if the home address has changed
- [LIC50](#) or [LIC51](#) application

*NOTE: Renewal applicants with a home address outside of New York City's five (5) boroughs **must** complete the [LIC50](#) Authorization for Service of Process by Agent. Renewal applicants may also fill out the [LIC51](#) Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.*
- [LIC62: Physical Examination Form](#) (**must** be completed within 90 days)
- Completed [Child Support Certification Form](#)
- Copy of confirmation email for online payments
- 8-Hour Concrete Safety Refresher Course certificate

STEP 3: OBTAINING THE REGISTRATION CARD

Receive registration card by mail.