

STEP 1

Licensees can pay their renewal fees with our secure online payment portal at <https://paydirect.link2gov.com/DOB-LicenseRenewal/ItemSearch>. After your 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 & Exams Unit
280 Broadway, 6th Floor
New York, NY 10007

Supporting documents include

- Completed original, typewritten [LIC3 License Application](#);
- One 2X2 current photograph (passport)
- Completed [Child Support Certification Form](#);
- Copy of confirmation e-mail for online payments;
- 8-Hour Concrete Safety Refresher Course certificate
- \$100.00 fee payment – check or money order (if you are not submitting the copy of the email payment confirmation receipt);
- \$150.00 late renewal – check or money order (this includes renewal and late fee) late renewal-check or money order (if you are not submitting the copy of the email payment confirmation receipt).

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. 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](#).