

SERVICE UPDATE

Electronic Insurance Certificate Submission

Effective January 2, 2018, license and registration holders must submit their business insurance certificates electronically. Insurance updates for General Contractors, Safety Registrations, and Tracking number insurance updates will no longer be processed at the Licensing counter.

Insurance updates will be processed within three (3) business days. Your submission **must** comply with the following:

- Business name and address **must** match Department records.
- Corrected forms **must** be submitted by your insurance producer or insurance broker.
- The *Certificate Holder* box **must** read:
New York City Department of Buildings
Attn: Licensing & Exams Unit
280 Broadway, 6th Floor
New York, NY 10007
- All information **must** be typed. **Handwritten corrections will not be accepted.**
- Insurance certificates are required to be in PDF format.
- Insurance email subject line **must** include a license number(s) and license type(s)
- Updated insurance certificates **must** be emailed to the designated mailbox associated with your license/registration type:
 - **Elevator Agency Directors:** ElevatorAgencyinsurance@buildings.nyc.gov
 - **Oil Burner Equipment Installers:** Oilburnerinsurance@buildings.nyc.gov
 - **Plumbing and Fire Suppression Contractors:** PlumbingandFireSupinsurance@buildings.nyc.gov
 - **Master and Special Electricians:** Electricianinsurance@buildings.nyc.gov
 - **Riggers and Sign Hangers:** RiggerandSignHangerinsurance@buildings.nyc.gov
 - **Registered General Contractors, Safety Registrations, and Insurance Tracking Numbers:** GCinsurance@buildings.nyc.gov

NOTE: Pictures of insurance certificates will not be accepted. Multiple submissions will delay the process.

The [Licensing Insurance Guidelines](#) for license/registrant holders can be found in the Department's website on the [Licensing & Exams](#) page.

POST UNTIL: December 31, 2018