

STEP 1: PAY RENEWAL FEES

Elevator Director Licensees can pay their renewal fees through the Department's 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 with the subject line *Department of Buildings Payment Confirmation*.

STEP 2: SUBMIT APPLICATION & SUPPORTING DOCUMENTS

To complete the renewal process, Licensees **must mail** your application and supporting documents to:

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

Supporting documents include

- Original, typewritten [LIC1](#) License Application
 - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address, if the home address has changed
- Completed, typewritten [LIC2](#) License Application for Co-Directors
 - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address, if the home address has changed
- Completed, typewritten [LIC34](#): Licensing Supplemental Affidavit (if applicable)
- [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 by a physician within 90 days prior to license renewal
- Photo ID (Driver's License)
- One (1) current 2x2 passport size photograph
- Completed [Child Support Certification Form](#)
- Original license card
- Copy of confirmation email for online payment

OR

- Fee of \$150.00 (payable by check or money order **only**); if paying by check, make sure to include your address

*NOTE: To avoid a \$50.00 late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on your license card.*