

STEP 1: PAY RENEWAL FEES

High Pressure Boiler Operating Engineers 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*.

NOTE: Renewals with online payments may be considered for priority processing.

STEP 2: SUBMIT APPLICATION & SUPPORTING DOCUMENTS

To complete the renewal process, Licensees **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

- Original, typewritten [LIC2](#) 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 [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 within 90 days
- One 2x2 current photograph (passport size)
- Updated boiler inspection certificates (if responsible for boilers)

*NOTE: Certificates **must** be within one year of the renewal*
- Current notarized affidavit detailing the responsibility of boilers from your employer on company letterhead (if responsible for boilers);
- Notarized affidavit stating you are not responsible for any boilers (if you are not operating any high pressure boilers)
- If you are working on behalf of a company, this affidavit **must** be written by your employer
- [Child Support Certification Form](#)
- Copy of confirmation email for online payments
- \$45.00 fee payment-check or money order if **not** making online payment
- \$50.00 late renewal-check or money order if **not** making online payments

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

STEP 3: OBTAINING THE LICENSE CARD

Receive license card by mail.