Electronic Registration Renewal: Class 2 Code and Zoning Representative

Beginning March 04, 2019 Class 2 Code and Zoning Representatives will be able to renew their registrations electronically.

Registration Renewal
To renew your registration you must:

- Pay your renewal fees through the Department’s secure online payment portal at www.nyc.gov/licensepayment.

- Scan your application and the required documents.
  
  *NOTE: Pictures of documents will not be accepted. Documents must be scanned separately (meaning there should be at least five (5) scanned documents per renewal submission).*

- Submit the Filing Representative Affidavit.
  - Renewal applicants will have up until August 31, 2020, or six (6) months after the course becomes available to submit proof of completion of the 16-hour refresher course.

For a full list of instructions and required documents please review the Class 2 Code and Zoning Representative Registration Renewal guide located on the Licensing and Exams page on the Department’s website.