

## Step 1: Renewal Application Submission

General Contractors must submit their renewal applications online. General Contractors that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

## Step 2: Upload Supporting Documentation

To complete the online renewal process, General Contractors must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options** section:

*NOTE: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.*

### Required documents include

- Original typewritten, notarized **LIC6** Application
- Notarized statement, on company letterhead, indicating any changes to the company (i.e. new address) with the following required documents:
  - Telephone bill with company name, address, and business telephone number for business number changes (VOIP services will require a utility bill, bank statement, lease or deed in the business name)
  - Utility bill (electric, gas, water), bank statement, lease or deed in the business name for address changes
- If you have changed companies (business name only, same EIN#), you **must** provide appropriate business documents as listed in the **LIC6** application instructions  
*NOTE: Company changes with new EIN numbers **must** reapply*
- Child Support Form**
- Updated **Insurance Certificates** (general liability, workers compensation, disability)
- Current Department-issued registration card
- Photo identification (driver's license, passport, or green card with photo)
- If there were Safety Registration (**LIC7**) endorsements added to the General Contractor registration, the renewal fee is \$80.00 per endorsement or \$130.00 per endorsement for late renewal (includes \$80.00 endorsement renewal fee and \$50.00 late fee – Construction Safety Registration endorsement is included in the standard renewal fee).  
*NOTE: To avoid a late fee, renewal applications **must** be submitted 30-60 days before the expiration date that is indicated on your license card. After a year you will have to reapply for the registration. For more information please see our [License Reinstatement Guide](#).*
- Renewal Fee: \$240.00 – paid via the online portal
- Late Renewal Fee: \$290.00 – paid via the online portal (includes \$240.00 renewal fee and \$50.00 late fee, but does not include fees for Safety Registration endorsements)

## Step 3: Obtaining the License Card

You will receive your license card by mail.

*NOTE: If you received an **Intent not to Renew** letter, you **must** submit the required documentation stated in the letter **PRIOR** to renewal, and you **must** be cleared to renew before coming to the Licensing Unit to begin the renewal process.*