

STEP 1

Licensees can pay their renewal fees with our [secure online payment portal](#). After your online payment is processed, you will receive a confirmation email from noreply@link2gov.com with the subject line Department of Buildings Payment Confirmation.

STEP 2

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

NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 6th floor
New York, NY 10007

Supporting documents include

- Original, typewritten [LIC2](#) License Application
- Completed, typewritten [LIC34](#) Licensing Supplemental Affidavit (if applicable)
- 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 e-mail 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

STEP 3

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

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