

Purpose of Form

The license application (LIC2) **must** be completed if you are applying, renewing, or changing information for any license that uses this form.

- All applications for original licenses must be filed in-person, **by appointment only**. To schedule an appointment, call (212)393-2259. Bring all documents listed in the notice you received informing you of your eligibility to apply for a license. **All documents submitted must be original where indicated.**
- License renewals and changes for Master Plumber, Master Fire Suppression, Master/Special Sign Hanger, Master/Special Rigger, and Hoist Machine Operator, **must be submitted in person** with **one** passport-sized photo and the required fees. The office hours are Monday through Friday, 9:00am to 12:45pm.
- License renewals and changes (except Master Plumber, Master Fire Suppression, Master/Special Rigger, Hoist Machine Operator, and Master/Special Sign Hanger) must be completed by mail and include **one** passport-sized photo and required fees (check or money order only - **include your address on the check**).

Mail renewals to: NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 6th Floor
New York, NY 10007

- All applications **must be typewritten and notarized**. A printable, fill-in [LIC2 form](#) is available on the Department's website in the [Applications & Forms](#) section of the [Licensing & Exams page](#).
- License deactivations for all qualifying license types must be completed in person **by appointment only**.
- All licenses must be renewed 30-60 days prior to expiration date, otherwise you will be charged a late fee.
- Only the most recent version of the LIC2 form will be accepted.

LICENSE FEES				
License Type	Original Fee	Renewal Fee	Late Fee	Change Fee
Concrete Safety Manager	\$150	\$100	\$50	\$50
Construction Superintendent	\$100	\$50	\$50	\$50
Elevator Director/Inspector	\$100/\$50	\$150/\$75	\$50/\$50	\$50/\$50
High-pressure Boiler Operating Engineer	\$50	\$45	\$50	\$50
Hoisting Machine Operator (Class A)	\$150	\$150	\$50	\$50
Hoisting Machine Operator (Class B)	\$200	\$150	\$50	\$50
Hoisting Machine Operator (Class C) / Cherry-picker	\$100	\$75	\$50	\$50
Master Fire Suppression Piping Contractor* (with plate and seal) / Certificate Only	\$325*/\$200	\$325*/\$150	\$50 up to 30 days; 31 days to 5 years: \$100 for each year or part of	\$50/\$50
Master Plumber* (with plate and seal) / Certificate Only	\$325*/\$200	\$325*/\$150	\$50 up to 30 days; 31 days to 5 years: \$100 for each year or part of	\$50/\$50
Oil Burning Equipment Installer (with seal)	\$200*	\$150*	\$50	\$50
Rigger-Master/Special	\$200/\$100	\$150/\$75	\$50/\$50	\$50/\$50
Sign Hanger - Master/Special	\$100/\$100	\$75/\$75	\$50/\$50	\$50/\$50
Site Safety Manager/Coordinator	\$300/\$100	\$150/\$50	\$50/\$50	\$50/\$50
Tower Crane Rigger	\$150	\$50	\$50	\$50
Welder	\$50	\$45	\$50	\$50

* Includes fees for plate and seal issuance/renewal.

1 APPLICATION TYPE

Select a transaction type: New, Renewal, Reissue, or Changes (such as: Deactivations, and Personal/Business Changes)

2 LICENSE NUMBER

Complete if you are applying for a Renewal, Reissue, or Change.

3 LICENSE TYPE

Select the type of license for which you are applying, renewing or changing (e.g. Master Plumber, Special Rigger)

4 APPLICATION INFORMATION

- The applicant must provide a complete set of information in this section. Provide last name, first name, middle initial, social security number, date of birth, home address, home telephone number, city, state, zip , mobile telephone and email address.
- In accordance with Federal and State Laws, the New York City Department of Buildings requires that all applicants for licenses/license holders provide their Social Security Number (SSN). DOB will use the SSN to conduct background investigations and maintain accurate license and related records. This information may be shared with other government agencies, consistent with applicable laws and Departmental policy or with the SSN holder's written permission, but will otherwise be kept confidential. The specific statutory authority for requiring SSN's is in the following: Federal Law-Privacy Act of 1974 (Section 7 of P.L., 93-579); Welfare Reform Act of 1996 (42 USCA 666(a)), and Section 5 of the NYS Tax Law.

5A & 5B BUSINESS INFORMATION

Complete this section if:

- *You are employed by, or associated with, a business.*
- *You own a business or any % of a business.*
- *You are an officer of a business.*
- Office address is required. The office location for the following licensees must comply with all requirements established in the NYC Zoning Resolution: Plumbers, Fire Suppression Piping Contractors, Riggers, Sign Hangers, and Oil Burner Installers.
- If you are establishing a new business, or changing the address of your business, the address must be approved by the Department of Buildings. Please submit the LIC33 form for address verification. Be sure to provide a telephone number or email address where you can be notified of the results.
- Secondary/Affiliated Business information will be entered into section 5B.
- Section 5B is to be completed in the same manner as section 5A. *(A separate LIC2 will need to be filled out with the business information reversed for sections 5A & 5B)*

6 LICENSE USE

Type an (X) in the appropriate box to indicate if you will use your license on your own, on behalf of a corporation, on behalf of a partnership or sole-proprietor, or a New York City agency.

7 NEW YORK CITY EMPLOYMENT

You must check either **yes** or **no** in this section indicating your status of employment with the City of New York.

8 PARTNER or OFFICER INFORMATION

Complete this section if you have filled out Section(s) 5A & 5B and are applying for any license except Elevator Inspector.

- Provide the name, address, phone number, license number (if any), percent owned by each partner or officer and the title of each partner or officer.
- When the applicant has two (2) companies the partner information for the secondary business will go on a second LIC2 with the business information reversed.

9 CONVICTIONS and FINES

- Type an (X) in the appropriate box to indicate your answer to each of the questions in this section.
- If you answer **yes** to either of these questions, you **must** complete the Licensing Supplemental Affidavit (LIC34) and attach to your completed License Application form (LIC2).
- **You do not need to include parking related offenses, however you must include parking related fines.**

10 APPLICANT/CONTRACTOR STATEMENTS and SIGNATURES

- All statements should be reviewed in detail in this section before it is signed and notarized.
- Print name, date and sign, and have the form notarized.

11 INTERNAL USE ONLY

This section to be completed by Department of Buildings personnel.