



## Reinstating an Expired License

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Any individual, who has been actively and legally engaged in the license trade since the expiration of his or her license, may apply for license reinstatement after one (1) year but no more than five (5) years from the license expiration date. License reinstatement is subject to the individual's satisfactory demonstration of his or her active and legal engagement in the trade, completion of required continuing educational coursework and payment of all applicable fees.

*NOTE: Master and Special Electricians, Welders, General Contractors, Safety Registrants, Construction Superintendents, Filing Representatives, and Concrete Safety Managers cannot apply for license reinstatement.*

To apply for reinstatement, you must submit **all** of the documentation listed below. Documentation **must be submitted in person** between 9:00am and 12:30pm to:

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

### Required Documentation

- Letter requesting reinstatement of the expired license
- Current resume, including all relevant work experience during the license expiration period
- Notarized Experience Verification Forms from all supervising licensees/supervisors. Experience Verification Forms for relative trades can be found on the Department of Buildings website in the Licensing & Exams [Applications & Forms](#) section.  
*NOTE: Experience Verification Forms completed by Human Resource departments will not be accepted.*
- Experience Verification Form(s) from client(s) if you were an independent contractor during the license expiration period.
- Social Security History of FICA Earnings statement (does not have to be certified) covering the license expiration period – This is **NOT the Social Security Statement**.

**Following the Department's review, you may be requested to submit additional documentation. All requests for reinstatement are subject to Department approval.**

Bill De Blasio, Mayor  
Rick D. Chandler, P.E., Commissioner

[licensingdob@buildings.nyc.gov](mailto:licensingdob@buildings.nyc.gov)  
[nyc.gov/buildings](http://nyc.gov/buildings)