

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 education coursework, payment of all applicable fees, and a completed **LIC2** application.

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

To apply for reinstatement, you **must** submit all the documentation listed below either by **mail** (priority mail, FedEx, UPS or another trusted delivery service) or **drop-off** to:

NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007

NOTE: Drop-off hours are between 9:00 am and 1:30 pm.

REQUIRED DOCUMENTATION

- Letter requesting a license reinstatement
- **LIC1/LIC2** application
- Current resume, including work experience during the expiration period
- A notarized **Experience Verification Form** from each supervising licensee/supervisor. Experience Verification Forms for related trades can be found on the Department's website in the Licensing & Exams section, under **Application & Forms**.

NOTE: An Experience Verification Form that is completed by a Human Resources department 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.