

To renew your Master Rigger License, you **must** submit the documents listed in-person to the Department's Licensing & Exams Unit. License renewals may be submitted to the Department's Licensing & Exam Unit Monday through Friday from 9:00am to 12:45pm located at:

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

#### Documents Include

- Original, typewritten [LIC2 License Application](#)
  - If you have more than one business you must submit two (2) [LIC2](#) applications with the Primary and Secondary business information reversed on each application
  - Partners/Officers correspond with the Primary business on each application
  - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address if the home address has changed
- Completed, typewritten [LIC34: Licensing Supplemental Affidavit](#) (if applicable)
- [LIC51](#) application

*NOTE: Renewal applicants may fill out the [LIC51 Voluntary Authorization for Service of Process by Email](#) if they would like to receive Notices of Violation (NOV)/Summonses via email.*
- Completed Buildings Physical Examination Form ([LIC61](#)) signed by a physician (**must** be completed within 90 days prior to the appointment date)
- [Child Support Certification Form](#)
- Proof of Certification of Compliance with substance abuse provisions. The Department will provide a substance abuse policy compliance document for you to complete during your appointment.
- Typed and notarized letter from the licensee listing the name, address and telephone number of the laboratory that performed the substance abuse test and a statement giving consent for the laboratory to the release such information to the Department upon request
- Completed [LIC70: Designation of Rigging/Sign Hanging Foreman Application](#) ([LIC70 Instructions](#)); if you do not have any foreman, the Licensee **must** submit a notarized letter on company letterhead with the corporate seal indicating such
- Previous Department-issued Designated Rigging Foremen Certificates
- Updated [Insurance Certificates](#) (General Liability, Worker's Compensation & Disability)
- Current/expired Department of Buildings Master Rigger License card
- Photo ID (Driver's license, State ID, or Passport)
- \$150.00 Renewal Fee Payment; \$5.00 per Foreman Card.

*NOTE: To avoid a \$50.00 late fee, renewal applications must be submitted 30-60 days before the expiration date indicated on your license card.*
- Original 8-hour Refresher Course Certificate from a [Department-approved course provider](#) (**must** be completed within one year prior to renewal)

*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 & Exams Unit to begin the renewal process; As of July 1, 2015 Licensees **must** submit an original eight (8) hour Refresher Course Certificate from a Department-approved training program.*