

STEP 1: SUBMIT APPLICATION & SUPPORTING DOCUMENTS

To complete the renewal process, Licensees **must** submit the following documents in-person to:

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

Visit the Licensing & Exam Unit, Monday through Friday between 9am and 12:45pm.

Supporting 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
- Completed, typewritten [LIC34](#): Licensing Supplemental Affidavit (if applicable)
- [Child Support Certification Form](#)
- [LIC62](#): Physical Examination Form
- Completed [LIC70](#) Designation of Rigging/Sign Hanging Foreman

*If you do not have any of the Foreman listed upon license renewal, a notarized sealed letter on company letterhead **must** be submitted indicating such.*
- Previously issued Designated Rigging Foremen Certificates issued by the Department
- Updated [Insurance Certificates](#) (General Liability, Workers' Compensation & Disability)
- Current License Card **must** be exchanged at the time of your renewal for you to receive your new license card.

*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 Unit to begin the renewal process.*

STEP 2: PAY RENEWAL FEES

- Renewal fee of \$75.00

*NOTE: To avoid a late fee, renewal applications **must** be submitted 30-60 days before the expiration date that is indicated on your license card.*