

To renew your Master Sign Hanger license, submit the following documents in-person to:

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

- 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 Verification 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 by the Department
- Updated [Insurance Certificates](#) (General Liability, Workers' Compensation & Disability)
- Current License Card, which **must** be exchanged at the time of your renewal in order for you to receive your new license card
- \$75.00 Payment Fee
To avoid a \$50.00 late fee, renewal applications **must** be submitted 30-60 days before the expiration date that is indicated on your 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.*

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