



Oil Burner Equipment Installer License Renewal

Step 1: Licensees can pay their renewal fees with our secure online payment portal at <https://paydirect.link2gov.com/DOB-LicenseRenewal>. After your online payment is processed, you will receive a confirmation email from noreply@link2gov.com; the subject will be Department of Buildings Payment Confirmation.

Step 2: To complete the renewal process, you must **mail in** your application and supporting documents to:

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

Supporting Documents include:

- Original, Typewritten [LIC2](#) License Application;
- Completed, Typewritten [LIC34](#) Licensing Supplemental Affidavit (if applicable);
- Completed [Child Support Certification form](#);
- One (1) 2X2 Current Passport Size Photograph;
- Updated [Insurance Certificates](#) (General Liability, Workers' Compensation & Disability);
- Business documents if there are any changes to the company associated with your license;
- Copy of confirmation e-mail for online payment; **OR**
- \$150.00 Payment Fee (\$75 license renewal fee and \$75 seal renewal fee).

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.

To avoid a \$50 late fee, renewal applications must be submitted 30-60 days before the expiration date indicated on the license card.