

Step 1: Renewal Application Submission

Oil Burner Equipment Installers must submit their renewal applications online. Oil Burner Equipment Installers that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

Step 2: Upload Supporting Documentation

To complete the online renewal process, Oil Burner Equipment Installers must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options section**:

NOTE: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.

Supporting documents include

- Original, typewritten [LIC2: License Application](#)
 - Recent utility bill (electric, gas, water), bank statement lease or 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.
- [LIC62: Physical Examination](#) form, signed by a physician (**must** be completed within 90 days prior to the appointment date)
- Completed [Child Support Certification Form](#)
- Updated [Insurance Certificates](#) (General Liability, Workers' Compensation & Disability)
- \$150.00 fee (includes \$75.00 renewal fee and \$75.00 seal renewal fee) – paid at the time of renewal via the online portal
- \$200.00 late renewal fee (includes \$150.00 renewal fees and \$50.00 late fee) – paid at the time of renewal via the online portal

*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.*

Step 3: Obtaining the License Card

You will receive your license card by mail.

*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.*