

## **STEP 1: SUBMIT APPLICATION & SUPPORTING DOCUMENTS**

To renew your Plumbing/Fire Suppression Piping Contracting Certificate, you **must mail** the following to:

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

- 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)
- Original 7-Hour Continuing Education Course Certificate of Completion
- [Child Support Verification](#) form
- Current certificate card, **must be mailed in as part of your renewal package** for you to receive your new certificate card

## **STEP 2: PAY RENEWAL FEES**

### Fee payment

\$150.00 – License

\$50.00 – Late Fee (Between 1-30 Days)

\$100.00 – Late Fee (31 Days or Greater)

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

*\*After five (5) years of being a certificate holder you **must** submit an affidavit from your employer verifying that you have been active in the planning, design and installation of Plumbing/Fire Suppression Piping Systems as per section 28-408.4.4 of the Administrative Code. These letters **must** be notarized and sealed by the Licensee who supervised your work.*