

BUSINESS CHANGE

When making a change to your business, you **must** submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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

- completed **LIC2** application
 - **LIC34**, if applicable
 - Department-issued license card
 - if a business is being removed from a license, a request to remove the company and a search for fines and violations issued to the company **must** be submitted to the Licensing & Exams Unit; this request can be submitted by email to batchrequest@buildings.nyc.gov.
- NOTE: This must be completed and approved before a company can be removed.*
- a notarized affidavit stating the disposition of the company, clearly stating the company will remain *open*, or if it is *closing*, **must** be submitted; if the company is dissolving, then a notarized affidavit from either an accountant or attorney **must** be submitted stating the dissolution; if the company will remain in business, the President of the company **must** state you will no longer perform rigging work for this company, and/or if the company will continue to perform rigging work
 - **Insurance Certificates** for the new company
 - current telephone bill with the business name and telephone number
- NOTE: Cellular phone, VOIP and other routed phone services must be accompanied by a utility bill or rental agreement. An Example of VOIP would be: Time Warner/Cablevision.*
- see the 'Business Information' section for more information about what documents to submit if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or Individual
 - if you have Rigging Foremen, you **must** submit a completed **LIC70** application
 - if you do not have Rigging Foremen, you **must** submit a signed, sealed & notarized letter stating this on the company letterhead
 - \$50.00 fee

Tower/Climber Crane Rigger Licensees must mail their applications. Once the license has been updated a new license will be mailed back to the licensee.

BUSINESS ADDRESS CHANGE

When making a business address change, you **must** first submit a **LIC33** application (address must be approved before moving to new location) to the Department. Once the address is approved by the Department, the following **must** be submitted either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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

- **LIC2** application
- **LIC34**, if applicable
- **Insurance Certificates** with new address
- Current telephone bill with business name and telephone number
NOTE: Cellular phone, VOIP and other routed phone services must be accompanied by a utility bill or rental agreement.
- Current license card
- \$50.00 fee

Tower/Climber Crane Rigger Licensees must mail their applications. Once the license has been updated a new license will be mailed back to the licensee.

BUSINESS TELEPHONE NUMBER CHANGE

When making a business telephone number change, you **must** submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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

- Completed **LIC2** application
- **LIC34**, if applicable
- A notarized letter requesting the change
- Current telephone bill with business name and telephone number
NOTE: Cellular phone, VOIP and other routed phone services must be accompanied by a utility bill or rental agreement.

Tower/Climber Crane Rigger Licensees must mail their applications. Once the license has been updated a new license will be mailed back to the licensee.

ADDING AN ADDITIONAL BUSINESS TO THE LICENSE

When adding an additional business to your license, both businesses **must** be at the same address and you **must** submit the following documents to the Licensing & Exams Unit either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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

- Two (2) completed **LIC2** applications (One (1) application for each company indicating the other company in the Secondary Business Section)
NOTE: If you are not sure about how to complete this part, call the Licensing & Exams hotline for more information.

- **LIC34**, if applicable
- One (1) 2x2 passport photograph
- see the 'Business Information' section for more information about what documents to submit if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or Individual.
- if you have Rigging Foremen, you **must** submit a completed **LIC70** application.
- if you do not have Rigging Foremen, you **must** submit a signed, corporate sealed (for Corporations/LLC) and notarized letter stating that you have no Rigging or Sign Hanging Foremen under your license.
- **Insurance Certificates** for both companies
- current telephone bill with business name and telephone number
NOTE: Cellular phone, VOIP and other routed phone services must be accompanied by a utility bill or rental agreement.
- Department-issued license card
- \$50.00 fee

CHANGING EMAIL &, HOME ADDRESSES, HOME TELEPHONE NUMBERS

To change the email address, home address or telephone numbers associated with your Rigger License you **must** submit the following:

- **LIC2** application with the updated information;
- updated proof of residence (utility bill, bank statement, or lease/deed) for home address changes
- **LIC50** application if the new home address is not located within the City of New York (Bronx, Brooklyn, Manhattan, Queens, or Staten Island).

ADDING A RIGGING FOREMAN TO YOUR LICENSE

When adding a Rigging Foreman to your license, you **must** submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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

- completed **LIC70** application
- \$5.00 fee (per Rigging Foreman)

DROPPING A FOREMAN FROM YOUR LICENSE

When dropping a Rigging Foreman from your license, you **must** submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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

- completed **LIC70** application indicating the removed Foreman
- Department-issued designated Foreman card (the licensee should retrieve this card from the Foreman)

BUSINESS INFORMATION SECTION

To add a business to your license you **must** submit the appropriate documentation that corresponds with your business affiliation, and the following required documents:

*Applicants whose business affiliation is a CORPORATION **must** provide the following:*

- copy of the Certificate of Incorporation, certified by the State
- copy of the filing receipt or Certificate of Good Standing certified by the State
- copy of the minutes stating the elected officers, including time, date, and location of meeting (**applicant must be an officer**)
- copy of the Bylaws or Operating Agreement, if there are none, a notarized affidavit on corporation stationery stating there are none, **must** be submitted
- affidavit on business letterhead listing all officers of corporation stating their names, titles, address, and license numbers, if any; affidavit **must** contain a paragraph stating the President of the corporation will notify the Department within ten (10) days of any changes in the officers whether they are licensed or unlicensed
- Corporation **must** have a business address in the City of New York. You **must** submit a copy of a utility bill or bank statement with the company name at the business location.

*Applicants whose business is a LIMITED LIABILITY CORPORATION (LLC) **must** provide:*

- copy of the filing receipt or Certificate of Good Standing certified by the State
- copy of the Articles of Organization certified by the State
- copy of the Operating Agreement (if none, an affidavit on corporation stationary stating such)
- copy of the minutes stating the elected officers, including time, date, and location of meeting (**applicant must be an officer**)
- Affidavit on business letterhead listing all officers of corporation stating their names, titles, address, and license number, if any. The Affidavit **must** contain a paragraph stating the President of the corporation will notify the Department within ten (10) days of any changes in the Officers whether they are licensed or unlicensed.

*Applicants whose Business is a PARTNERSHIP **must** supply:*

- Copy of the Partnership Agreement listing all present officers.
- Letter on business stationery stating the names and address of all partners and license numbers, if any. The letter **must** contain a paragraph stating the licensed partner will notify the Department of any changes of partners whether they are licensed or unlicensed.
- The business address of the partnership **must** be in the City of New York.
- A copy of a utility bill or bank statement with the company name and business location **must** be submitted.

*Original Applicants applying as an INDIVIDUAL with a business name (Sole-Proprietor) **must** supply:*

- Copy of Business Certificate certified by the County Clerk.

- The business address **must** be in the City of New York and a copy of a utility bill or bank statement with company name and business location **must** be submitted.

SUBMITTING DOCUMENTS

All documentation **must** be submitted either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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

Document drop-off and office hours are Monday through Friday, except holidays, between 9:00 am and 1:30 pm.