

To renew your Safety Registration, you **must** submit the following documents in-person to:

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

- Original typewritten and notarized [LIC7](#) Application
 - If the company has moved submit an original lease, deed, bank statement or utility bill in the company name showing the new company address
 - If insurances are expired submit insurance certificates (general liability, workers compensation, disability)
 - [Child Support Certification Form](#)
 - Original **DOB Safety Registration card**
 - \$80.00 per endorsement (30 – 60 days before the expiration date)
 - \$130.00 per endorsement for **late renewal**
 - Photo identification (driver license, passport or green card with photo)
 - Copy of confirmation email for online payments.
- To avoid a late fee, renewal applications **must** be submitted 30-60 days before the expiration date that is indicated on your license card.
 - **Pay online** (www.nyc.gov/licensepayment)

Safety Registrations are renewed Monday through Friday, from 1:30pm to 3:30pm. For questions or additional information, contact the Licensing Unit at (212) 393-2259 or by email at licensingdob@buildings.nyc.gov.