STEP 1: SUBMIT APPLICATION & SUPPORTING DOCUMENTS

To renew your Special Sign Hanger license, you **must** submit the renewal application and the following supporting documents in-person to:

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

The renewal application and supporting documents can be submitted to the Licensing & Exams Unit, Monday through Friday between 9am and 12:45pm.

Supporting documents include:

☐ Original, typewritten LIC2 License Application

- If you have more than one business you **must** submit two (2) LIC2 applications with the Primary and Secondary business information reversed on each application

- Partners/Officers correspond with the Primary business on each application

☐ Completed, typewritten LIC34 Licensing Supplemental Affidavit (if applicable)

☐ Child Support Verification Form

☐ LIC62: Physical Examination Form, **must** be completed within 90 days prior to application date

☐ Completed LIC70 Designation of Rigging/Sign Hanging Foreman.

- If you do not have any of the Foreman listed upon license renewal, a notarized sealed letter on company letterhead **must** be submitted indicating such.

☐ Previously issued Designated Rigging Foremen Certificates issued by the Department

☐ Updated Insurance Certificates (General Liability, Workers' Compensation & Disability)

☐ Current License Card, which **must** be exchanged at the time of your renewal in order for you to receive your new license card

☐ Any Department-issued Foremen cards for existing Foremen.

*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.*

STEP 2: PAY RENEWAL FEES

☐ Renewal Fee of $75.00

*NOTE: To avoid a $50.00 late fee, renewal applications **must** be submitted 30-60 days before the expiration date that is indicated on your license card.*