



Site Safety Coordinator Certification Renewal

STEP 1

Licensees can pay their renewal fees at the [Department of Buildings License Renewal Payments](#) portal. After your online payment is processed, the licensee will receive a confirmation email from noreply@link2gov.com; the subject will be Department of Buildings Payment Confirmation.

STEP 2

To complete the renewal process, licensees **must** mail their application and supporting documents to:

NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 6th Floor
New York, NY 10007

Supporting Documents Include

- Original, typewritten [LIC2](#) License Application
- Completed, typewritten [LIC34](#) Licensing Supplemental Affidavit (if applicable)
- One 2x2 current photograph (passport size)
- Copy of your Site Safety Manager Refresher Course certificate (course must have been taken within two (2) years prior to renewal)
- [Child Support Certification Form](#)
- Copy of confirmation e-mail for online payments.
- \$50.00 fee payment-check or money order (if you are not submitting the copy of the email payment confirmation receipt)
- \$100.00 for late renewal-check or money order (if you are not submitting the copy of the email payment confirmation receipt)

STEP 3

Receive license card by mail.

***Note:** Renewals with online payments may be considered for priority processing. To avoid a late fee, renewal applications must be submitted 30-60 days before the expiration date indicated on the registration card.*