

**Step 1: Renewal Application Submission**

Site Safety Managers must submit their renewal applications online. Site Safety Managers that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

**Step 2: Upload Supporting Documentation**

To complete the online renewal process, Site Safety Managers must submit the following documents in **PDF format** within the **BIS Options section** via the [DOB NOW Portal](#):

See the [Licensing Renewal Application User Guide](#) for step-by-step directions.

Supporting documents include

- Original, typewritten **LIC2** License Application
  - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address if the home address has changed
- Completed, typewritten **LIC34: Licensing Supplemental Affidavit** (if applicable)
- LIC50** or **LIC51** application

***Note:** Renewal applicants with a home address outside of New York City's five (5) boroughs **must** complete the **LIC50** Authorization for Service of Process by Agent. Renewal applicants may also fill out the **LIC51** Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.*
- LIC62: Physical Examination Form** signed by a physician, **must** be completed within 90 days prior to renewal
- Copy of your **8-Hour Site Safety Manager Refresher/Chapter 33** Course certificate (course **must** have been taken within one (1) year prior to renewal, for information on the course breakdown please view [here](#))
- Child Support Certification Form**
- Current Department-issued card
- \$150.00 renewal fee – paid via the online portal at the time of renewal
- \$200.00 late renewal fee (includes \$150.00 renewal fee and \$50.00 late fee) – paid via the online portal at the time of renewal

***Note:** To avoid a late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on the registration card.*

**Step 3: Obtaining the Certification Card**

You will receive your certification card by mail.

***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 & Exam Unit to begin the renewal process.*