Certification Renewal: Site Safety Manager

STEP 1: PAY RENEWAL FEES

Site Safety Managers can pay their renewal fees through the Department’s secure online payment portal at www.nyc.gov/licensepayment. After the online payment is processed, the Site Safety Manager will receive a confirmation email from noreply@finance.nyc.gov; the subject will be Department of Buildings Payment Confirmation.

NOTE: Renewals with online payments may be considered for priority processing.

STEP 2: SUBMIT APPLICATION & SUPPORTING DOCUMENTS

To complete the renewal process, Site Safety Managers must mail their application and supporting documents to:

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

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

- Copy of confirmation e-mail for online payments

- Current Department-issued ard

- $150.00 fee payment – check or money order if not making online payment

- $200.00 late renewal – check or money order if not making online payments
  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.