

To renew your **Site Safety Manager Certification**, renewal applications must be submitted online at nyc.gov/dobnow. The Licensing & Exams Unit is not accepting any walk-in transactions, or paper applications for this process.

STEP 1: RENEWAL APPLICATION SUBMISSION

Site Safety Managers must submit all required documents in **PDF format** via the **DOB NOW Portal**. 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** via the **DOB NOW Portal** in the **BIS Options** section:

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

- Original, typewritten **LIC2** License Application
 - If the home address has changed, please submit a recent utility bill (electric, gas, water), bank statement, lease, or deed with the Licensee's name and address.
- 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 submission
- Copy of your **8-Hour Site Safety Manager Refresher/Chapter 33** Course certificate (Course **must** have been completed within one (1) year prior to renewal submission).
- Completed **Child Support Certification Form**
- Copy of current/expired Department of Buildings license card
- **\$150.00 Renewal Fee** – paid at the time of renewal submission via the online portal
- **\$200.00 Late Renewal Fee** (includes \$150.00 renewal fee and \$50.00 late fee) – paid at the time of renewal submission via the online portal

*NOTE: To avoid a \$50.00 late fee, renewal applications must be submitted **30-90 days** before the expiration date indicated on your license card.*

STEP 3: OBTAINING YOUR CERTIFICATION CARD

You will receive your certification card by mail.