



Tower/Climber Crane Rigger License Renewal

Step 1: Licensees can pay their renewal fees with our secure online payment portal at www.nyc.gov/licensepayment. After your online payment is processed, you will receive a confirmation email from noreply@finance.nyc.gov; the subject will be Department of Buildings Payment Confirmation.

Step 2: To complete the renewal process, you **must mail** your application and supporting documents to:

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

- Original, Typewritten [LIC2](#) License Application
 - Completed, Typewritten [LIC34](#) Licensing Supplemental Affidavit (if applicable)
 - Completed [Child Support Certification form](#)
 - Updated [Insurance Certificates](#) (General Liability, Workers' Compensation & Disability)
 - Copy of a [Department-approved 8-Hour Climber/Tower Crane Rigger Course](#) Certificate (course must have been taken within one (1) year prior to renewal)
 - Current license card
 - DOB Physical Examination Form ([LIC61](#)) signed by a physician or a current signed Department of Transportation Medical Examiner's Certificate
 - Notarized letter from the Licensee that includes the physician's/laboratory's name, address, phone number and your consent to release the results of a substance abuse test conducted on the licensee, to the Department upon request
 - Copy of confirmation e-mail for online payment
- OR
- \$50 payment fee (Check or Money Order Only) – If Paying By Check, Make Sure to Include Your Address

To avoid a \$50 late fee, renewal applications must be submitted 30-60 days before the expiration date that is indicated on your license card.

Bill de Blasio, Mayor
Rick D. Chandler, Commissioner

1 of 1

Licensing & Exams Unit: (212) 393-2259
nyc.gov/buildings

Rev 11/18