



Construction Superintendent Registration Renewal

Step 1: Licensees can pay their renewal fees with our secure online payment portal at <https://paydirect.link2gov.com/DOB-LicenseRenewal/ItemSearch>. 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 Unit
280 Broadway, 6th floor
New York, NY 10007

Supporting Documents Include:

- Original, typewritten [LIC3](#) License Application
- One 2x2 current photograph (passport size)
- Copy of your Site Safety Manager Refresher Course certificate (course must have been taken within one (1) year prior to renewal).
- Completed [Child Support Certification Form](#)
- If your business information has changed, include the [LIC4](#) application and a notarized letter from your employer on business letterhead stating your title, duties and start date with the company.
- Copy of confirmation e-mail for online payments.
- \$50 fee payment-check or money order if **not making online payment**.
- \$100 late renewal-check or money order if **not making online payments**.

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.