Registration Renewal: Concrete Safety Manager

**STEP 1: PAY RENEWAL FEES**

Concrete Safety Managers can pay their renewal fees with our secure online payment portal at [https://paydirect.link2gov.com/DOB-LicenseRenewal](https://paydirect.link2gov.com/DOB-LicenseRenewal). After the online payment is processed, you will receive a confirmation email from noreply@link2gov.com; the subject will be Department of Buildings Payment Confirmation.

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

- **Renewal Fees**
  - $100.00 fee payment – check or money order (if you are not submitting the copy of the email payment confirmation receipt)

- **Late Fees**
  - $150.00 late renewal – check or money order (this includes renewal and late fee)

**NOTE:** To avoid a late fee, renewal applications must be submitted 30-60 days before the expiration date indicated on the registration card. You have up to one year to renew your registration after it has expired. After a year you will have to reapply for the registration. For more information please see our License Reinstatement Guide.

**STEP 2: SUBMIT APPLICATION & SUPPORTING DOCUMENTS**

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

NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 6th Floor
New York, NY 10007

**Supporting documents include:**

- Completed original, typewritten LIC3 License Application;
  - Recent utility bill (electric, gas, water), bank statement lease of deed with the Registrant’s name and address if the home address has changed

- LIC62: Physical Examination Form (must be completed within 90 days)

- Completed Child Support Certification Form

- Copy of confirmation email for online payments

- 8-Hour Concrete Safety Refresher Course certificate

**STEP 3: OBTAINING THE REGISTRATION CARD**

Receive registration card by mail.