

STEP 1: PAY RENEWAL FEES

Site Safety Managers can pay their renewal fees through the Department's secure online payment portal at <https://paydirect.link2gov.com/DOB-LicenseRenewal/ItemSearch>. After the online payment is processed, the Site Safety Manager 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.

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, 6th 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)
- [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 Course certificate (course **must** have been taken within one (1) year prior to renewal)
- [Child Support Certification Form](#)
- Copy of confirmation e-mail for online payments
- Current Department-issued card
- \$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.*