

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>. 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.