

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 & Exams Unit
280 Broadway, 6th Floor
New York, NY 10007

Supporting documents include

- Completed original, typewritten [LIC3 License Application](#)
 - If the business information has changed then a notarized letter on current company letterhead **must** be submitted listing the: title, duties, and start date of the registration holder. If you are removing a business from your license a notarized affidavit **must** be submitted requesting the removal.
 - If your home address/telephone number has changed, a notarized letter requesting the change **must** be submitted along with proof of residence (electric, gas, or water bill; bank statement, lease or deed) or a telephone bill reflecting the updated information.
- Copy of your 8-Hour Site Safety Course certificate (course must have been taken within one (1) year prior to renewal)
- Completed [Child Support Certification Form](#)
- [LIC62: Physical Exam Form](#), **must** be completed within 90 days prior to renewal
- Copy of confirmation e-mail for online payments
- Current Department-issued license card
- \$50.00 renewal fee – payable by check or money order, if you are not submitting the copy of the email payment confirmation receipt
- \$100.00 late renewal fee (this includes renewal and late fee) – payable by check or money order, if you are not submitting the copy of the email payment confirmation receipt

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. 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](#).