

STEP 1: PAY RENEWAL FEES

Site Safety Coordinators can pay their renewal fees through the Department's 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 with the subject line *Department of Buildings Payment Confirmation*.

STEP 2: SUBMIT APPLICATION & SUPPORTING DOCUMENTS

To complete the renewal process, you **must mail** your application and supporting documents to:

NYC Department of Buildings
Licensing & Exams 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)
- One (1) current 2x2 passport size photograph
- Copy of your 8-hour Site Safety Refresher Course certificate, course **must** have been completed within one (1) year prior to renewal
- [LIC62: Physical Examination Form](#) signed by a physician, **must** be completed within 90 days prior to renewal
- Completed [Child Support Certification Form](#)
- Current department issued card
- Copy of confirmation email for online payment
- \$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 – payable by check or money order (if you are not submitting the copy of the email payment confirmation receipt)

STEP 3: OBTAINING THE CERTIFICATION CARD

Receive certification 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.