

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](#);
- ☐ Copy of confirmation e-mail for online payments;
- ☐ \$50.00 fee payment-check or money order (if you are not submitting the copy of the email payment confirmation receipt);
- ☐ \$100.00 (this includes renewal and late fee) late renewal-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](#).