

License Application (LIC-2): Supplemental Instructions for Oil Burner Equipment Installer

Original applicants must schedule an appointment with the Licensing Unit by calling (212) 393-2259 after your business address has been approved.

ORIGINAL APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

- Examination Score Report Form
- Original letter of appointment from the Department of Buildings
- Birth Certificate
- Original Social Security Card
- Photo I.D. (driver's license, NYS non-driver's ID, current passport or green card)
- Last Pay Stub or W2
- Proof of residence (utility bill, cable bill, bank statement, lease or deed) (cellular phone bill not accepted)
- Two (2) current 2x2 photographs (passport size)
- Completed typed license application (LIC-2)

Original/Changes whose business affiliation is a CORPORATION must provide:

- Copy of Certificate of Incorporation, certified by NY Department of State
- Filing Receipt or Certificate of Good Standing

Original/Changes whose business is a PARTNERSHIP must provide:

- Certificate of partnership stating all present officers and their percentage of ownership

Original/Changes when business affiliation is a Limited Liability Corporation (LLC) must provide:

- Copy of Filing Receipt or Certificate of Good Standing
- Copy of Articles of Organization

Original/Changes when applying as an INDIVIDUAL with a business name (Sole-Proprietor) must provide:

- Copy of business certificate from the county clerk

INSURANCE REQUIREMENTS:

Surety Bonds will **NO LONGER BE REQUIRED**. General liability is now required in place of the surety bond and must now be submitted for both original and renewal applicants. All license holders must submit insurance certificates for general liability, worker's compensation and disability. Please read our "[Guidelines for Licensees – Keeping Insurance Current](#)" for full details on submitting correct certificates.

RENEWAL APPLICANTS MUST PROVIDE THE FOLLOWING:

- Completed typed application (LIC-2)
- One (1) 2x2 current photograph (passport size)
- **Original** Surety Bond or **original** continuation certificate for bond already on file, workers' compensation and disability. If you do not have workers' compensation/disability coverage you must submit a waiver (**original**) from the Workers' Compensation Board (WCB). Forms can be obtained from WCB at (718) 802-6600.

SOCIAL SECURITY INFORMATION FOR ORIGINAL AND RENEWAL APPLICANTS:

- In accordance with Federal and State Laws, the New York City Department of Buildings requires that all applicants for licenses/license holders provide their Social Security Number (SSN). DOB will use the SSN to conduct background investigations and maintain accurate license and related records. This information may be shared with other government agencies, consistent with applicable laws and Departmental policy or with the SSN holder's written permission, but will otherwise be kept confidential. The specific statutory authority for requiring SSN's is in the following: Federal Law-Privacy Act of 1974 (Section 7 of P.L., 93-579); Welfare Reform Act of 1996 (42 USCA 666(a)), and Section 5 of the NYS Tax Law.

NOTE: All licenses must be renewed 30-60 days prior to the expiration date. All original and renewal applicants must present a notarized affidavit indicating whether or not they have any other employment (including affiliation with any company and/or government or government agencies)