

## Change of Business

To change the business associated with your Oil Burner Equipment Installer license you must submit the following:

- **LIC2** application with the new business information
- **LIC33** address approval form if the business will be move from the current location  
*NOTE: Virtual Offices will not be approved, address must be approved before any changes are made.*
- A notarized affidavit from the president/owner of the previous company stating the current disposition of the company. The letter must be clearly state the company will remain open, or the company is closing. If the company is dissolving, a notarized affidavit must be submitted from either an accountant or attorney stating the dissolution of the company.
- Updated Business Documents
  - Filing Receipt or Certificate of Good Standing
  - Certificate of Incorporation (Corporations)
  - Articles of Organization (Limited Liability Companies)
  - Business Certificates from the County Clerk (Individual/Sole Proprietors)
  - Certificate of Partnerships (Partnerships)
  - Meeting Minutes
  - Telephone Bill in the business name and at the approved business address  
*NOTE: Voice Over Internet phone services (VOIP) must be accompanied by a utility (gas, electric, waste management), lease or deed in the business name and at the approved business location.*
  - Insurance Certificates in the business name and at the approved business address(General Liability, Worker's Compensation, and Disability) see the [insurance guidelines](#).
- Current Department-issued license card
- \$50.00 change fee

Before submitting for a business change a request for a search of fines and violations issued under the business name and licensee name must be submitted to **BatchRequest@buildings.nyc.gov**.

If you owe any monies to the City of New York or have violations, you will not be allowed to change the business.

## Changing the Business Telephone Number

To change the telephone number associated with your business, you must submit the following:

- **LIC2** application with the new business information
- Updated telephone bill showing the business name, telephone number, and business address. **Internet screen shots will not be accepted.** Documentation must be a PDF version of the bill, or a non-emailed letter from your provider that includes your business name, telephone number, and address, that states you currently have active service with the provider.  
*NOTE: Voice Over Internet Phone services (VOIP) must be accompanied by a utility bill (gas, electric, waste management), lease or deed in the business name at the approved business address.*

## Changing Email Address, Home/Business Address, Telephone Numbers

To change the email address, home/business address or telephone numbers associated with your Oil Burner license you must submit the following:

- [LIC2](#) application with the new business information
- Updated proof of residence (utility bill, bank statement, or lease/deed) for home address changes

### For Business Address Changes

- [LIC33](#) address approval form if the business will be move from the current location;  
*NOTE: Virtual offices will not be approved, address must be approved before any changes are made.*
- Telephone Bill in the business name and at the approved business address  
*NOTE: Voice Over Internet Phone services (VOIP) must be accompanied by a utility bill (gas, electric, waste management), lease or deed in the business name at the approved business address.*
- Insurance Certificates in the business name and at the approved business address (General Liability, Worker's Compensation, and Disability) see the [insurance guidelines](#).
- \$50 fee

## Lost or Stolen Registration Card

If your Oil Burner Equipment Installer license card has been lost or stolen, you must submit the following documents:

- [LIC2](#) application
- Police Report for the missing card
- [Lost or Stole License Affidavit](#)
- \$50 fee

## Submitting Documents

All documentation can either be mailed or dropped off to the **Licensing & Exams Unit** located at:

New York City Department of Buildings  
ATTN: Licensing & Exams Unit  
280 Broadway, 1<sup>st</sup> Floor  
New York, NY 10007

***Updated cards will be mailed to your home address if required.***