

Step 1: Renewal Application Submission

Class 2 Code and Zoning Representatives must submit their renewal applications online. Class 2 Code and Zoning Representatives that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

Step 2: Upload Supporting Documentation

To complete the online renewal process, Class 2 Code and Zoning Representatives must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options section**:

Note: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.

Supporting documents include

- Original, **typewritten LIC8**: Filing Representative Application (LIC8 **must** be signed)
 - 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 **Child Support Certification Form** - **no exemptions due to parental status**
- Signed **Code of Conduct** receipt (**must** have your Code and Zoning Representative ID # printed on the receipt)
- \$150.00** renewal fee – paid at the time of renewal via the online portal
- \$200.00** late renewal fee – (includes \$150.00 renewal fee and \$50.00 late fee) paid at the time of renewal via the online portal

*NOTE: To avoid a \$50.00 late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on the registration card.*

- Copy of your **Certificate of Completion** for the Department-approved 16-hour Code and Zoning Representative Department-approved course, if not already submitted
 - Applicants will be required to complete the **Filing Representative Affidavit** in lieu of the 16-hour Code and Zoning course until the 16-hour Code and Zoning Representative courses are ready. To request an affidavit send an email to FilingClass2Renewals@buildings.nyc.gov.

Note: For course information please refer to the [Filing Representative Training Courses](#) section on the Department's website.

Step 3: Obtaining the License Card

You will receive your license card by mail.

Reminders

To avoid delays in processing your renewal application please note the following:

- Documents not submitted as **clear PDF scans** will not be processed and your application will be returned to you. **Pictures will not be accepted.**