

STEP 1: Renewal Fee Payment

- Renewal fee of \$75.00 (payable by check to the **NYC Department of Buildings**)

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

STEP 2: Submit Application

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

NYC Department of Buildings
Office of Technical Certification & Research
280 Broadway, 7th Floor
New York, NY 10007

Documents submitted in-person will not be accepted.

- Completed, typewritten and notarized [LIC1: License Application](#)

*NOTE: Current Owner(s) **must** be recorded in Section 6 on the LIC1 License Application*

- Copy of the CCRL or AAP inspection report and certificate from latest tour of inspections
- Signed letter from the Concrete Lab Director outlining corrections to identified deficiencies in the CCRL (not applicable for AAP)
- Copy of the Director's resume
- Copy of Director's photo ID (driver license, NYS non-driver ID, current passport or green card)
*NOTE: Current Director **must** be recorded in Section 5 on the LIC1 License Application.*
- Copy of Director's P.E./R.A. license and registration certificate
- Copy of the ACI Field Testing Technician – Grade I certification (for all Field Technicians)
- Copy of the ACI Concrete Testing Laboratory Technician – Level I certification (for all Laboratory Technicians)
- Proof of insurance (General Liability with occurrence base of \$1 million dollars and Workers Compensation)