



Changes to: Construction Superintendent & Concrete Safety Manager Registrations

SECTION 1: Changes to Home Address/Telephone Number

In order to change the home address or telephone number that is associated with your Construction Superintendent or Concrete Safety Manager Registration you must mail in the following:

- [LIC2](#) application
- Current department issued card
- \$50.00 reissuance fee (for address changes only)
- Recent utility bill (electric, gas, water), bank statement, lease or deed with the Licensee's name and address (for address changes only)
- [LIC50](#) or [LIC51](#) application

*NOTE: Renewal/change applications with home addresses outside of New York City's five (5) boroughs **must** complete the [LIC50](#) Authorization for Service of Process by Agent. Applicants may also fill out the [LIC51](#) Voluntary Authorization for Service of Process by Email if they reside within the City of New York.*

- A copy of the recent telephone bill showing the Licensee's name and telephone number for telephone number changes

NOTE: If the telephone bill is not in the licensee's name then a notarized letter from the person associate with the bill stating that licensee can be reached at that number must be submitted with the bill.

SECTION 2: Changes to Business Information

In order to change the business information that is associated with your Construction Superintendent or Concrete Safety Manager Registration you **must** mail in the following:

- [LIC2](#) application
- Original notarized letter from your present employer on business letterhead must be submitted stating: title, duties and start date

SECTION 3: Lost or Stolen Registration

If your registration card has been lost or stolen you **must** submit the following documents by mail or drop-off to the Licensing & Exams Unit:

- [LIC2](#) application
- Police report for the lost registration
- [Affidavit for Lost or Stolen License](#)
- \$50.00 fee

SECTION 4: Submitting Your Documents

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

New York City Department of Buildings
Licensing & Exams Unit
280 Broadway, **1st** Floor
New York, NY 10007