

To renew your **Construction Superintendent Registration**, renewal applications must be submitted online at nyc.gov/dobnow. The Licensing & Exams Unit is not accepting any walk-in transactions, or paper applications for this process.

STEP 1: RENEWAL APPLICATION SUBMISSION

Construction Superintendents must submit all required documents in **PDF format** via the **DOB NOW Portal**. Construction Superintendents 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, Site Safety Coordinators 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.

- Original, typewritten **LIC2** License Application
 - If the business information has changed then a notarized letter on current company letterhead **must** be submitted listing the: title, duties, and start date of the registration holder. If you are removing a business from your license a notarized affidavit must be submitted requesting the removal.
 - If your home address/telephone number has changed, a notarized letter requesting the change **must** be submitted along with proof of residence (electric, gas, or water bill; bank statement, lease, or deed) or a telephone bill reflecting the updated information.

- **LIC50** or **LIC51** application

*NOTE: Renewal applicants with a home address outside of New York City's five (5) boroughs **must** complete the **LIC50** Authorization for Service of Process by Agent. Renewal applicants may also fill out the **LIC51** Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.*

- **LIC62: Physical Examination Form** signed by a physician, **must** be completed within 90 days prior to submission
- Copy of your **8-Hour Site Safety Manager/Chapter 33 Refresher** course certificate (course **must** have been completed within one (1) year prior to renewal submission).
- Completed **Child Support Certification Form**
- Copy of current/expired Department of Buildings registration card
- **\$50.00 Renewal Fee** – paid at the time of renewal submission via the online portal
- **\$100.00 Late Renewal Fee** (includes \$50.00 renewal fee and \$50.00 late fee) – paid at the time of renewal via the online portal

*NOTE: To avoid a late fee, renewal applications must be submitted **30-90 days** before the expiration date indicated on your registration card.*

STEP 3: OBTAINING YOUR CARD

You will receive your registration card by mail.