

DOB NOW: *Licensing*

WINTER 2026 RELEASE

ELECTRICIAN LICENSES

Industry Session

BEST PRACTICES FOR THE VIRTUAL CLASSROOM

DOB
NOW



Chat Feature



Mute Microphones



Ask Questions



Parking Lot



Feedback



Participate

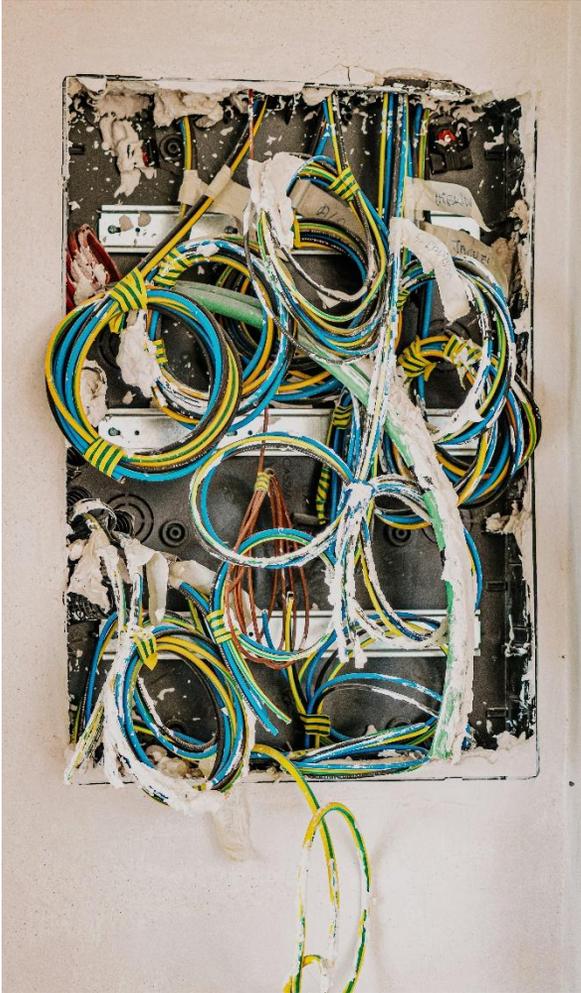
- Overview of Electrician License
- Required Documents
- Statuses
- Licensing Fees
- License Process Flow
- Register and Pay for License Exam
- How to Log Into DOB NOW: *Licensing*
- New License Application Process
- Responding to Objections and Requesting Reconsideration
- How to Submit a Business Approval Request
- Getting the License
- Renew License
- Manage License
- Update Name and/or Address
- Important Notes

- An **Electrician** in NYC is a licensed professional approved by DOB to perform electrical work in one of the five boroughs.
- An Applicant can apply for either a **Master Electrician** or **Special Electrician**.
- An Electrician license is valid for **3 years**.
- There is a business address verification, **Business Approval** and insurance requirement as part of being a licensed Electrician.



- **Master Electrician:** An individual authorized to perform electrical work in or on any building, premises, or lot in the city of New York.
 - A Master Electrician is categorized as **Responsible Representative OR Designee** within a Firm.
 - An authorization number, or **Firm Number**, will be issued to every Master Electrician business, and it shall be included on all applications for Permits and any other documents required to be filed with the department.
 - If the business is a partnership or corporation, the name of the responsible representative and the names of all other Master Electricians associated with such business must be disclosed to the department.

- **Special Electrician:** An individual authorized to perform electrical work in or on specific buildings to perform electrical work under the employment of a building owner, lots or parts thereof in NYC.
 - A Special Electrician is categorized as **Responsible Representative OR Designee** within a Firm.
 - Special Electrician also has a **Civil Service category** which is only applicable to them.
 - If an Applicant falls under the Civil Service category, they do not have to take Written or Practical exams. Instead, they submit Civil Service Exam report.
 - A Civil Service Electrician will NOT be charged for any license-related functionalities except for the Permit fees.
 - Special Electricians can enter in business information, but partners are not required to be disclosed as part of that business information.



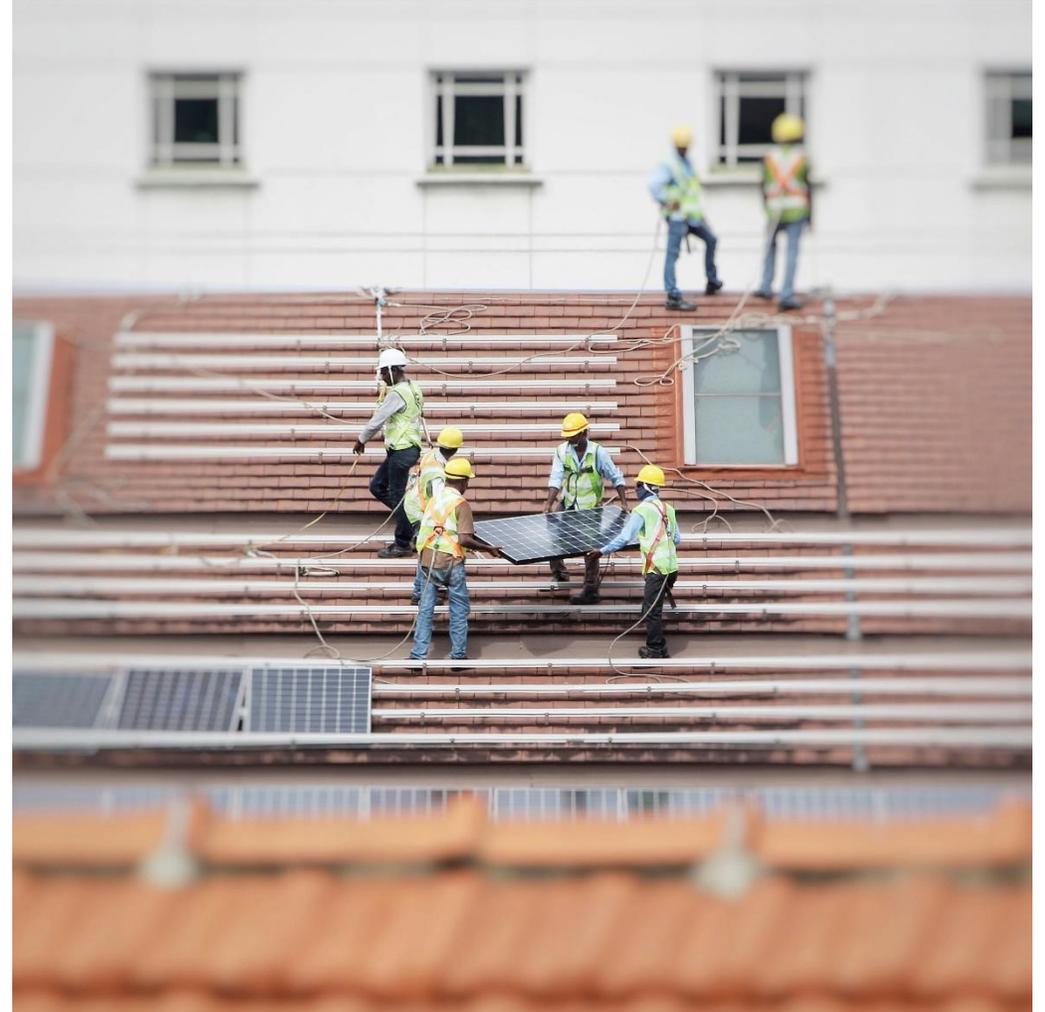
To become an **NYC-licensed Electrician**, an applicant is required to:

- Meet the **license criteria** (age, language, experience, etc.)
- Pass the **Written and Practical Examinations**
- Begin the application in **DOB NOW: *Licensing***
- Upload all **required documentation**
- Pay any **required fees**
- **Submit** the license application
- Complete the **Business Approval Request**

ELECTRICIAN LICENSES - QUALIFICATIONS

To become an **NYC-licensed Electrician**, applicants are required to meet these qualifications:

- Be at least **18 years old**
 - Be able to **read and write the English language**
 - Be **fit to perform the work authorized by the license**
 - Have **good moral character**
-
- For more details about becoming an Electrician, see the [DOB Web Site](#).



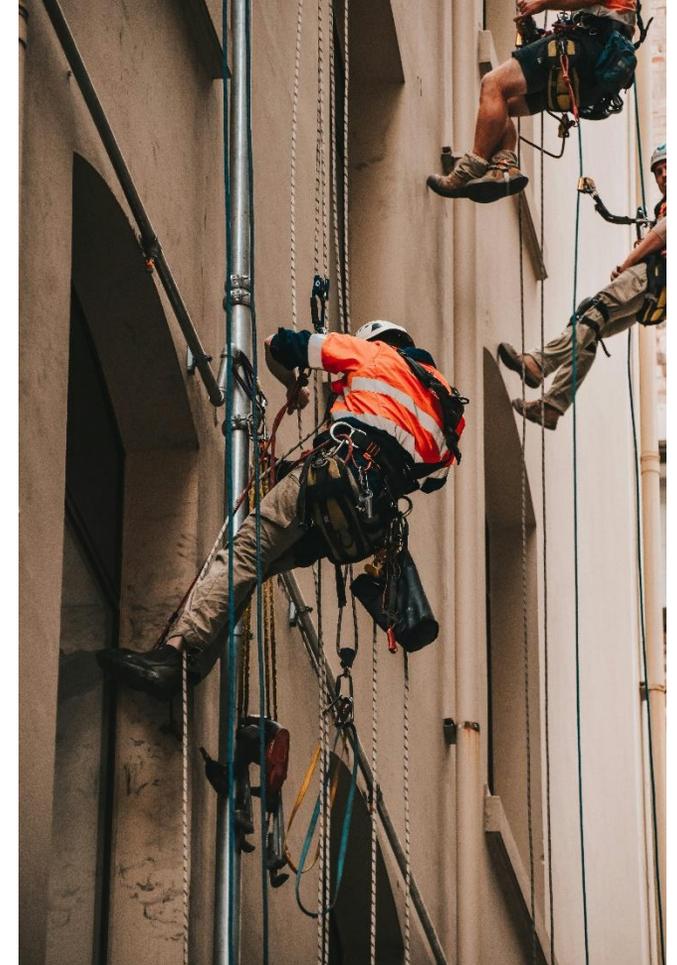
- Electrician Applicants must pass **first a Written Examination and then a Practical Examination** before beginning their application for a new license.
- The aspiring licensee must go to the **DOB NOW Public Portal** to pay for their exam. Once the payment is processed, the exam vendor will contact the Applicant to schedule the exam.
- For first-time test takers, the **Practical Exam must be applied for within 60 days of passing the Written Exam.**
- The fee for the **Written Exam is \$585** and the fee for the **Practical Exam is \$530.**

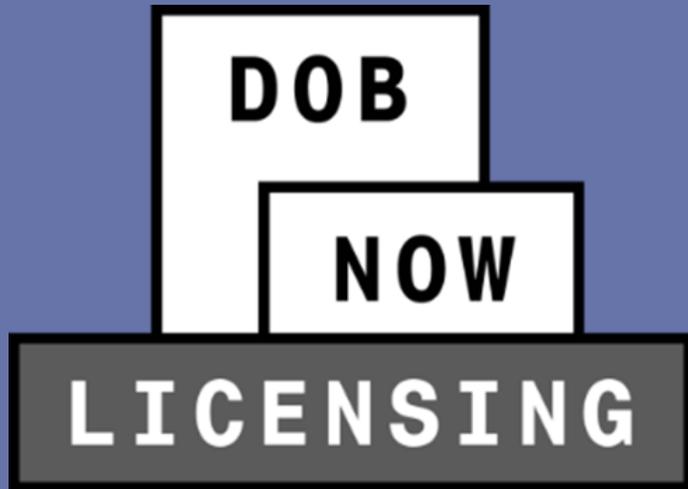
- To obtain a **Master Electrician license**, the applicant is required to be an **officer/partner/sole proprietor of a business/company** and the business must have an **office in New York City** that complies with all Zoning Code Regulations.
- **Business Approval Requests (BAR)** and **Business Address Verification** will be applicable for all Electricians.
- Electricians also must submit insurance information.

ELECTRICIAN LICENSES – RECEIVING YOUR LICENSE

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- Once DOB approves your License Application and your BAR, you will need to schedule an appointment to come into the DOB office to receive your **License Card** and **Temporary Seal Letter**.
- Once you have completed your Executive Attestation, your **seal** will be ordered by DOB. When DOB has received your seal, you will receive an email telling you to come into DOB to pick it up.



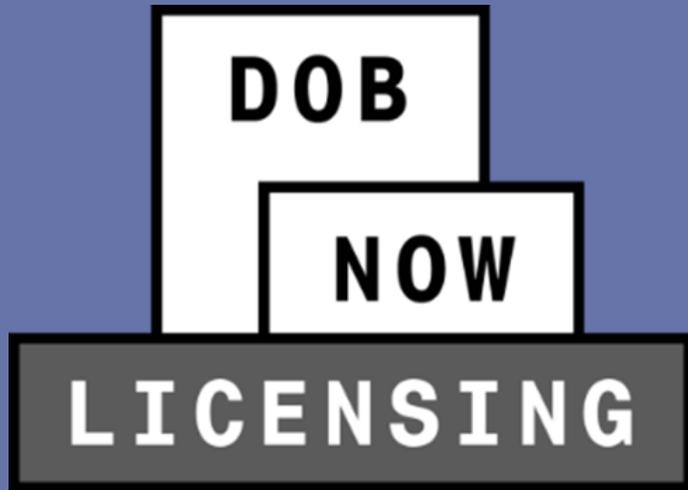


DOCUMENTS

Documents for a New License

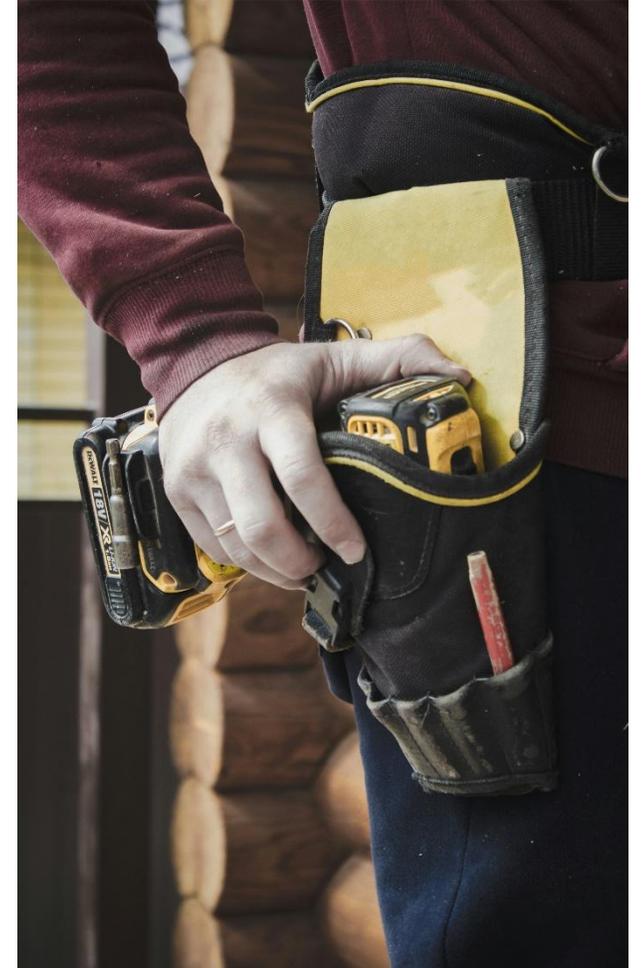
- An overview of what documents are required for New License Applications, Renewals, and Reissues can be found in the [Required Documents spreadsheet](#).

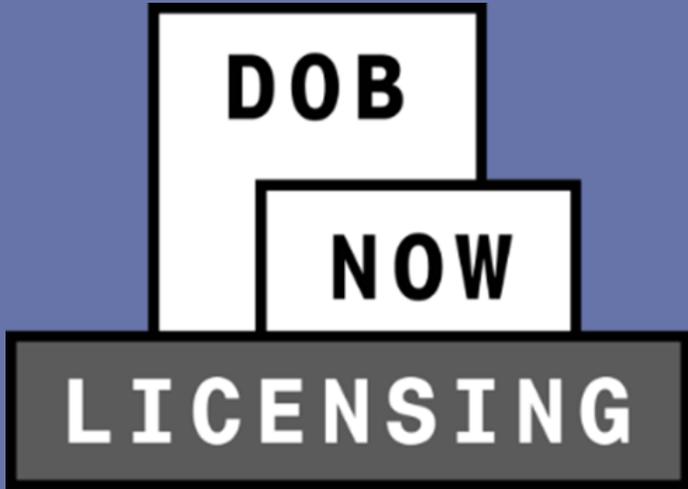




STATUSES

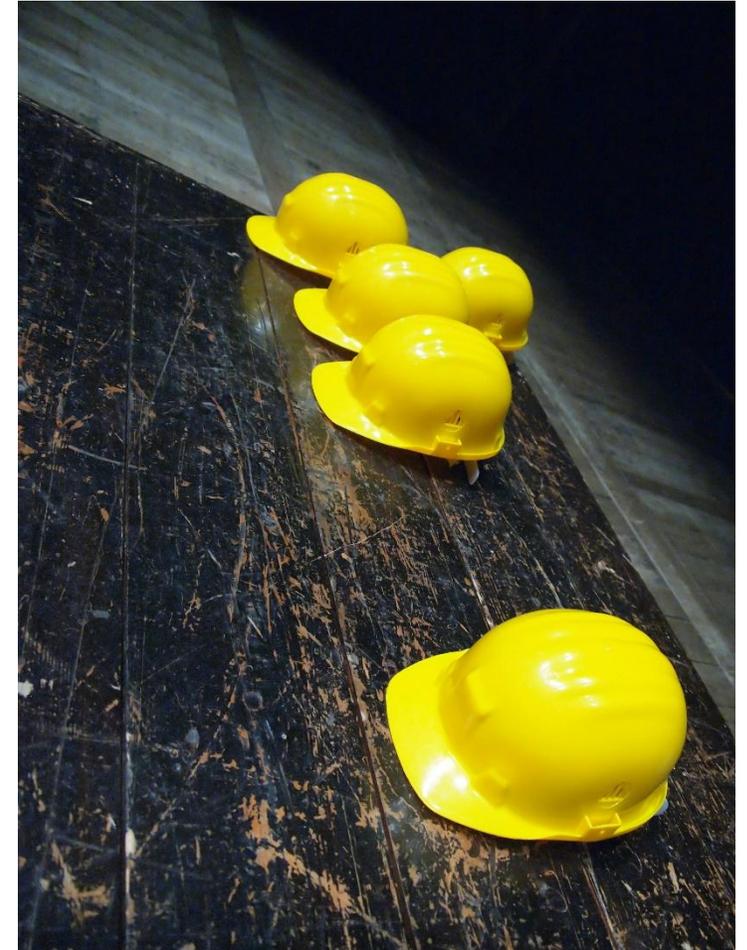
- All statuses that can apply to License Requests can be found in the [Licensing Statuses document](#).

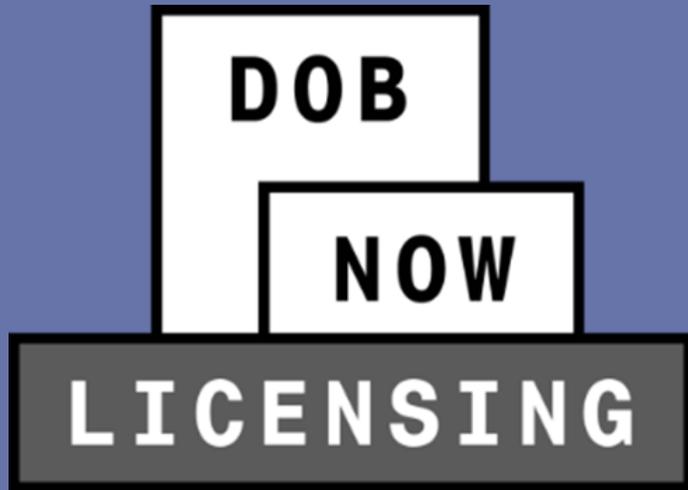




FEES

- All License Request fees can be found in the [Licensing Fees document](#).
- **Late Fees** for License Renewal apply if the Renewal Request is filed:
 - 30 days or fewer before the Expiration Date of the License
 - Up to one year after the Expiration Date of the License

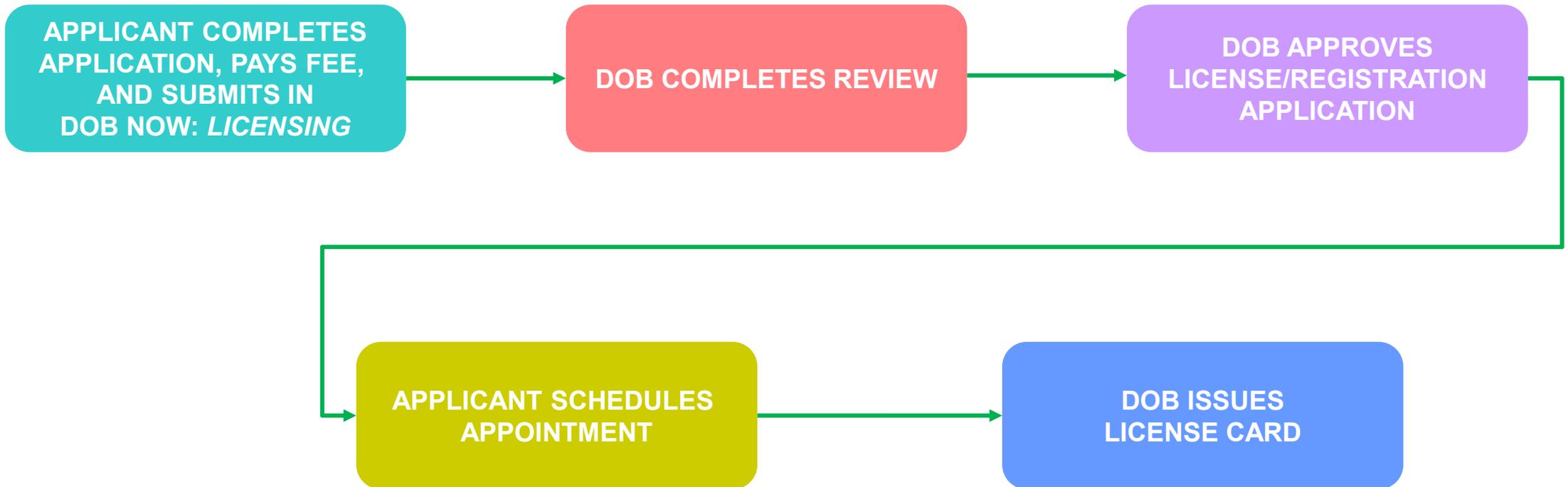




STEPS TO GET A LICENSE

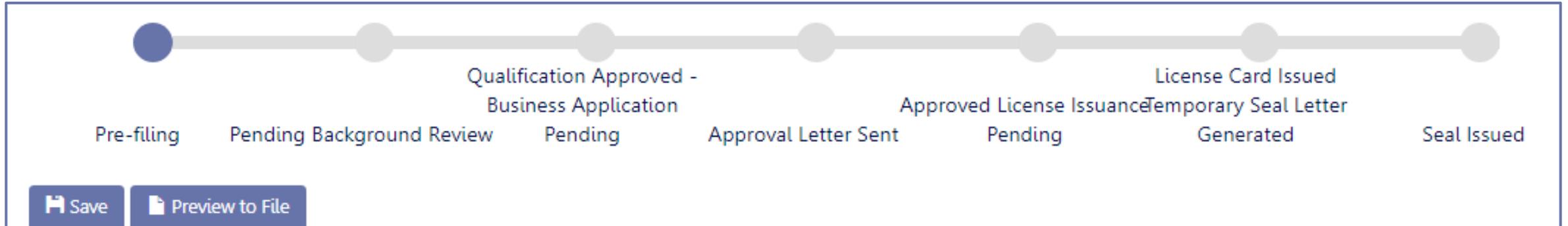
STEPS TO GET A NEW LICENSE

- These are the steps for applying for any License or Registration.
- For some Electrician Licenses, the Applicant is required to **register/pay for and pass a Written and a Practical Exam** before the application is started.

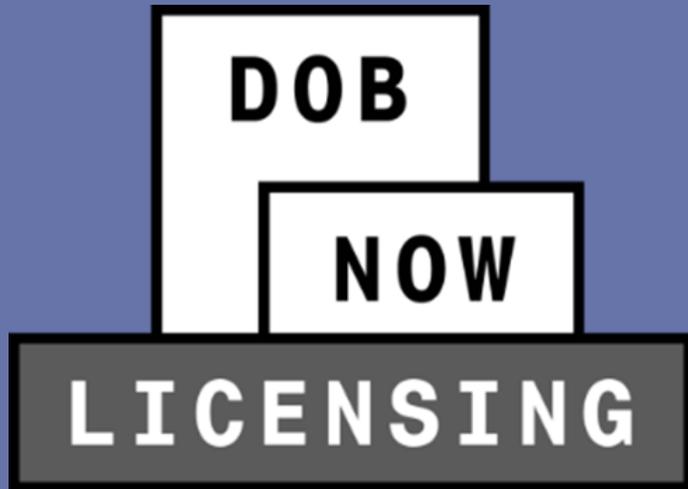


STEPS TO GET A NEW LICENSE

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- For Electricians, the initial **License Qualification Application** must be followed by a **Business Approval Request (BAR)**.
- Once the Background Review is complete, the Applicant will be notified that their Qualification is Approved and that they need to submit a BAR.
- The License will only be granted after the BAR is submitted and approved.



HOW TO REGISTER AND PAY FOR A LICENSE EXAM

HOW TO REGISTER AND PAY FOR AN EXAM

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- Electricians must pass both a **Written Exam** and then a **Practical Exam**.
- To be eligible to take the **Written Exam**, Applicants cannot have taken the exam in the last **14 days** or **three or more times in the past six months**.
- **First-time test takers** must apply for the **Practical Exam** within 60 days of passing the **Written Exam**.
- Users who must re-take the Practical Exam:
 - Cannot apply within 90 days of the last exam date
 - Can only re-apply within 24 months of the Written Exam pass date

HOW TO REGISTER AND PAY FOR AN EXAM

- Exams are not given by the Department of Buildings. Once an exam is paid for, it will be scheduled through an approved **Exam Vendor**. Applicants then upload their score report as part of the DOB Application.



- Applicants **do not need to log in** to register and pay for an exam.
- On the DOB NOW home page at nyc.gov/dobnow, select **License Exam Application/Payment**.

The screenshot shows a web interface titled "License Exam Application/Payment". Below the title, there is a heading "License Exam Application/Payment" and a paragraph of text: "To make an exam fee payment, select the below Payment options." Below this text are two blue buttons: "New Payment" and "Repayment of Exam Fee (Returned Check)".

- Applicants can either make a **New Payment** or **Repayment of Exam Fee (Returned Check)**.

HOW TO REGISTER AND PAY FOR AN EXAM

DOB
NOW

Exam Fee Details

License Type Electrician	License Class/Class Type* Select Type:	Exam Type* Select Type:
Are you taking the exam for the first time?* <input checked="" type="radio"/> Yes <input type="radio"/> No		
Email* example@XXXX.com	Last Name*	First Name*
Middle Initial	Address*	City*
State* Select State	Zip*	
Phone #*	Date of Birth* 	Social Security Number*

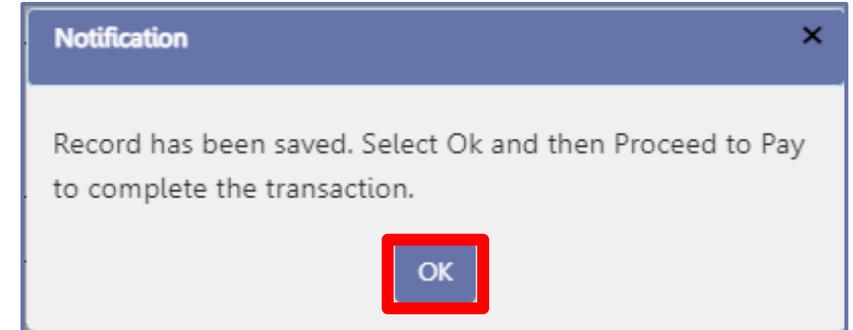
Create Cancel

- Choosing New Payment will open the **Exam Fee Details** pop-up.
- Once all fields are completed, select **Create**.

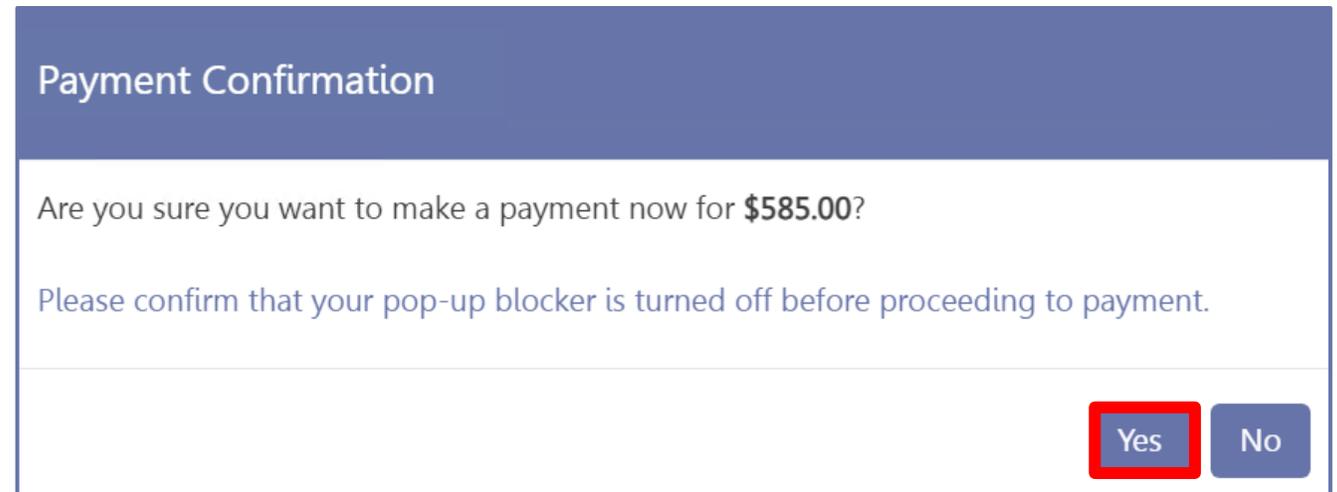
HOW TO REGISTER AND PAY FOR AN EXAM

DOB
NOW

- A pop-up notification will state that the record was saved. Click **OK** to continue.



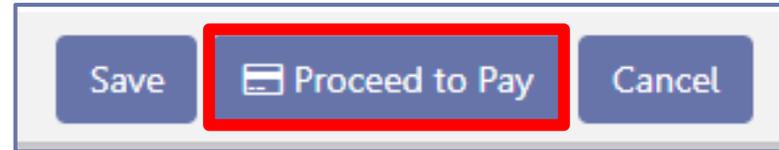
- A pop-up Payment Confirmation notification will ask you to confirm you want to make the payment. Click **Yes** to continue.



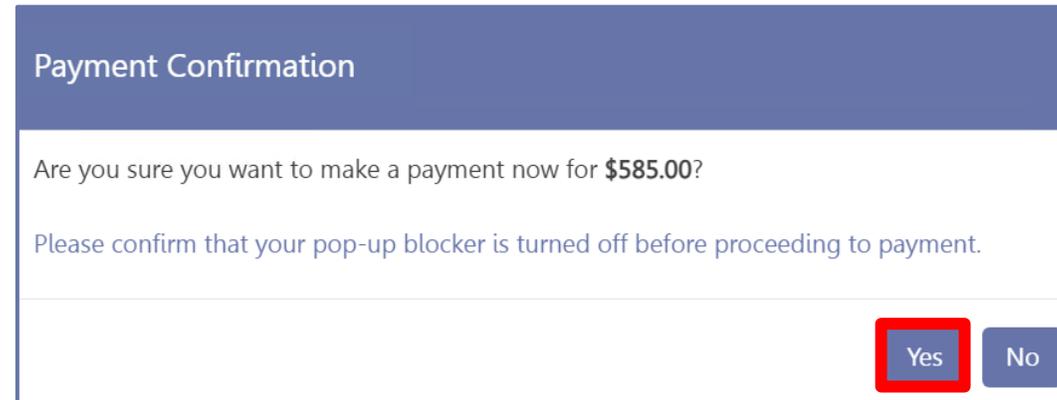
HOW TO REGISTER AND PAY FOR AN EXAM

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- A new **Proceed to Pay** button will appear.



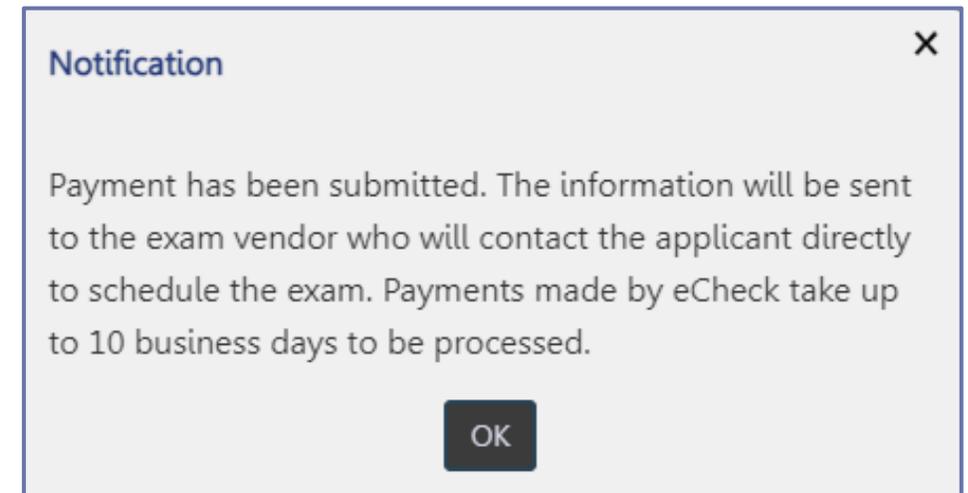
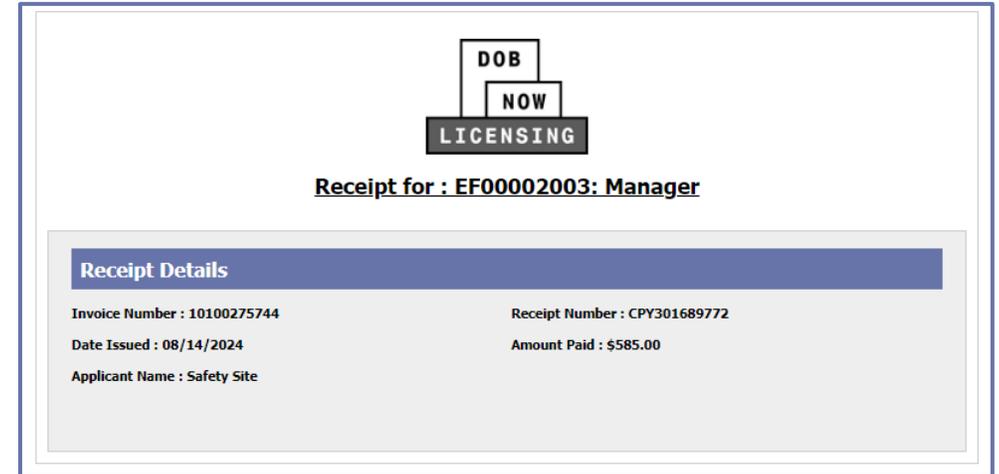
- A pop-up Payment Confirmation notification will ask you to confirm. Click **Yes** to continue.



- You will be taken to the CityPay site (after a confirmation) to pay the Exam Fee by eCheck, credit card or PayPal/Venmo. Payments made by eCheck can take up to 10 business days to process.

HOW TO REGISTER AND PAY FOR AN EXAM

- CityPay will provide a receipt that payment has been made.
- A notification on the DOB NOW home page will also confirm payment. The information will be sent to the exam vendor who will contact the applicant directly to schedule the exam.



HOW TO REGISTER AND PAY FOR AN EXAM

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License Exam Application/Payment

To make an exam fee payment, select the below Payment options.

[New Payment](#)

[Repayment of Exam Fee \(Returned Check\)](#)

Repayment of Exam Fee (Returned Check)

License Class

Select Type:

Enter Receipt Number

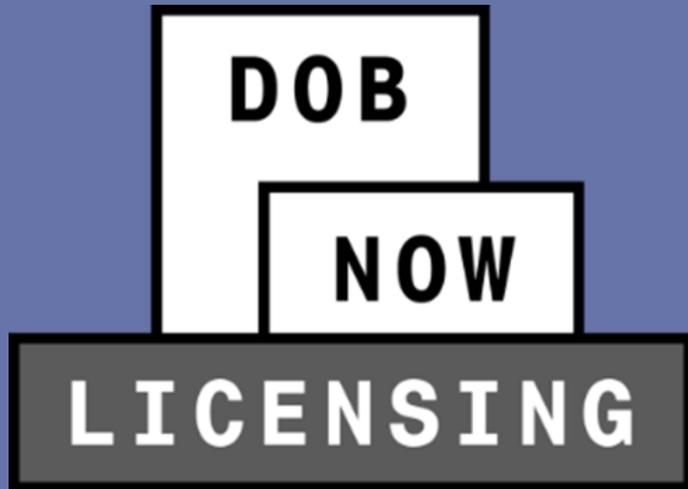
Enter Receipt Number

Last Name

Enter Last Name

[Search](#)

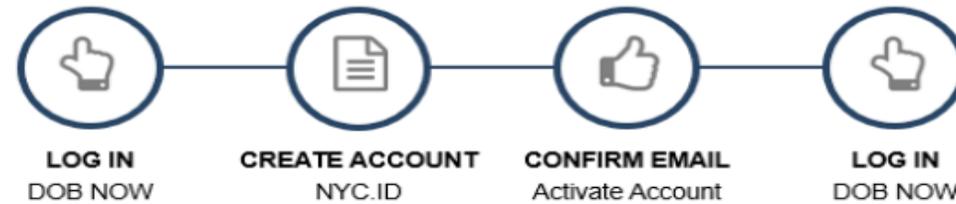
- Selecting **Repayment of Exam Fee (Returned Check)** will bring up the option to search for the payment by **License Class**, **Receipt Number** and **Last Name**.
- Once it is found, users will be navigated to **CityPay** to complete the payment.



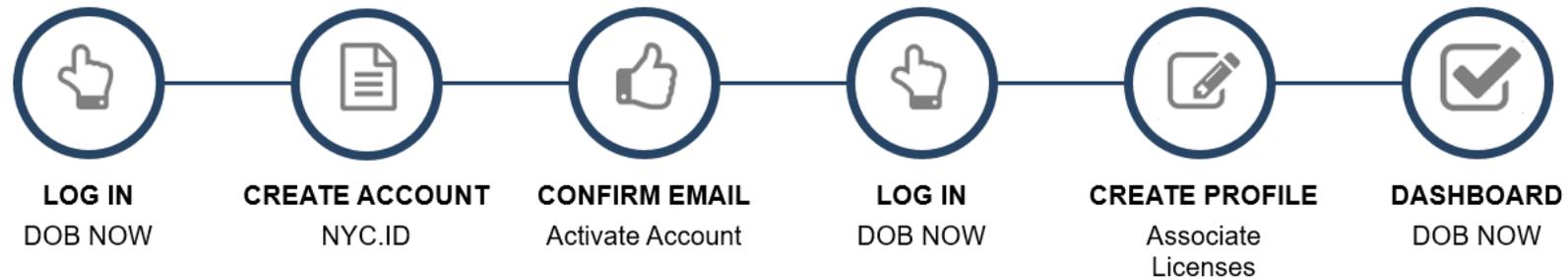
HOW TO LOG INTO DOB NOW: LICENSING

NYC.ID PROCESS OVERVIEW

- DOB NOW integrated with NYC.ID in June 2024, requiring all returning and new users to have a NYC.ID account to log into DOB NOW.
- One-time process for **Existing DOB NOW Users**:



- One-time process for **New Users**:



DOB NOW – USE AN NYC.ID ACCOUNT TO LOGIN

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DOB NOW LOGIN

- If you have an **eFiling Account, DOB NOW profile, or NYC.ID**, enter the same email address associated with all your filings in DOB NOW. You will be redirected to the NYC.ID registration page.
- If you do not already have an NYC.ID you will be directed to create one. If you already have an NYC.ID you will be directed to enter the password associated with your NYC.ID.
- For step-by-step guides and videos, visit [nyc.gov/dobnowtips](https://www.nyc.gov/dobnowtips).



Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Login

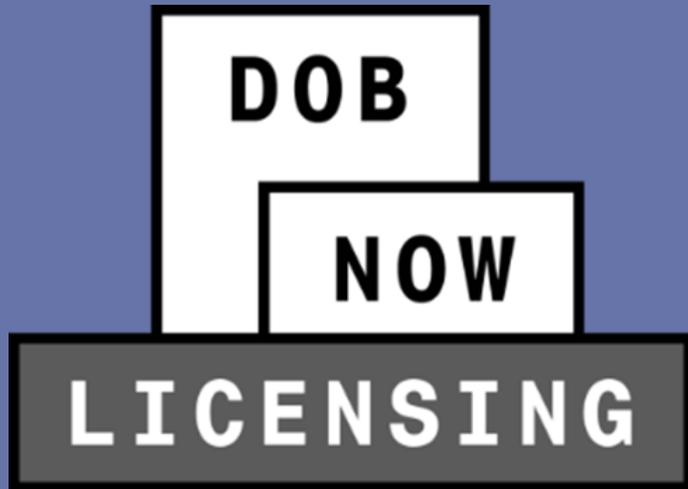
If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and **use the same email address** as your eFiling account or DOB NOW profile to access your DOB NOW records.

Need more help? Contact us.

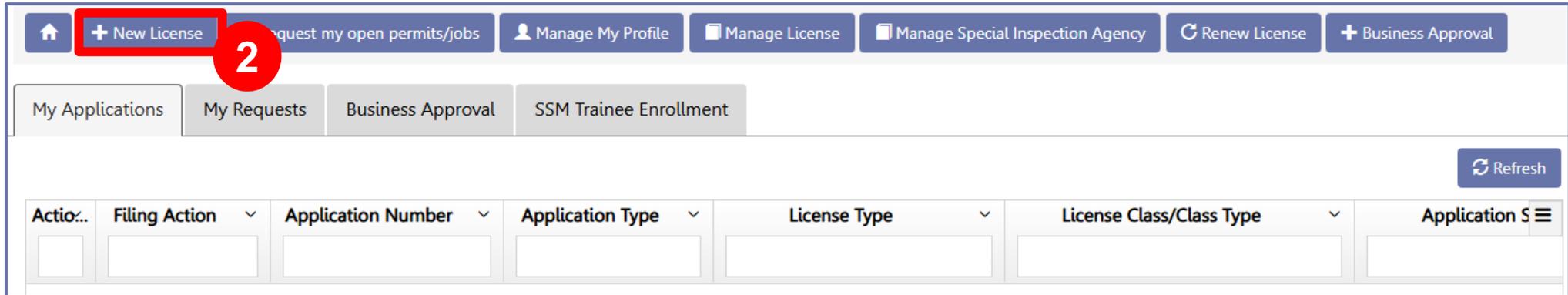
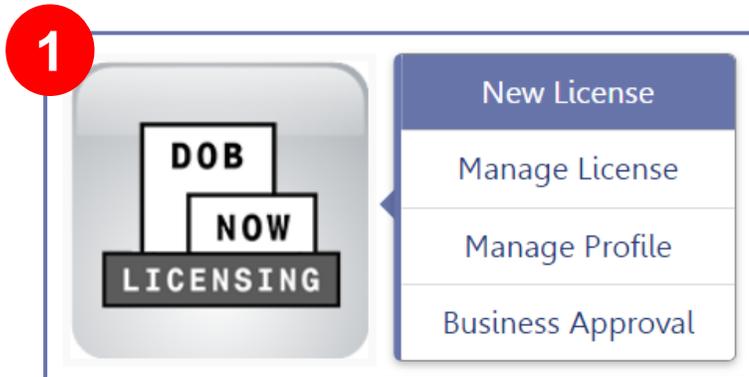


HOW TO APPLY FOR A NEW LICENSE

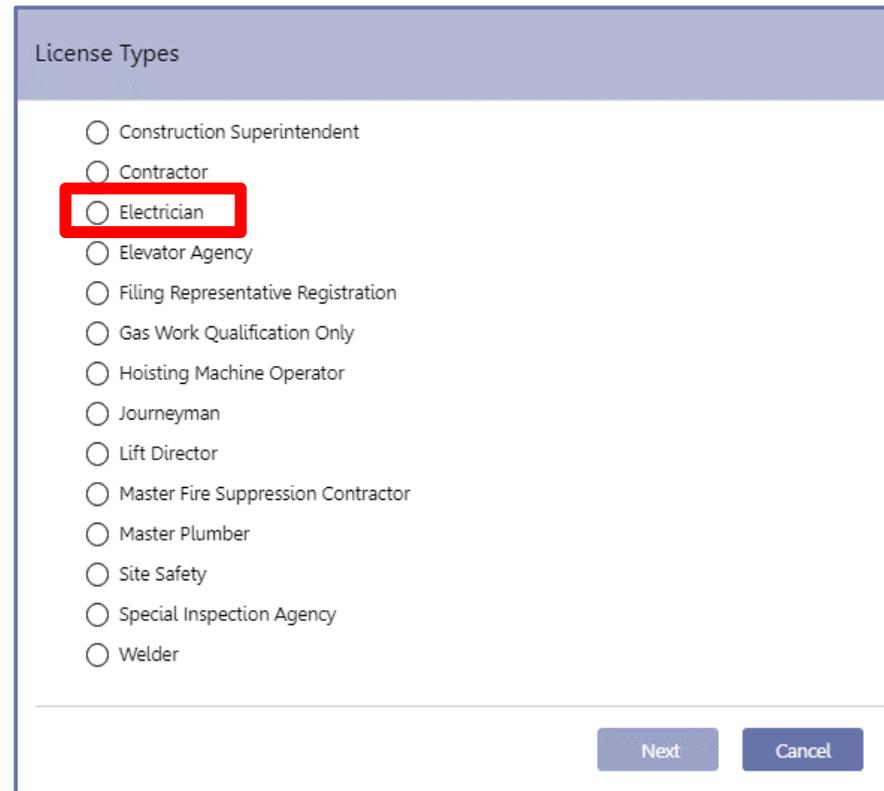
License Qualification Application Process

HOW TO APPLY FOR A NEW LICENSE

To apply for a new license or registration, log into DOB NOW, hover over the **DOB NOW: Licensing** module and select **New License**. From the dashboard click the **+ New License** button to begin the application process.



- Select the radio button next to Electrician and then click **Next**. A **License Class/Class Type** must be selected. Select the radio button and click **Next**.



The screenshot shows a dialog box titled "License Types" with a list of radio button options. The "Electrician" option is highlighted with a red rectangular box. At the bottom right of the dialog, there are two buttons: "Next" and "Cancel".

License Types

- Construction Superintendent
- Contractor
- Electrician
- Elevator Agency
- Filing Representative Registration
- Gas Work Qualification Only
- Hoisting Machine Operator
- Journeyman
- Lift Director
- Master Fire Suppression Contractor
- Master Plumber
- Site Safety
- Special Inspection Agency
- Welder

Next Cancel

NEW LICENSE – EXAM QUALIFICATION QUESTIONS

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Exam Qualification Questions

Did you take the Written Exam?* Yes No

Did you take the Practical Exam?* Yes No

Practical Exam Pass Date*



Submit Cancel

- You must certify that you took both exams.
- Enter the **Pass Date** for the Practical Exam.

NEW LICENSE – SUPPLEMENTAL INVESTIGATION QUESTIONNAIRE



- Click the **appropriate answers** to all questions asked on the **Supplemental Investigation Questionnaire**.
- The questions differ depending on the License Type.
- Click **Submit** at the bottom of the pop-up window. Once the questionnaire is submitted, the information provided cannot be changed.

A screenshot of a web form titled "Supplemental Investigation Questionnaire". The form contains four questions, each followed by a dotted line for an answer and two radio button options: "Yes" and "No". The questions are: "Are you at least eighteen (18) years old?*", "Are you able to read and write the English language?*", "Are you of good moral character?*", and "Are you fit to perform the work authorized by this license/qualification?*". At the bottom right of the form, there are two buttons: "Submit" (highlighted with a red border) and "Cancel".

Supplemental Investigation Questionnaire

Are you at least eighteen (18) years old?* Yes No

Are you able to read and write the English language?* Yes No

Are you of good moral character?* Yes No

Are you fit to perform the work authorized by this license/qualification?* Yes No

NEW LICENSE – GENERAL INFORMATION

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- Enter all the required fields on the General Information tab, including (if not auto populated):
 - Home Telephone Number
 - Borough
 - Personal Information
 - Filing Representative or Preparer information if appropriate

General Information

Application Information

Application Type*
New License

License Type*
Filing Representative Registration

License Class/Class Type*
Class 1

Applicant

First Name*
HMO

Middle Initial

Last Name*
License

Email*
HMOLICENSE01@GMAIL.COM

Address

House Number*
280

Street Name*
Broadway

Apartment/Building Number

City*

Borough*

State*

Personal Information

Date of Birth*
12/31/1993

SSN/ITIN*
XXX-XX-5555

Filing Representative Class I/Preparer

Email
Enter email/username...

Registration Number

First Name

Middle Initial

Last Name

Business Name

Business Telephone

Business Address

City

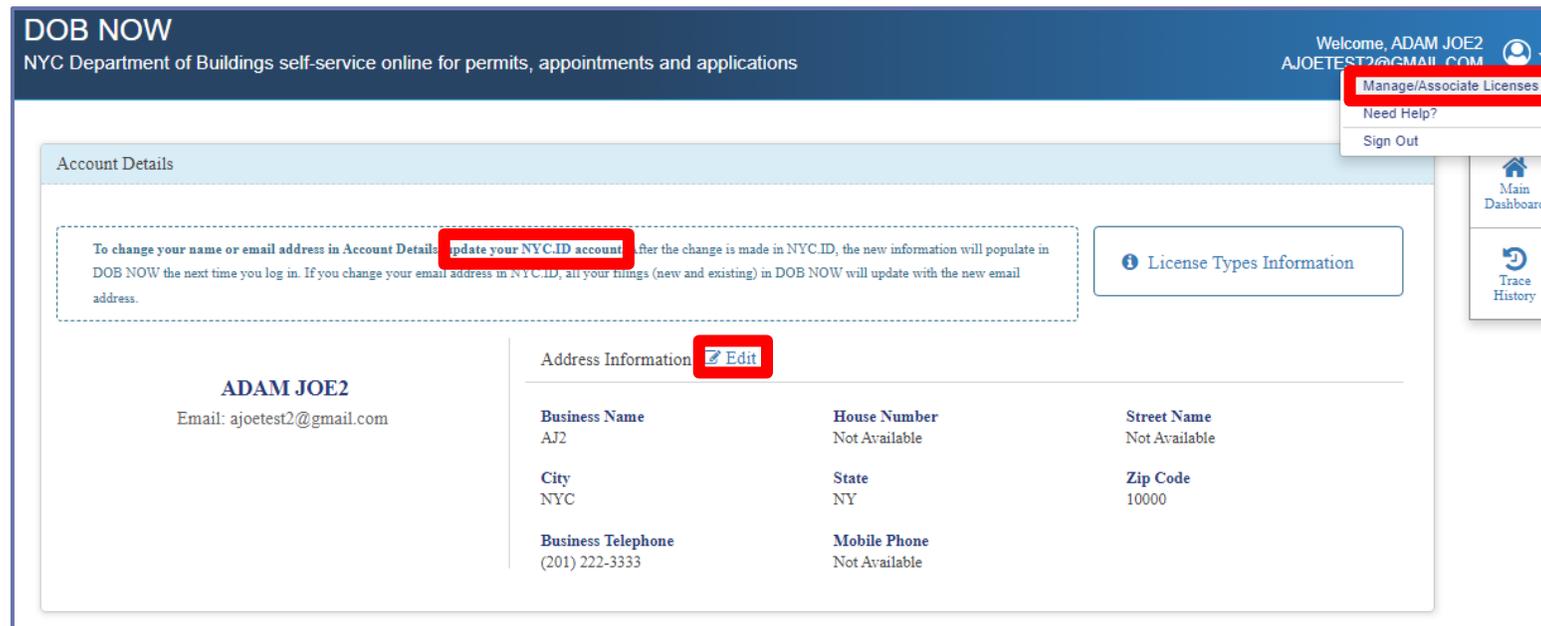
State

Zip Code

NEW LICENSE – GENERAL INFORMATION (NO DOB LICENSE)



- If you do not have a DOB license, General Information is auto populated from your NYC.ID and DOB NOW Account.
- **To change your name or email address**, select Manage/Associate Licenses from the person icon in the top right corner. Then select the link in **update your NYC.ID account**.



- **To change your address information**, select the **Edit** button.

NEW LICENSE – GENERAL INFORMATION (EXISTING DOB LICENSE)



- If you have an **existing DOB license**, the General Information section will be auto filled from that license information.
- To update licensee name or address information, follow the instructions in the [Manage Profile](#) section of this presentation.

NEW LICENSE – COMPLETE & SAVE APPLICATION

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- Mark whether you are a **City Employee**.
- Click **Save**. A **Notification** will display which information cannot be changed after saving. To move forward, select **Save** again.
- Click **OK** to confirm the application has been saved.

City Employee

Are you a City Employee?* Yes No

Notification

Please note that the below information cannot be changed after saving:

Application Type: New License
License Type: Filing Representative Registration
License Class/Class Type: Class 1
Email: HMOLICENSE01@GMAIL.COM

Save **Cancel**

Notification [X]

Application has been saved.

OK

NEW LICENSE – STATUS BAR

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- After the Application is saved, a message will appear at the top of the page: “Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After Payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review.”
- The **Status Bar** will also appear. The details of the status bar will differ depending on the license type.

L00013220

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signature

- A License Application number will be assigned.
- Five more tabs will appear:
 - **Background Investigation**
 - **Qualifications/Experience**
 - **Child Support Certification**
 - **Documents**
 - **Statements & Signature**

NEW LICENSE – BACKGROUND INVESTIGATION

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L00013220

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

License History*

+ Add History

List all licenses, certifications, or registrations issued to you, by any City or State.

Name	Type	License/Certification/Reg...
------	------	------------------------------

- Go to the **Background Investigation** tab and then click the **+ Add History** button to enter details of any license, certification, or registration issued to the Applicant by any city or state.
- At least one License, Certification, or Registration is required in this section.

NEW LICENSE – BACKGROUND INVESTIGATION

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- For each license, **enter**:
 - Name
 - Type
 - License/Certification/Registration Number
 - Current Status
 - Expiration Date
 - Then click **Save**.

License History

Name*	Type*	License/Certification/Registration Number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Status*	Expiration Date*	
<input type="text" value="Select"/>	<input type="text"/> 	

NEW LICENSE – BACKGROUND INVESTIGATION

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Do you currently have a valid Driver's License? * Yes No

State where Issued* Driver's License Number*

Have any license application(s) ever been denied to you by the Department of Buildings or any other Government entity?* Yes No

Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended or have you or your related business(es) ever been disqualified from performing inspections? If Yes please indicate the type of license/certification/registration with the reason for the suspension, restriction, surrender, revocation, or disciplinary action in the Comments. * Yes No

- If the applicant has a **Driver's License**, enter the state and number of the license.
- If any licenses or government-granted privileges have ever been denied, rescinded, revoked, surrendered, suspended or disqualified, explain the details in the **Comments**.
- Depending on the License Type, additional questions may appear. Answer all questions.

- The **Education** section shows below. Click **+Add Education**.

Education*

+ Add Education

Actions	Education Type
---------	----------------

Education Type*
Degree

Degree

Institution/College Name* **Address*** **City***

State* **Zip Code*** **Country***

Degree* BA BS **Major***

Save **Cancel**

- Fill out the pop-up window.
- Click **Save**.

- In the **Personal Information** section, answer if you have ever been known by any other names. If yes, click the **+ Add History** button to enter any prior names.
- Click **Save** when done.

Personal Information*

+ Add History

List of other names you are known by:

Last Name	First Name

Personal Information

Last Name*

First Name*

Middle Name

Social Security Number*

Save **Cancel**

Have you ever been employed by a city, state or federal govt agency?* Yes No

Are you related to any DOB employee(s) including through marriage?* Yes No

If you answer YES to any of the questions in this section, you must provide complete details, specifying the date, agency, reason, disposition, etc. in the Comments box.

Comments*

500 characters remaining

- Answer the **Yes/No questions** about whether the Applicant has worked for a city, state or federal government agency and whether they are related to any DOB employee(s).
- Any **Yes** answers, either here or above, require an explanation in the **Comments** field.

NEW LICENSE – BACKGROUND INVESTIGATION

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- Enter the full address of all residences where the Applicant has lived for 3 or more months in the past 10 years (or since they left high school, whichever is less).
 - Click the **+ Add Residence** button.
 - Enter the most recent address information and click **Save**.
 - Click **OK** to complete the process.
- Repeat as many times as necessary.

Residence*

Starting with your present address and working back, list the full address of every place you have resided for more than a three (3) month period. List only your residences over the past ten (10) years or since you left high school, whichever is less.

+ Add Residence **1**

From	To	Street Address

Residence

From*

To*

This is my current address

Street Address*

City*

State*

Zip Code*

2

Notification

Residence has been added.

3

- Click on the **Qualifications/Experience** tab.
- Answer the Yes/No questions about **Convictions and Fines**. The questions asked depend on the License Type being requested.
- If there are any **Yes** answers, a new tab will appear when the application is saved: **Supplemental Affidavit**. Explain the Yes answers in that new tab.

The screenshot shows a web application interface for a license renewal. On the left is a vertical navigation menu with the following items: 'L00024615', 'General Information', 'Background Investigation', 'Qualifications/Experience' (highlighted with a red box), 'Child Support Certification', 'Documents', and 'Statements and Signatures'. The main content area is titled 'Convictions and Fines*' and contains four questions, each with 'Yes' and 'No' radio button options:

- Have you ever been convicted of a crime (for renewals, convicted since your last renewal)?* Yes No
- Do you as licensee or the master electrician business have outstanding notices of violation owed to the Department?*
- Does any company associated with your Department-issued Electrician's license currently have any unpaid firm account (permit and/ or application) fees?*
- Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended, otherwise disciplined, or have you or your related business(es) ever been disqualified from performing inspections?*

NEW LICENSE – QUALIFICATIONS & EXPERIENCE

DOB
NOW

- Enter employment history for each job the applicant is using as **Qualifying Experience**.
- Click the **+ Add Employment History** button and enter work history, starting with the current job and then going in *reverse chronological order*.



Provide a valid **Supervisor(s) Telephone Number** for experience verification.

Employment History*

+ Add Employment History

Start with your current job and list the employment history for each job you intend to use as a Qualifying Experience. You must provide a valid Supervisor(s) Telephone Number for experience verification.

Actions	Company Name	Street Address	Date of Employment Began ▾

NEW LICENSE – QUALIFICATIONS & EXPERIENCE

DOB
NOW

- Enter all required information on the **Employment Information** tab.

Employment History Information

Employment Information Wages Detail

Date Employed From* 

Date Employed To* 

This is my current job

Company Name*

Street Address*

City*

State* 

Zip Code*

Country*

Ownership Interest (%)*

Is the company still in business?

Supervisor(s) Name*

Supervisor(s) Title*

Supervisor(s) License Type*

Supervisor(s) License Number*

Supervisor(s) Telephone Number*

Supervisor(s) Email Address*

Reason for leaving*

250 characters remaining

NEW LICENSE – QUALIFICATIONS & EXPERIENCE

DOB
NOW

Employment History Information

Employment Information **Wages Detail**

Applicant Title* Time Period* Wages Per Hour*

Hours Per Week*

Describe Type of Work Performed*

250 characters remaining

Add

Applicants Name	Time Period	Hours Per Week	Wages Per Hour ...	Actions

- On the **Wages Detail** tab, enter Title, Time Period, Wages per Hour, Hours per Week, and Description of Type of Work Performed.
- Click **Add**.
- Repeat for other titles held at that company.
- Click **Save** to complete entry.

- The **Supplemental Investigation Questionnaire** displays the answers selected when initiating the application.
- This section is read-only and cannot be edited.

Supplemental Investigation Questionnaire*

Are you at least eighteen (18) years old?*

Are you fit to perform the work authorized by this license/qualification? *

Are you able to read and write the English language?*

Are you of good moral character?*

Yes No

Yes No

Yes No

Yes No

Child Support*

Are you under a court or administrative order to pay child support?* Yes No

Child support account number(s)*

Do you owe arrears equal to 4 months or more of child support payments* Yes No

Select the statement that applies to you*

(A) I am making payments by income execution or by court agreed payment/repayment plan or by a plan agreed to by the parties.

(B) My child support obligation is the subject of a pending court proceeding.

(C) I am currently in receipt of Public Assistance or Supplemental Security Income.

(D) None of the above statements apply to me. Please upload Verification Letter in the documents section.

- On the **Child Support Certification** tab, answer the Yes/No question(s).
- Any **YES** answers will open additional questions to answer.

- The **Supplemental Affidavit** tab appears only if **Yes** is answered to questions about **Convictions** or **Penalties and Fines** on the **Qualifications/Experience** tab.
- Enter details as appropriate.

The screenshot displays the 'Supplemental Affidavit' tab for license L00030481. The left sidebar lists navigation options: General Information, Background Investigation, Qualifications/Experience, Child Support Certification, Supplemental Affidavit (selected), Documents, and Statements and Signatures. The main content area is divided into two sections: 'Convictions*' and 'Penalties and Fines*'. Each section contains a '+Add' button, which is highlighted by a red arrow. Below the 'Convictions*' section, there is an 'Actions' dropdown menu and a scrollable list area.

Conviction Details

Date of Conviction*

Charge or Offense*

250 characters remaining

Name of Court*

Location of Court*

Sentence or Disposition*

500 characters remaining

- Enter data into the **Conviction Details** pop-up:
 - Date of Conviction
 - Charge or Offense
 - Name of Court
 - Location of Court
 - Sentence or Disposition

- Enter details on the **Penalty and Fine Details** pop-up:
 - Debtor (Self or Company)
 - Company
 - Amount Owed
 - New York City Agency/Authority (Sanitation, Fire Department, DEP, NYPD, Buildings or Other)

Penalty and Fine Details

Debtor*

Select

Company

Amount Owed*

\$

New York City Agency/Authority*

Select

Save Cancel

- All required documents will be listed on the **Documents** tab.
- Click the **Upload** button to add a document.

Actions	Document Type	Document Status
	Social Security card	Required
	Social Security history of Earnings	Required
	Current original photo ID (Original driver's license, original n...	Required
	Latest paystub or W2	Required
	Notarized letter listing all corporate officers, partners and an...	Required
	Original proof of business address (Utility bill or bank statem...	Required
	Original proof of Employer Identification Number (EIN) / Fed...	Required
	Last three (3) consecutive business bank statements for your ...	Required
	Notarized statement, on company letterhead, indicating any ...	Required
	Original business telephone bill	Required
	Passport Size Photograph	Required
	Signature in jpg or png format	Required
	Original general liability, Workers' Compensation and disabili...	Required
	Corporate documentation from the state where the company...	Required

Upload a Document

Document Type*

Experience Verification Forms

Document

Choose File No file chosen

Upload Cancel

Required Documents

+ Add Document

Actions	Document Type
  	Social Security card

- Click **Choose File** to navigate to the document on your computer.
- Click **Upload** to complete the upload process for the document.
- The **+Add Document** button may be used to add **Additional Supporting Documents**.

Documents Removed By User*

Actions	Document Type	Document Status
	Additional Supporting Document 1	Removed By User

1 / 1 15 Items Per Page 1 - 1 of 1 items

- If an Additional Supporting Document is removed while the license application is in **Objections** or **QA Failed** status, the removed document will appear in the **Documents Removed By User** section.

L00024332	Licensee - Statements & Signatures
General Information	
Background Investigation	
Qualifications/Experience	
Child Support Certification	
Supplemental Affidavit	
	License Application*
	<input type="checkbox"/> As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

- On the **Statements & Signature** tab, the Applicant clicks the checkbox to **Sign** the application.

- Additional attestations appear for:
 - **Background Investigation Questionnaire**
 - **Voluntary Authorization for Service of Process by Email**
 - **Supplemental Investigation Questionnaire**
 - **Child Support**
- Answer all attestations appropriately.

NEW LICENSE – PAY FEE

DOB
NOW

- Click the **Pay Now** button at the bottom of the toolbar on the right to pay the fee.
- Pay the amount **in full**. Partial payment is not an option.

The screenshot displays a web interface for a license application. At the top, a progress bar shows six stages: Pre-filing, Pending Background Review, Qualification Approved-Business Address Verification Pending, Approval Letter Sent, Approved License Issuance Pending, and License Card Issued. Below the progress bar are 'Save' and 'Preview to File' buttons. A text box provides instructions: 'Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review.' On the left, a sidebar lists application sections: L00024332, General Information, Background Investigation, Qualifications/Experience, Child Support Certification, Supplemental Affidavit, and Documents. The main content area is titled 'Licensee - Statements & Signatures' and contains a 'License Application*' section with a checkbox and a paragraph of text: 'As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.' On the right, a vertical toolbar contains icons for Dashboard, Application Highlights, View Filing, Trace History, Payment History, and a red-bordered button labeled '\$630.00 Pay Now'.

NEW LICENSE – FILE APPLICATION

DOB
NOW

- Click on the **Preview to File** button to submit your License Application.



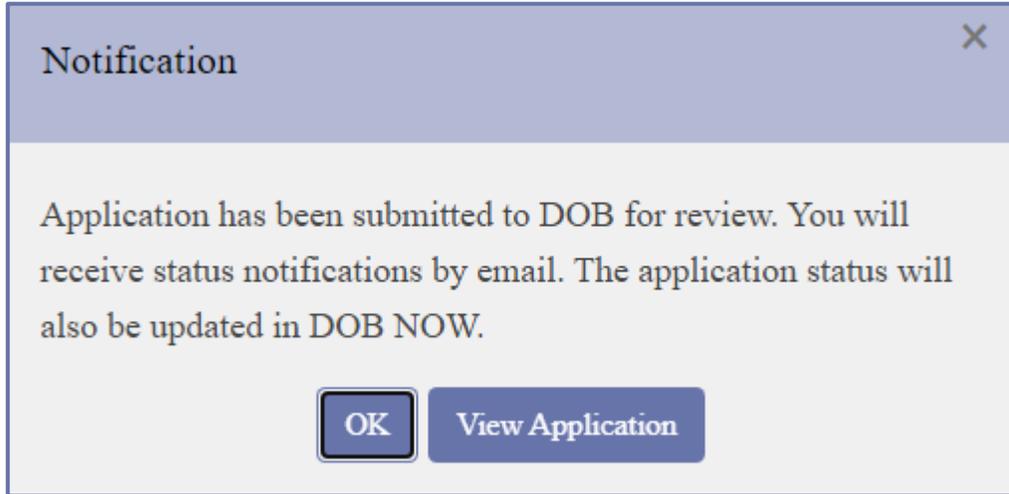
- After the **Application Preview** window opens, review the entire application and page through the preview by clicking the **Next** button.
- Click the checkbox to sign the filing, and then click **File**.

I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name Date
(Electronically Signed)

File

NEW LICENSE – APPLICATION FILED



- Click **OK** on the Notification pop-up.

- The Status Bar will update to the next status (e.g. **Pending Background Review**).



NEW LICENSE – APPLICATION FILED

DOB
NOW

License Application# L00024615 - Pending Background Review Inbox x Print Share

DOBNOW donotreply <crmbuildnycdev@buildings.nyc.gov> Mon, Feb 24, 3:55 PM (4 days ago) Star Smiley Reply More

to me ▾

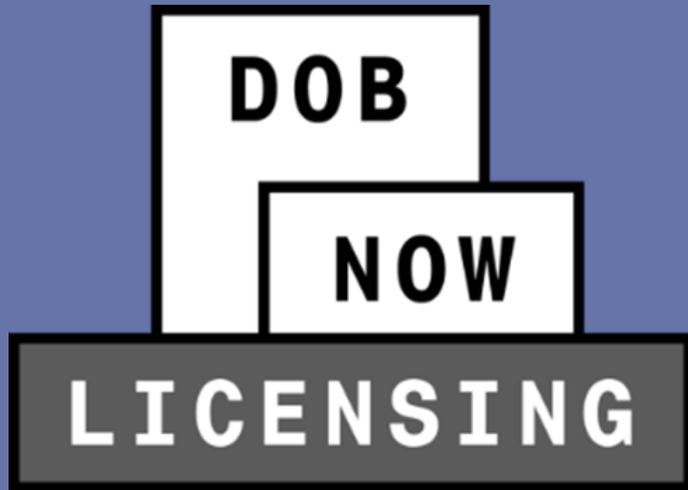
Your Electrician licensing application# L00024615 has been approved by the Quality Assurance (QA) team in [DOB NOW: Licensing](#). The application is now awaiting background review by a DOB Investigations staff member. You will receive another email with the status of this review.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.

DOB NOW Support
NYC Department of Buildings



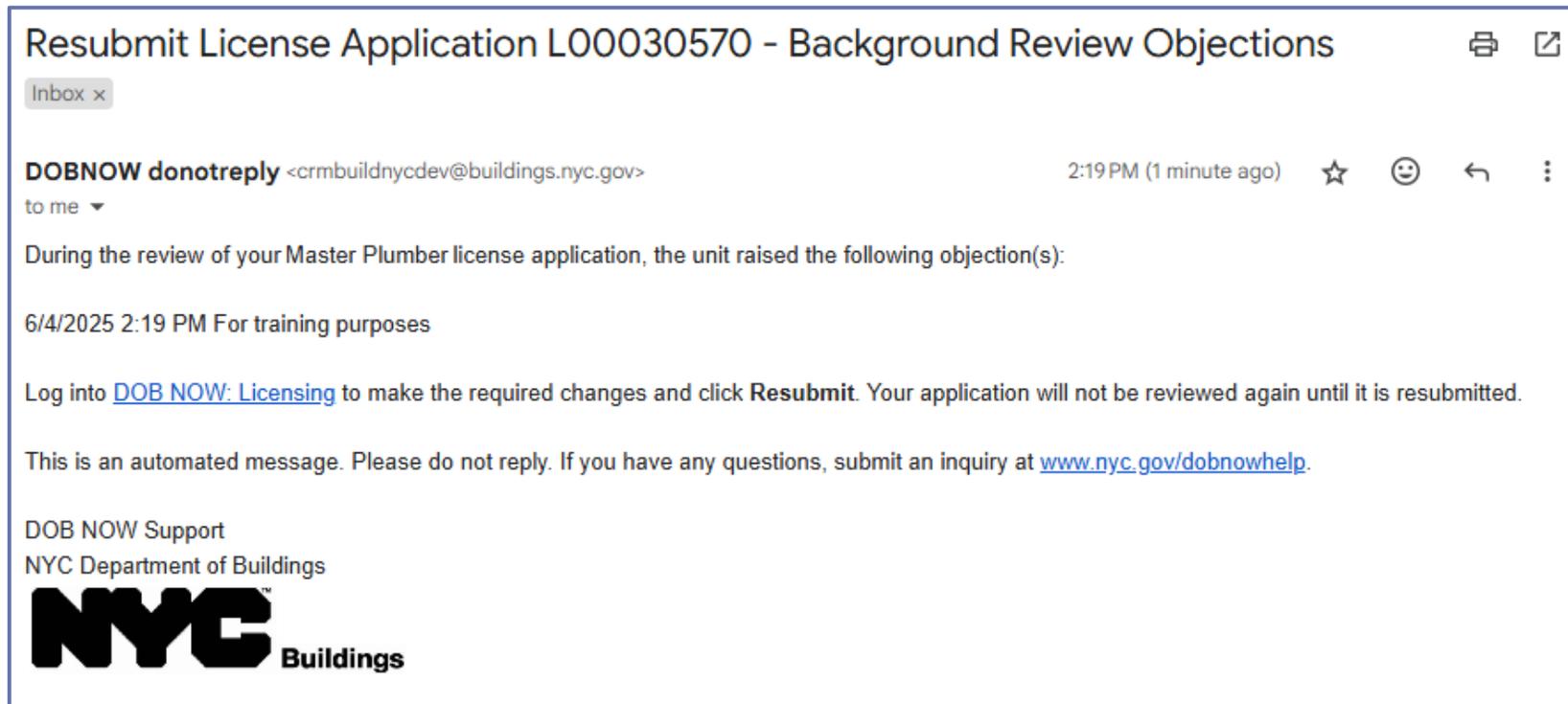
- You will receive an email that your license application has been submitted and is awaiting review.



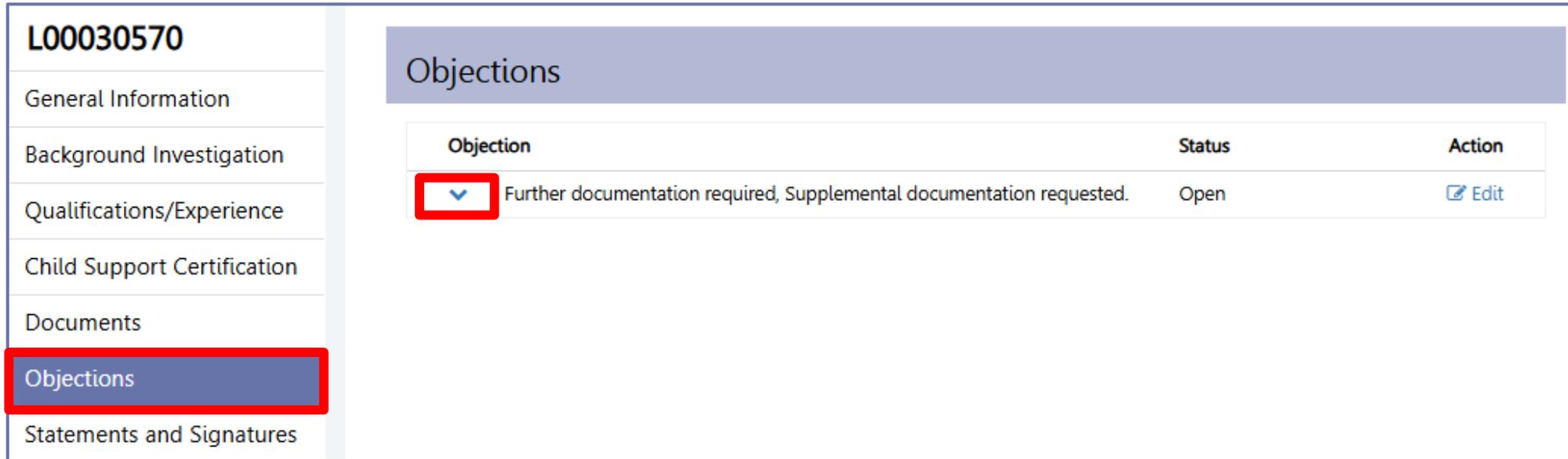
**RESPONDING TO OBJECTIONS OR
REQUESTING RECONSIDERATION**

- The Background Unit has three options for responses to License Applications:
 - **Approved:** The background investigation is complete, and the License Application can move forward for review by the Licensing Unit.
 - **Objections:** There is an issue with the License Application that must be addressed by the Applicant before the background investigation can be completed.
 - **Denied:** The License Application cannot be approved with the information given. The Applicant can request to Reconsider the denial.

- If there is an **Objection** raised on a License Application, the Applicant will receive a **notification email**.



- Log into DOB NOW: *Licensing*, and from the My Applications tab on your dashboard, open the application that is in Objections status. A new **Objections** tab will display the Objection(s). Click the drop-down arrow to see comments.



The screenshot shows the application interface for application ID L00030570. On the left is a navigation menu with the following items: General Information, Background Investigation, Qualifications/Experience, Child Support Certification, Documents, **Objections** (highlighted with a red box), and Statements and Signatures. The main content area is titled "Objections" and contains a table with the following data:

Objection	Status	Action
 Further documentation required, Supplemental documentation requested.	Open	Edit

- Add any additional **Comments** in the Comments box.
- Click **Resolve**.
- Add documents or otherwise update the License Application as needed.
- Complete **Attestations** on the Statements and Signatures tab.
- **Resubmit** updated License Application. The application will not be reviewed again until it is resubmitted.

The screenshot shows a web interface titled "Objections". It features a table with three columns: "Objection", "Status", and "Action". The table contains one row with the following data: "Further documentation required, Supplemental documentation requested." in the "Objection" column, "Open" in the "Status" column, and a "Resolve" button in the "Action" column. The "Resolve" button is highlighted with a red rectangular border. Below the table is a "Comments*" section with a large text input area and a "255 characters remaining" indicator. At the bottom, there is an "Objection History" section with the text "On 6/4/2025 2:19 PM by CRM System Account :".

Objection	Status	Action
Further documentation required, Supplemental documentation requested.	Open	Resolve

Comments*

255 characters remaining

Objection History
On 6/4/2025 2:19 PM by CRM System Account :

REQUESTING RECONSIDERATION

DOB
NOW

- If a License Application has been denied by the Background Unit, the Applicant has **60 days** to request that the Application be **Reconsidered**.



REQUESTING RECONSIDERATION

- Reconsideration can only be requested **once**. If the reconsideration is denied, a new Application must be submitted.
- From the My Applications tab on the dashboard, choose **Reconsider** from the **Select Action** drop-down on a **Denied** License Application.

Actio..	Filing Action	Application Number	Application Type	License Type	License Class/Class Type	Application Status
	Select Action: ▾	L00034927	New License	Electrician	Special	Denied
	Select Action:	L00034923	New License	Master Plumber	Full License	Qualification Approved - Bus
	Reconsider	L00034820	New License	Contractor	General Contractor Registration	Qualification Approved - Bus

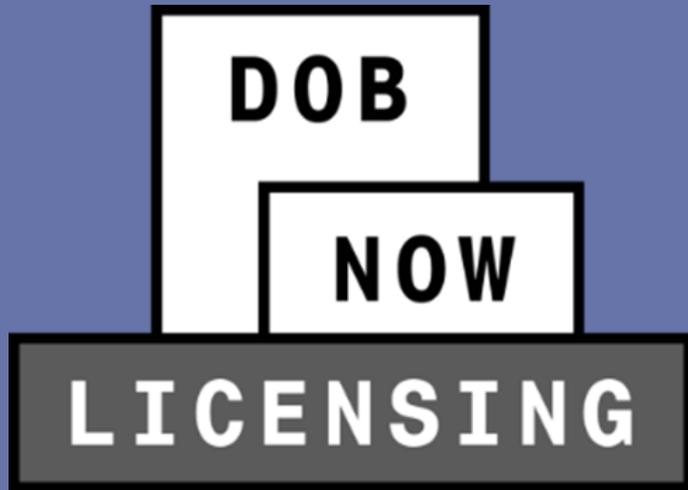
REQUESTING RECONSIDERATION

DOB
NOW

- Select **Save** on the Reconsider application. Then on the Documents tab, **upload a Reconsideration Statement/Affidavit** explaining the Reconsideration request.
- There is **no fee** for submitting a Reconsideration request. The request is not submitted until **Preview to File** is selected.

The screenshot shows the application interface for requesting reconsideration. At the top, there are buttons for 'Save' (highlighted with a red box) and 'Preview to File'. A notification banner reads: 'Reconsider in Progress, Select Preview to File to submit the License Application.' The left sidebar shows navigation options: 'L00016312', 'General Information', 'Background Investigation', 'Qualifications/Experience', 'Child Support Certification', 'Documents' (selected), and 'Statements and Signature'. The main content area is titled 'Documents' and contains a '+ Add Document' button and a table of required documents.

Actions	Document Type	
	40-hour Site Safety Course certificate	Required
	CHST designation card or Certified Safety Professional (CSP)and ...	Required
	Current NYS PE or RA Card / Certificate	Required
	EVF for Site Safety Coordinator	Required
	Most recent pay stub or latest W-2 Statement	Required
	Original proof of certification as a NYS Licensed	Required
	Photo ID (DL, Learner's Permit, StateID, GC or PP)	Required
	Physical Examination - (LIC62)	Required
	Reconsideration statement/Affidavit	Required



HOW TO SUBMIT A BUSINESS APPROVAL REQUEST

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

- Once a License Qualification Request is Approved for an Electrician, the Application Status will change to **Qualification Approved – Business Application Pending**.
- At the top of the dashboard, click the **+Business Approval** button.

The screenshot shows the NYC Buildings dashboard navigation bar with buttons for Home, New License, Manage My Profile, Manage License, Manage Special Inspection Agency, Renew License, and + Business Approval (highlighted in red). Below the navigation bar are tabs for My Applications, My Requests, Business Approval, and SSM Trainee Enrollment. The Business Approval tab is active. A table below displays application details:

Action	Filing Action	Application Number	Application Type	License Type	License Class/Class Type	Application Status
	Select Action: ▼	L00024607	New License	Electrician	Master	Pre-filing
	Select Action: ▼	L00024602	New License	Master Plumber	Full License	Qualification Approved - Business Application Pending

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

Business Approval Request

Enter the approved License Application number that is associated to this Business Approval application.*

- Enter the **approved License Application number** from the related License Qualification Application.
- Click **Submit**.

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

- You will be brought into the BAR form. Click **Save**.
- Click **Yes** in the Confirm pop-up.

The screenshot shows the Business Approval Request (BAR) form interface. On the left, there is a sidebar with two menu items: "General Information" (highlighted in blue) and "Statements & Signature". At the top left of the main form area, a "Save" button with a floppy disk icon is highlighted with a red box. The main form contains a "License Application Number" field with the value "L00024602". Below this is a section titled "Add Business Information" with a "+ Add" button. Underneath, there is a table with three columns: "Actions", "Business Name", and "Business Type". Each column has an empty input field. A "Confirm" pop-up dialog is overlaid on the right side of the form. The dialog has a title bar with "Confirm" and a close button (X). The main text of the dialog asks, "Are you sure you want to create a Business Approval Request?". At the bottom right of the dialog, there are two buttons: "Yes" (highlighted with a red box) and "No".

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

BAR00003672

General Information

Statements & Signature

License Application Number

L00024602

Add Business Information

+ Add

- A Request Number will be assigned, and the Add Business Information button will become active.
- Click **+Add**.

SUBMITTING A BUSINESS APPROVAL REQUEST



New or Existing Business

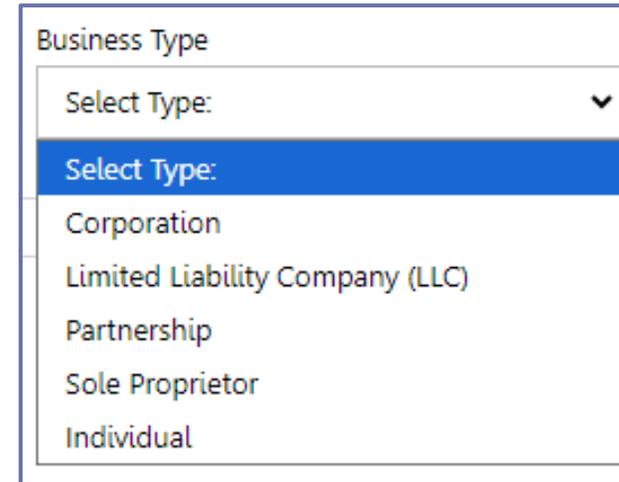
Are you creating a new business or are you joining an already approved existing business? * New Business Existing Business

Business Information

Business Name*	Business's Trade or Doing-Business-As (DBA) Name	Business Type*
<input type="text"/>	<input type="text"/>	Select Type: ▼
Business EIN*	Email*	Business Telephone*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Number*	Street*	Apt/Suite #
<input type="text"/>	<input type="text"/>	<input type="text"/>
City*	State*	Zip Code*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Borough*	Cross Streets	Block*
Select ▼	<input type="text"/>	<input type="text"/>
Lot*		
<input type="text"/>		

- You will be brought into the **Business Information** data entry. Answer if you are creating a new business or joining an already approved existing business.
- Enter **Business Information**.

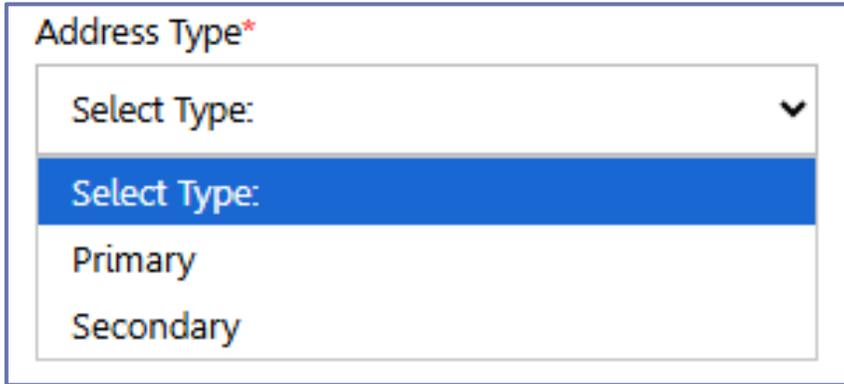
- **Business Type** options are:
 - Corporation
 - Limited Liability Company (LLC)
 - Partnership
 - Sole Proprietor
 - Individual



A screenshot of a web form showing a dropdown menu for "Business Type". The menu is open, displaying a list of options: "Select Type:", "Corporation", "Limited Liability Company (LLC)", "Partnership", "Sole Proprietor", and "Individual". The "Select Type:" option is highlighted in blue.

SUBMITTING A BUSINESS APPROVAL REQUEST

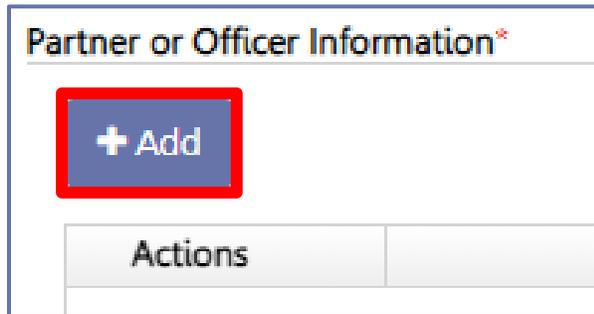
DOB
NOW



A screenshot of a web form titled "Address Type*". The form contains a dropdown menu with the text "Select Type:" and a downward arrow. The dropdown is open, showing three options: "Select Type:" (highlighted in blue), "Primary", and "Secondary".

- **Address Type** options are:

- Primary
- Secondary



A screenshot of a web form titled "Partner or Officer Information*". The form contains a blue button with a white plus sign and the text "+ Add", which is highlighted with a red border. Below the button is a table with a header row containing the word "Actions" and a blank cell.

- **Partner or Officer Information** must be entered for Corporation, LLC, or Partnership. Click **Save** to enable the **+Add** button.

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

- In the **Partner or Officer Information** pop-up, enter information on the first partner or officer. Click **Save**.
- Repeat process for each partner or officer.

Partner or Officer Information

Name*	Street Address*	City*
<input type="text"/>	<input type="text"/>	<input type="text"/>
State*	Zip Code*	Telephone*
<input type="text" value="Select:"/>	<input type="text"/>	<input type="text"/>
License Number*	% Control*	Title (s)*
<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

Partner or Officer Information*

+ Add

Actions	Name	Street Address	License Number	% Contr
 	Name Name	280 Broadway	123456	50
 	Training Pera	280 Broadway	654321	50

- The **Edit** button and the **Delete** button can be used to edit or delete Partner or Officer information

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

- **General Liability Insurance** is required for all businesses.
- **Workers Compensation Insurance** and **Disability Insurance** may be waived.
- Enter all Insurance Information for each type of insurance the business holds:
 - **Policy Number**
 - **Policy Start Date**
 - **Policy Expiration Date**
 - **Broker Information**

General Liability Insurance*

General Liability Insurance Policy Number*	Policy Start Date*	General Liability Insurance Policy Expiration Date (mm/dd/yyyy)*
<input type="text"/>	<input data-bbox="1431 811 1832 872" type="text"/> 	<input data-bbox="1959 839 2359 901" type="text"/> 

Broker Information*

250 characters remaining

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

Workers' Compensation Insurance*

Is the Workers' Compensation Insurance waived?* Yes No

Certificate Number*

Received Date* 

End Date* 

Broker Information*

250 characters remaining

- If **Workers Compensation Insurance** or **Disability Insurance** are waived, Applicants must enter **Certificate Number**, **Received Date**, **End Date** and **Broker Information** for each waived insurance type.

- **Comments** may be added at the bottom of the page.

Comments

500 characters remaining

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

Plumbing Etc.

General Information

Documents

Documents*

+ Add Document

Actions	Document Type	Document Sta
  	Disability Insurance exemption form	Required
  	General Liability Insurance Certificate	Required
  	Worker's compensation exemption form	Required
  	Certificate of Assumed name if the business will be using a D...	Required
  	Certificate of Amendment if the current Business name will b...	Required
  	Copy of Bylaws or Operating Agreement. If there are none, a ...	Required
  	Copies of original issued shares	Required
  	Copy of a utility bill or bank statement with company name a...	Required
  	Copy of the Certificate of Incorporation, certified by the State	Required
  	Notarized affidavit for un-issued shares of stock	Required
  	Copy of filing receipt or Certificate of Good Standing, certifie...	Required
  	Copy of the minutes stating the elected officers, including ti...	Required

- All **Documents** can be uploaded on the Documents tab.
- The process for uploading documents is the same as discussed in the License Application section above.
- Documents required will be based on the **Business Type**.

SUBMITTING A BUSINESS APPROVAL REQUEST

- Business Information can be edited or deleted from the **General Information** tab of the BAR.

Add Business Information

[+ Add](#)

Actions	Business Name	Business Type
 	Plumbing Inc.	Corporation

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

BAR00003672

General Information

Statements & Signature

Licensee - Statements & Signatures

I have read and I understand all the items contained in this application. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

By signing below, I affirm that the office address listed above is a physical and dedicated office space and I grant the Department permission to inspect this place of business.

I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.

Name

Date

- An Attestation must be clicked on the **Statements & Signature** tab of the BAR.
- Click **Save** and then **Submit** to complete the BAR. There is no fee.

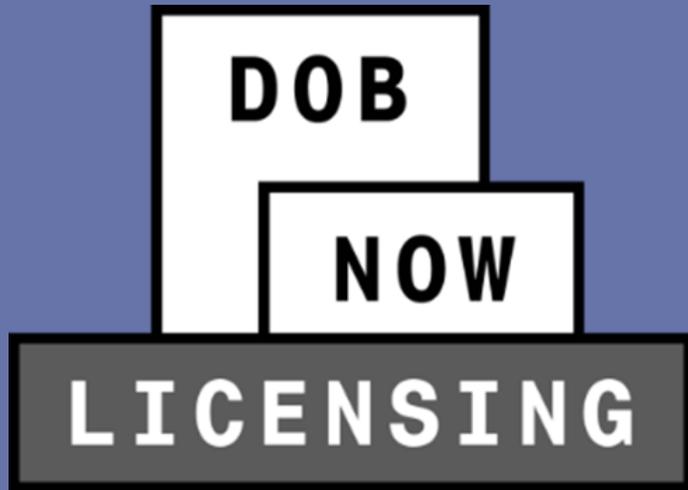
SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

- The **Business Approval** tab of the Dashboard displays all BARs.

The screenshot shows a dashboard with a navigation bar at the top containing buttons for Home, New License, Manage My Profile, Manage License, Manage Special Inspection Agency, Renew License, and Business Approval. Below the navigation bar are tabs for My Applications, My Requests, Business Approval (which is selected), and SSM Trainee Enrollment. A Refresh button is located in the top right corner of the main content area. The main content area displays a table with the following columns: Actions, Tracking Number, Business Type, Request Type, Business Approval Request Status, Payment Status, and Created Date. The table contains one row of data.

Actions	Tracking Number	Business Type	Request Type	Business Approval Request Status	Payment Status	Created Date
 	BAR00003672		New Agency	Pre-filing	No Fee	02/24/2025



GETTING THE LICENSE

- Once the License Application is **Approved**, the Applicant will receive an email notification to schedule an appointment.

Your application for a NYC DOB Electrician license has been Approved. To obtain your license, you are required to schedule an appointment. Log in to [DOB NOW: Licensing](#), open the license application and click on the **Appointments** tab.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.

DOB NOW Support
NYC Department of Buildings



GETTING THE LICENSE

+ New License Manage My Profile Manage License Manage Special Inspection Agency Renew License + Business Approval						
Applications My Requests Business Approval SSM Trainee Enrollment						
Filing Action	Application Number	Application Type	License Type	License Class/Class Type	Application Status	
Select Action: ▼	L00024615	New License	Electrician	Master	Approval Letter Sent	
Select Action: ▼	L00023246	New License	Gas Work Qualification Only	Full Gas Work Qualification	License Card Issued	

Application Information

Application Number: L00024615
Application Type: New License
License Type: Electrician

OK Cancel

- Log into DOB NOW: *Licensing* and on the My Application tab, the Application Status will be **Approval Letter Sent**.
- Double-click on the application to open it. Click **OK** on the popup.

- From the Statements and Signature tab, scroll down to sign the **Executive Order Attestation**. Then select **Save**.

Executive Order Attestation

Executive Order Memo 1
I understand that I am responsible for reading & understanding the NYC Building Code and all safety related provisions of applicable NYC Department of Buildings' rules and regulations, this includes all RCNY Chapter 3300 Safeguards during Construction or Demolition.

Name:
(Electronically Signed)

Date:

Executive Order Memo 2
I understand that offering a bribe or gratuity for any benefit(s) and/or action(s) to be taken by a DOB employee is a crime and that I may face criminal and/or disciplinary action for violation the provisions of the New York State penal Law.
I have received, read and understand the DOB Executive Order #5/09 and understand that I may face disciplinary action for inducing a DOB employee to violate the provision of the Executive Order (see Executive Order #5/09)

Name:
(Electronically Signed)

Date:

- Schedule an appointment by clicking on the **Appointments** tab and then clicking the **+Schedule Appointment** button.

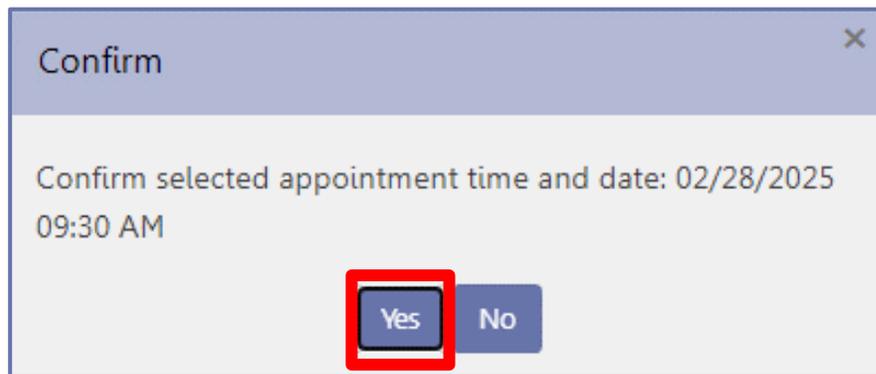
The screenshot displays a user interface for license L00024615. On the left is a vertical navigation menu with the following items: General Information, Background Investigation, Qualifications/Experience, Child Support Certification, Documents, Appointments (highlighted in blue), Statements and Signatures, and Business Approval Request. The main content area is titled 'Appointments' and contains a red-bordered button labeled '+ Schedule Appointment'. Below this button is a table with the following headers: Subject, Time, Status, and Action.

Subject	Time	Status	Action
---------	------	--------	--------

GETTING THE LICENSE

DOB
NOW

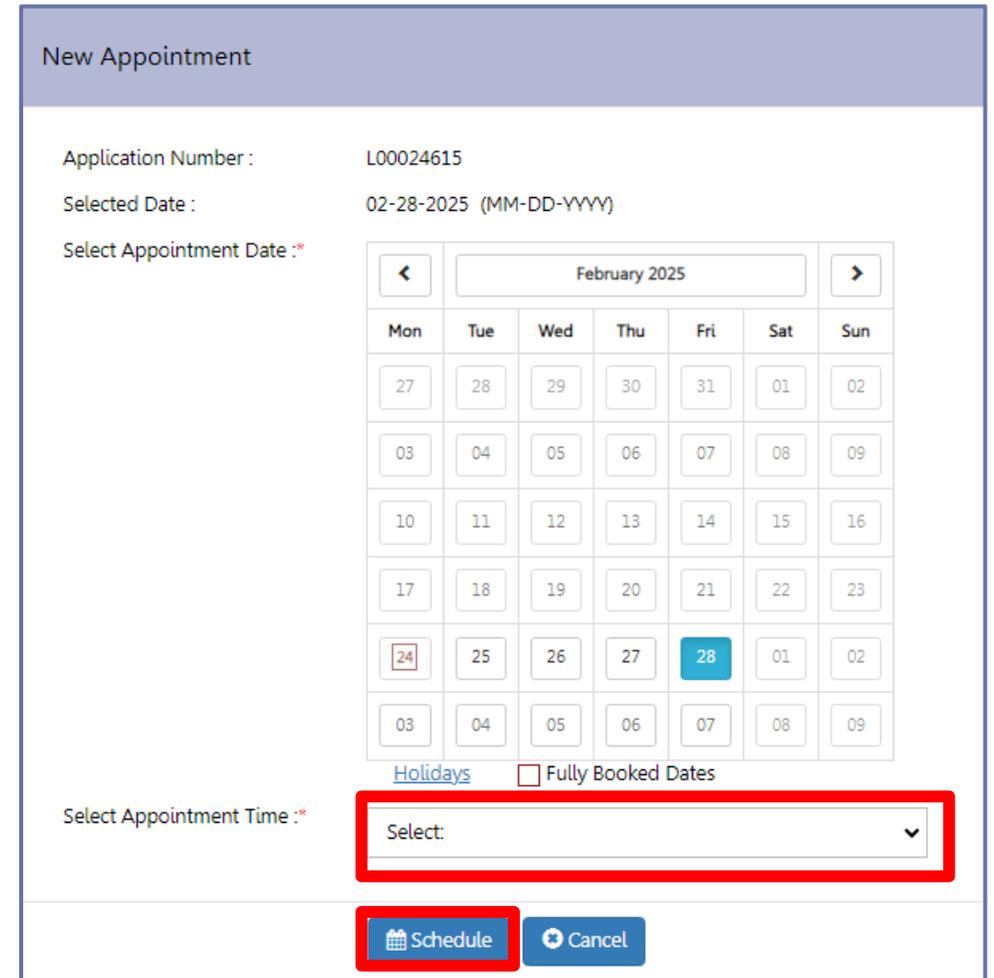
- The **New Appointment** window will open.
- Select an **Appointment Date** from the calendar and then select an **Appointment Time** from the drop-down menu.
- Click **Schedule**.
- Click **Yes** to Confirm.



Confirm

Confirm selected appointment time and date: 02/28/2025
09:30 AM

Yes No



New Appointment

Application Number : L00024615

Selected Date : 02-28-2025 (MM-DD-YYYY)

Select Appointment Date :*

February 2025						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	01	02
03	04	05	06	07	08	09

[Holidays](#) Fully Booked Dates

Select Appointment Time :*

Select: ▼

Schedule Cancel

Appointments

+ Schedule Appointment

Subject	Time	Status	Action
^ L00024615	2/28/2025 9:30:00 AM	Scheduled	Cancel
Start Time	End Time	Duration	
2/28/2025 9:30:00 AM	2/28/2025 10:00:00 AM	30 Minutes	

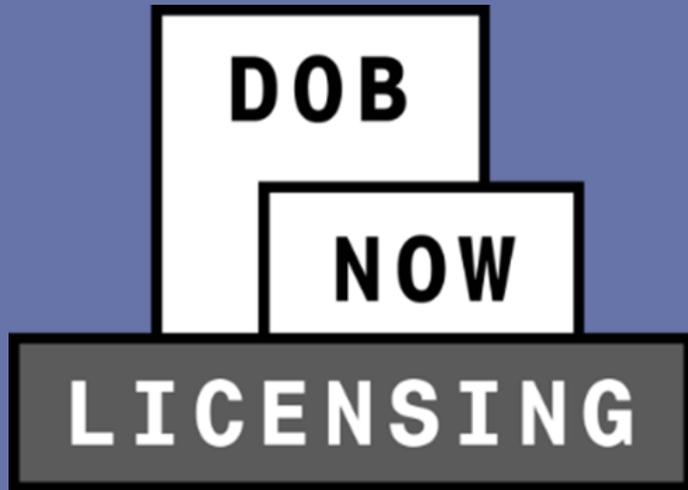
- The appointment details will be listed on the tab. If there is a need to cancel the appointment, it can be done from here.
- An email notification is sent confirming the appointment. The Licensing Unit is located at **280 Broadway, 1st Floor in Manhattan**. The Applicant is required to attend the appointment; a representative cannot obtain the License Card.
- The License Card and Temporary Seal Letter will be issued at the appointment scheduled with DOB. If a picture is necessary, it will be taken during that appointment.

GETTING THE LICENSE

DOB
NOW

- DOB will order your **Seal** after the License Card and Temporary Seal Letter are picked up by the Applicant.
- When the Seal is ready, you will be notified to come into DOB to pick it up.





RENEW LICENSES

- Licenses can be renewed starting **90 days before the Expiration Date** and up to one year after the Expiration Date
- To initiate a renewal, click the **Renew License** button on the dashboard.

The screenshot shows the DOB NOW dashboard interface. At the top, there is a navigation bar with the DOB NOW logo and the text "Submit Filings, Payments, and Requests to the NYC Department of Buildings". Below this is a row of buttons: Home, New License, Manage My Profile, Manage License, Manage Special Inspection Agency, **Renew License** (highlighted with a red box), and Business Approval. Below the buttons are tabs for "My Applications", "My Requests", "Business Approval", and "SSM Trainee Enrollment". The "My Applications" tab is active, showing a table with columns for Action, Filing Action, Application Number, Application Type, License Type, and License Class/Class Type. The first row of data shows a "Select Action" dropdown, Application Number "L00024615", Application Type "New License", License Type "Electrician", and License Class/Class Type "Master".

Action	Filing Action	Application Number	Application Type	License Type	License Class/Class Type
Select Action		L00024615	New License	Electrician	Master

Renew License

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
<input checked="" type="radio"/>	A-015807	Electrician	Master	02/24/2025	Active
<input type="radio"/>	GWQO-000071	Gas Work Qualification Only	Full Gas Work Qualification	Not Available	Active
<input type="radio"/>	H-015444	Hoisting Machine Operator	Class B	07/30/2024	Active
<input type="radio"/>	LD-001225	Lift Director	Not Available	09/12/2024	Active

- Select the radio button for the license to be renewed and press **Proceed**.

Renewal

Renewal with Change?* Yes No

Renewal with:*

Change Business Information

Next Cancel

- Answer if it will be a **Renewal with Change**.
- If yes, identify what information will be changing. The options available depend on the license or registration being renewed.
- Click **Next**.

- The renewal form will be auto filled with the existing data from the license.
- Click **Save**. Click **Save** again on the Notification pop-up. Click **OK** on the confirmation pop-up.

The screenshot shows a web application interface for renewing a license. On the left, there is a sidebar with a 'Save' button highlighted by a red box. The main content area has a 'General Information' tab selected. Under 'Application Information', the 'Application Type*' dropdown is set to 'Renewal'. Below it, the 'License Number*' field is partially visible. A 'Notification' pop-up is open, displaying the text: 'Please note that the below information cannot be changed after saving: Application Type: Renewal, License Type: Electrician, License Class/Class Type: Master, License Number: HMOLICENSE01@GMAIL.COM'. At the bottom of this pop-up, the 'Save' button is highlighted with a red box. Another 'Notification' pop-up is overlaid on top, showing the message 'Application has been saved.' with an 'OK' button highlighted by a red box.

Documents*

+ Add Document

Actions	Document Type	Document Status
  	LIC 62 Physical Examination Form	Required
  	Current Photo ID	Required
  	Department-approved Course of at least eight (8) hours	Required

- Update all information that has changed. Even in a **Renewal without Change**, some information may be updated.
- Upload required **documents**.

- Click the checkboxes for the **Attestations** on the **Statements & Signatures** tab.
- Pay the **Renewal Fee**. Click **Preview to File** to submit your Renewal request.

Pre-filing Pending QA Review Pending Background Review Renewal Approved Renewed License Card Issued

Save Preview to File

L00024652

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signatures

Licensee - Statements & Signatures

License Application*

As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

Name

Date

Dashboard

Request Highlights

View Filing

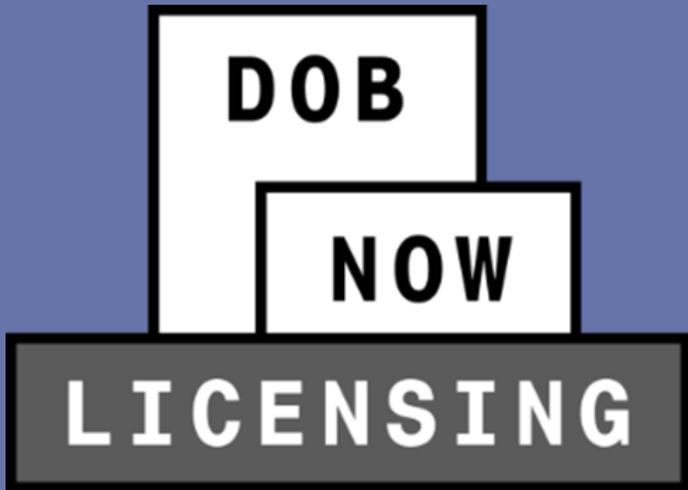
Trace History

Payment History

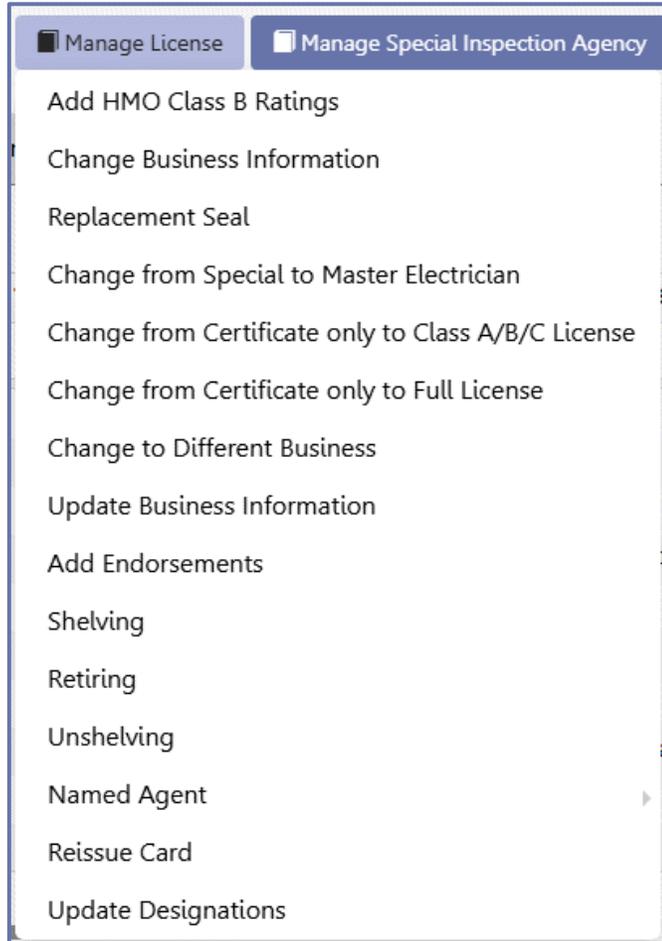
\$400.00 Pay Now

- Renewal requests will go through **QA review**.
- You can follow the progress of the renewal request on the **My Applications** tab on the DOB NOW: *Licensing* dashboard.

Action...	Filing Action	Application Number	Application Type	License Type	License Class/Class Type	Application Status
	Select Action: ▾	L00024652	Renewal	Electrician	Master	Pre-filing
	Select Action: ▾	L00024615	New License	Electrician	Master	Seal Issued



MANAGE LICENSE

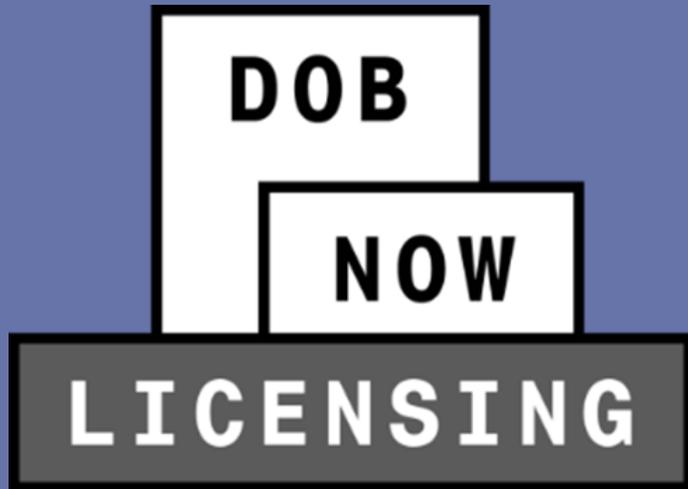


The contents of this drop-down will vary depending on licenses held.

- **Change from Special to Master Electrician** – Special Electrician to Master Electrician
- **Reissue Card** – A License Card can be reissued if the card was stolen, lost, or never received in the mail
- **Replacement Seal** – If a seal is lost, stolen or damaged, licensees can request a replacement

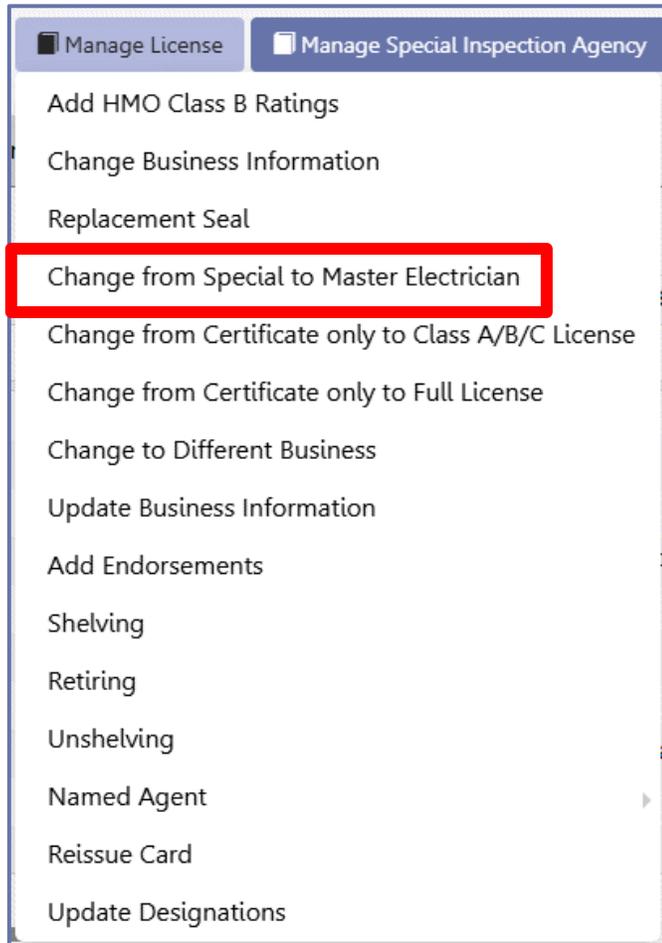
- **Retiring** – When a licensee is no longer working in that capacity, and will not be working in that capacity again, they can Retire their license. To begin working again, the licensee would need to apply for a new license.
- **Shelving** – When an Electrician is no longer working in that capacity, they can Shelf their license. The license will move to Shelved status.
- **Unshelving** – If an Electrician licensee with a Shelved license wants to start working in that capacity again, the license can be Unshelved to be made active.

- **Update Business Information** – Update businesses for Master or Special Electrician. Transactions include:
 - **Business Address Change**
 - **Business Name Change**
 - **Business Telephone Change**
 - **Change Partner or Officers**
 - **Update/Add Insurance**



MANAGE LICENSES

Change from Special to Master Electrician



- This option will only appear for users holding **Special Electrician Licenses**.
- Changing from Special to Master Electrician license type will also require submitting a **Business Approval Request**.
- Select the appropriate option from the **Manage License** drop-down menu.

CHANGE LICENSE/REGISTRATION TYPE

DOB
NOW

- Click the **radio button** for the license associated with the registration you are updating.
- Press **Proceed**.

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
<input type="radio"/>	X-006526	Filing Representative Registration	Class 1	04/23/2028	Active

Proceed **Cancel**

Change

Change with:

Change Class 1 to Class 2

Next Cancel

- Confirm your choice by pressing **Next** on the **Change** pop-up window.

CHANGE LICENSE/REGISTRATION TYPE

DOB
NOW

Save

General Information

Application Information

Application Type*
Change

License Type*
Filing Representative Registr:

License Class/Class Type*
Class 2

License Number*
006526

Change with:
 Change Class 1 to Class 2

- The **General Information** tab will be auto filled from the existing License/Registration information.
- Click **Save**.

- Existing information will be auto filled into the **Background Investigation, Qualifications/Experience** and **Child Support Certification** tabs.
- The system will grey out any sections that cannot be updated. **Update all tabs as required.**
- Upload all documents and sign the Application.**

Save Preview to File

L00027477

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signatures

License History*

+ Add History

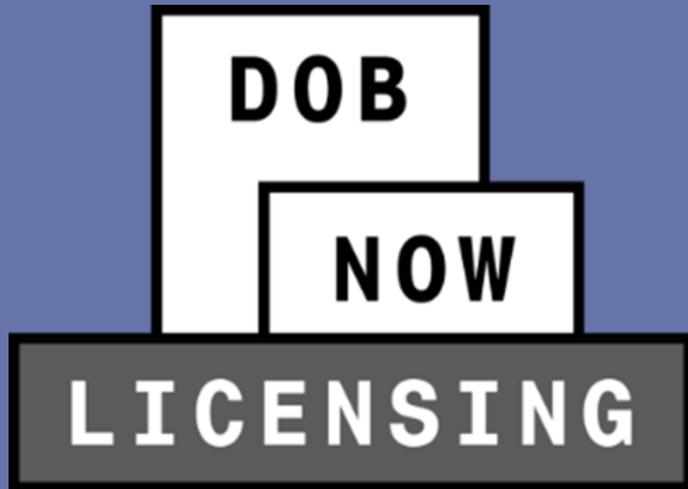
List all licenses, certifications, or registrations issued to you, by any City or State.

Actions	Name	Type
 	License Wave	Other

CHANGE LICENSE/REGISTRATION TYPE

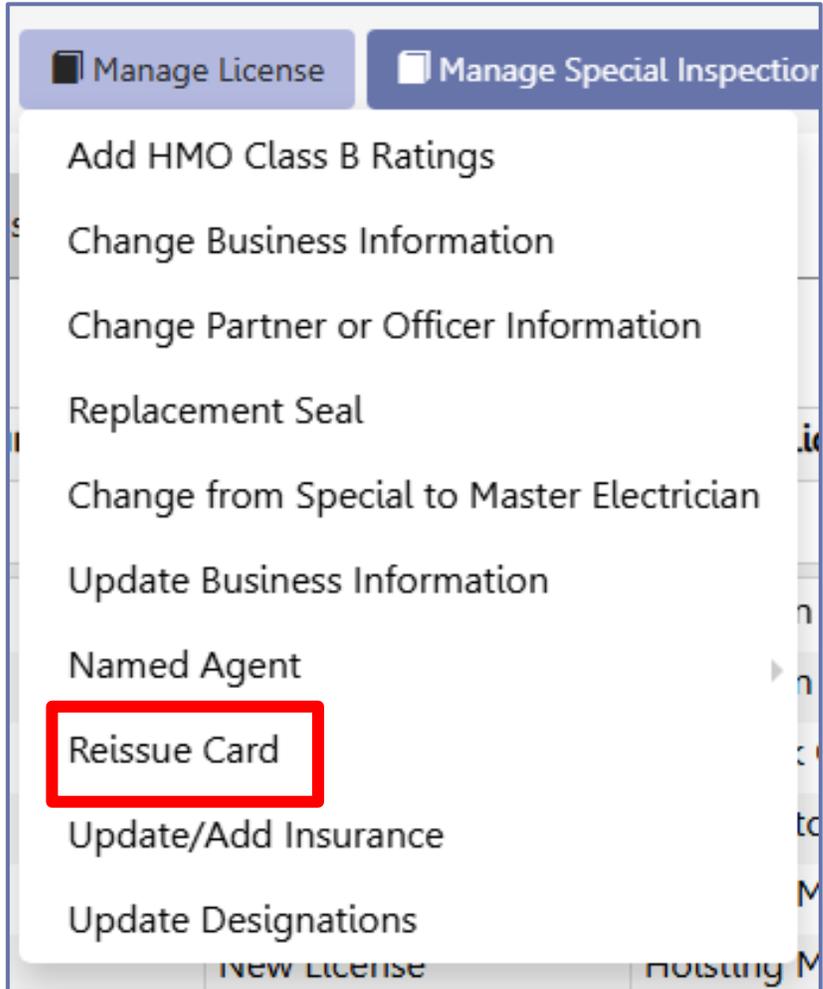
- Pay the fee before submitting your request.
- The approval process for this request will follow the same path as the initial Application.
- These change requests will appear on the **My Applications** tab of the DOB NOW: *Licensing* dashboard.

My Applications My Requests Business Approval SSM Trainee Enrollment					
Action	Filing Action	Application Number	Application Type	License Type	License Class/Class Type
	Select Action: ▾	L00027477	Change	Filing Representative Registration	Class 2
	Select Action: ▾	L00027466	New License	Filing Representative Registration	Class 1



MANAGE LICENSES

Reissue Card



- Select **Reissue Card** from the **Manage License** drop-down menu.
- Click the radio button for the relevant license.

REISSUE LICENSE – REASON FOR REISSUE

- The General Information tab will appear with the information auto populated from the original license request.
- Under the Application Information section, select a **Reason for Reissue**. The options are:
 - **Stolen ID Card**
 - **Lost ID Card**
 - **Never received ID Card** (only appears if Applicant is requesting a second Reissue)

The screenshot shows a form titled "Application Information" with several fields. The "Reason for Reissue" dropdown menu is highlighted with a red box and is open, showing the following options: "Select", "Stolen ID Card", and "Lost ID Card". The "Stolen ID Card" option is currently selected and highlighted in blue. Other fields in the form include "Application Type" (Reissue), "License Type" (Electrician), "License Class/Class Type" (Master), "License Number" (015807), "License Use" (On Behalf of a Corporation), and "Applicant" (First Name and Last Name).

Application Information		
Application Type*	License Type*	License Class/Class Type*
Reissue	Electrician	Master
License Number*	Reason for Reissue*	License Use*
015807	Select Select Stolen ID Card Lost ID Card	On Behalf of a Corporation
Applicant		Last Name*
First Name*		

REISSUE LICENSE – COMPLETE REQUEST

DOB
NOW

L00013674

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

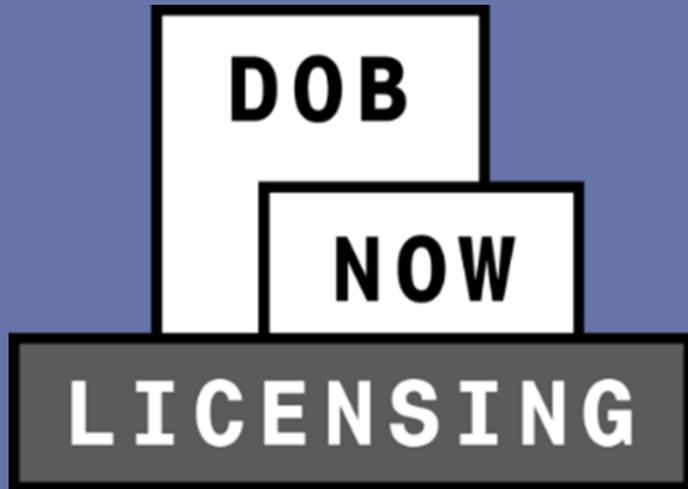
Statements and Signature

- Once the information on the General Information tab is saved, an **Application Number** will be generated.
- The process to complete the Reissue is the same as the steps in the Renewal process:
 - Fill in all new or updated information, upload any required documents and complete the attestation on the Statements and Signature tab.
 - There is a **\$50 fee** for Reissuing a license.
 - Once the request is filled out and the fee has been paid, the applicant clicks **Save** and then **Preview to File** to submit the application.



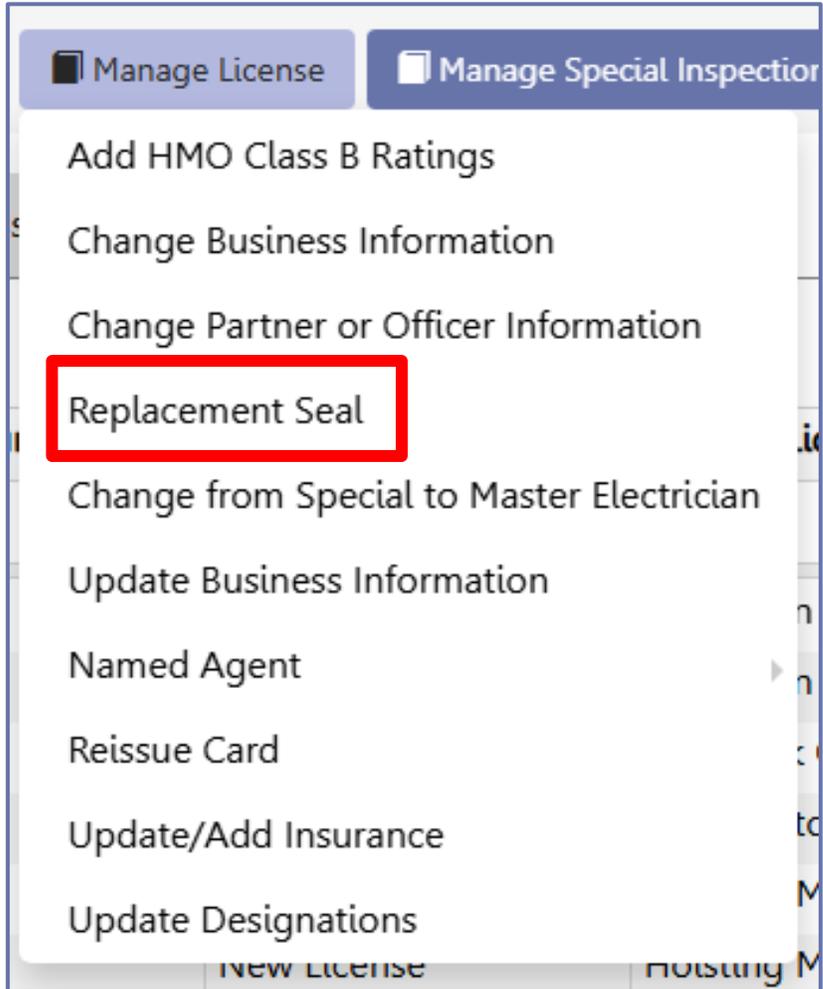
- The reissue application is then reviewed by the Licensing Unit. The Application Status is **Pending QA Review**.
- Once the Licensing Unit has **Approved** the request, the applicant will receive an email notification and the new License Card in the mail within 30 days.
- Applicants will see the Reissue Request on the My Applications tab of **DOB NOW: Licensing**.

My Applications					
My Requests					
Business Approval					
SSM Trainee Enrollment					
Action	Filing Action	Application Number	Application Type	License Type	License Class/Class Type
	Select Action: ▾	L00027550	Reissue	Electrician	Master
	Select Action: ▾	L00024615	New License	Electrician	Master



MANAGE LICENSES

Replacement Seal



- Select **Replacement Seal** from the **Manage License** drop-down menu.

REPLACEMENT SEAL

DOB
NOW

- The system will only display licenses that have an associated seal.
- Click the **radio button** for the license for which you need a replacement seal.
- Press **Proceed**.

Replacement Seal

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
<input type="radio"/>	A-015807	Electrician	Master	02/24/2025	Active

Proceed **Cancel**

Application Information

Application Type*
Replacement Seal

License Type*
Electrician

License Class/Class Type*
Master

License Number*
015807

License Use*
On Behalf of a Corporation

Reason for Replacement*

- Select a value
- Select a value
- Seal was Lost
- Seal was Stolen
- Seal was Damaged

Applicant

First Name*
HMO

Middle Initial

License

- In the General Information tab, select the **Reason for Replacement:**
 - Seal was Lost
 - Seal was Stolen
 - Seal was Damaged

- If you specify that the Seal was Damaged, select the

Description of Damage:

- Imprint not visible
- Handle broken
- Seal clip is broken
- Seal is worn out



Description of Damage*

Select a value ▼

Select a value

Imprint not visible

Handle broken

Seal clip is broken

Seal is worn out

The image shows a screenshot of a web form. At the top, the text 'Description of Damage*' is displayed in a bold, black font. Below this is a dropdown menu with a white background and a grey border. The menu is currently open, showing a list of options. The first option is 'Select a value' with a small downward-pointing chevron icon on the right. This option is highlighted with a dark grey background. Below it are four other options: 'Imprint not visible', 'Handle broken', 'Seal clip is broken', and 'Seal is worn out', all in a standard black font.

REPLACEMENT SEAL

DOB
NOW

- Click **Save**.
- The Background Investigation, Qualifications/Experience, Child Support Certification and Documents tab will appear. All information will be copied from the initial License Application.
- On the **Statements & Signature** tab, click to attest to each statement.
- Pay the **\$50** fee (if charged) and then click **Preview to File**. Follow on-screen instructions.
- The request will appear on the **My Applications** tab of the dashboard.

Save **Preview to File**

L00027482

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

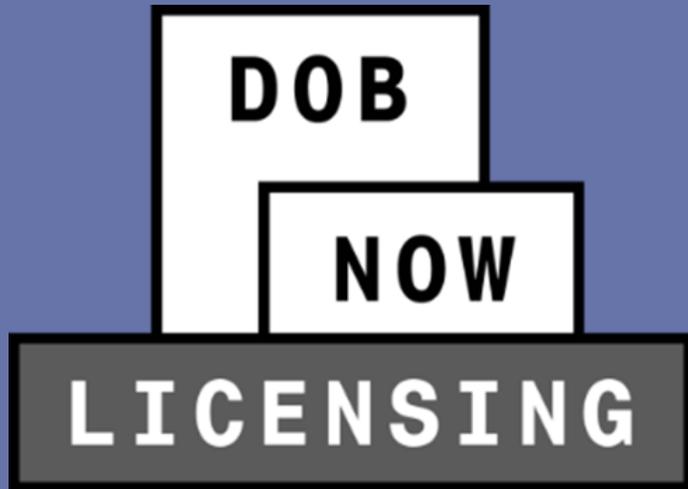
Documents

Statements and Signatures

Licensee - Sta

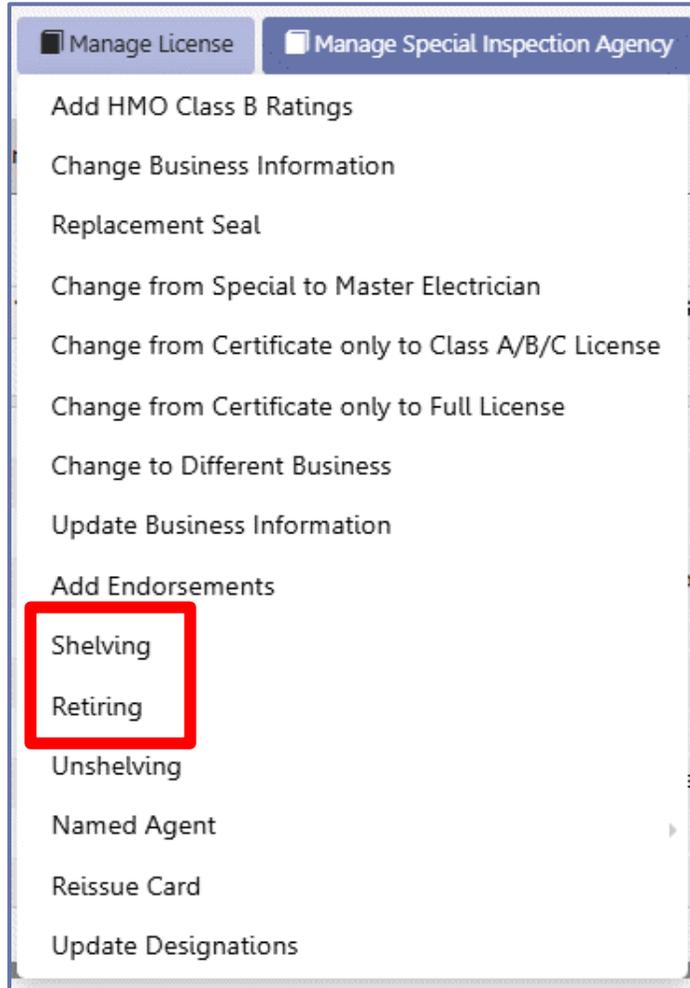
License Application*

As a condition of Code and specific track a city employee gratuity for punishable actions and requires the suspension,



MANAGE LICENSES

Shelving/Retiring



- Select **Shelving** or **Retiring** from the **Manage License** drop-down menu (the process is the same for both).

- Select the relevant license from the pop-up window and click **Proceed**.

Shelving/Retiring

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
<input type="radio"/>	A-015807	Electrician	Master	02/24/2025	Active
<input type="radio"/>	P-012578	Master Plumber	Full License	06/06/2028	Active

Application Information		
Application Type*	License Type*	License Class/Class Type*
Retiring	Master Plumber	Full License
License Number*	License Use*	Reason for Shelving/Retiring*
012578	On Behalf of a Corporation	Select a value
Status of Open Permits/Jobs*		Select a value
Select a value		
Applicant		
First Name*	Middle Initial	

- Answer the **Reason for Shelving/Retiring**. (Company has dissolved, Company will dissolve, No longer performing work in NYC, Business being sold, or Other). If you choose Other, you will need to specify the other reason.

- Also answer the **Status of Open Permits/Jobs**:
 - Open jobs transferred to another licensee
 - Closed the open jobs

Status of Open Permits/Jobs*

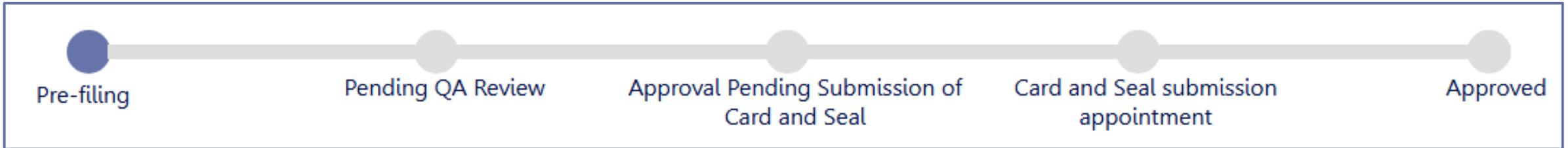
Select a value ▼

Select a value

Open jobs transferred to another licensee

Closed the open jobs

- Click **Save**.
- The **status bar** updates showing all steps of the review process. Note that both Shelving and Retiring require licensees to go to the DOB office to return their ID Card and Seal.

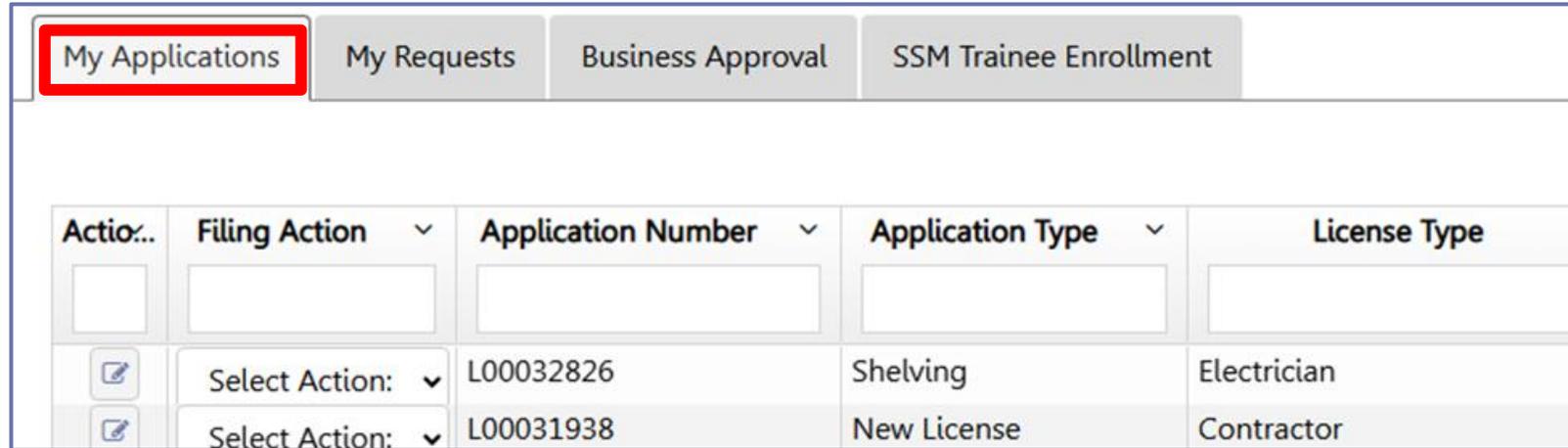


- You must upload all documents listed on the **Documents** tab. The documents listed will differ based on the reason for Retiring or Shelving you chose.

Documents*

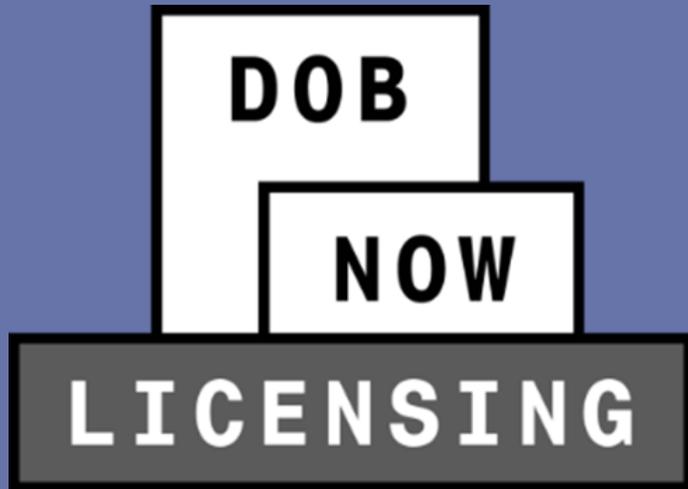
+ Add Document

Actions	Document Type
  	Notarized letter sealed with your electrical seal requesting the shelving, or retiring of the electrical license
  	Notarized letter sealed with your electrical seal stating the disposition of your old firm



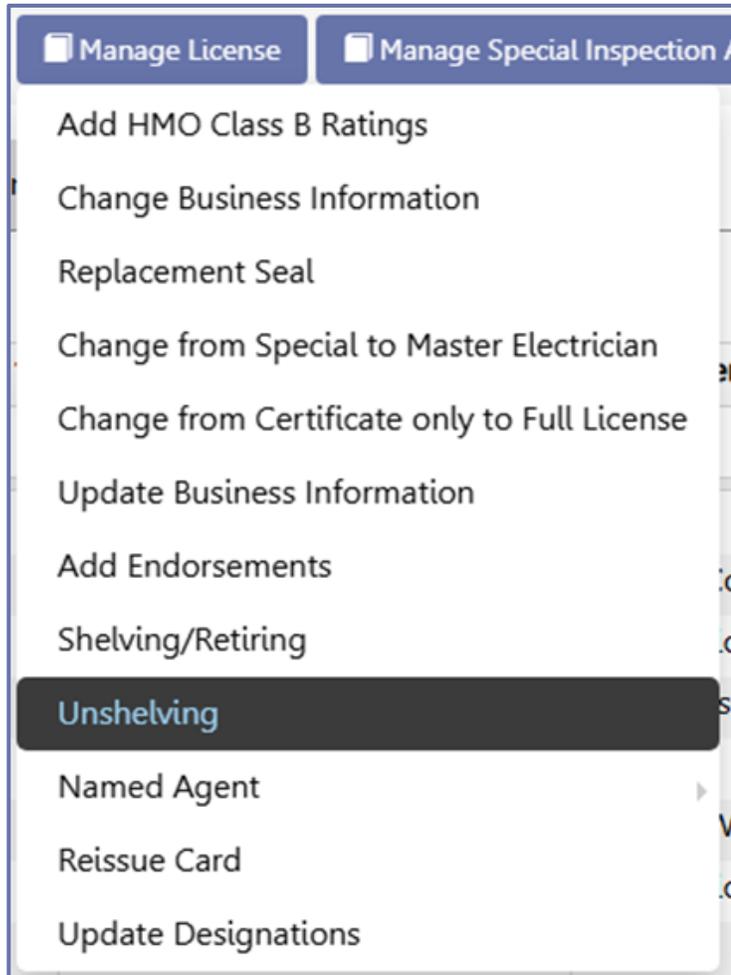
Action	Filing Action	Application Number	Application Type	License Type
	Select Action: ▾	L00032826	Shelving	Electrician
	Select Action: ▾	L00031938	New License	Contractor

- Complete the Attestations on the **Statements and Signatures** tab and then click **Preview to File** to submit your request.
- Shelving/Retiring requests will appear on the **My Applications** tab of the DOB NOW: *Licensing* dashboard.
- Once your submission has reached **Approval Pending Submission of Card and Seal** status, you must schedule an **Appointment**. The Appointment process is the same as seen in the New License section above.



MANAGE LICENSES

Unshelving



- Unshelving is only available for Electrician licenses that have previously been Shelved.
- Hover over the **Manage License** button and select **Unshelving**.

- Select the appropriate License and click **Proceed**.

Unshelving

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
<input type="radio"/>	A-015807	Electrician	Master	02/24/2025	Shelved

Proceed Cancel

- When the Application appears click **Save**.
- Click **Save** again on the Notification pop up.

Save

General Information

Application Information

Application Type*
Unshelving

License Use*
On Behalf of a Corporation

- All information will be copied from the original License Application and cannot be changed.
- Complete the **Attestations** on the **Statements and Signature** tab and pay the **Unshelving fee**.
 - If the license is Unshelved within the renewal/expiry term, the fee will be **\$340** (license fee plus seal fee).
 - If the license is Unshelved after the term has expired, there will be an **additional \$90 fee per expired term**.
- Click **Preview to File** to submit your request.
- Once the Unshelving request moves through **QA review**, the Applicant will need to submit a **BAR request**.

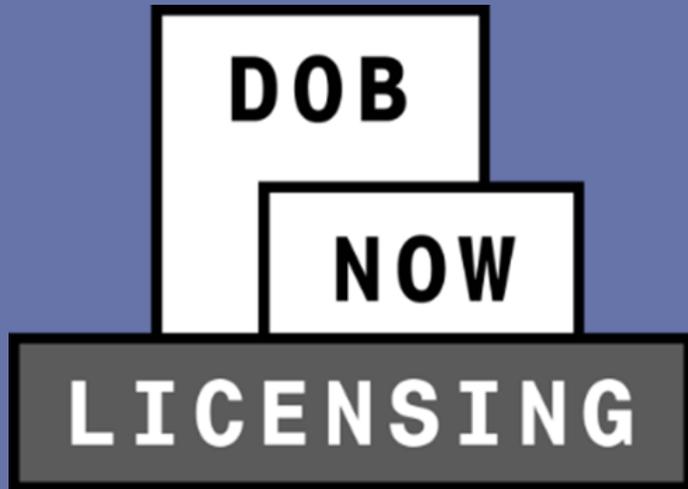


Documents*

+ Add Document

Actions	Document Type	
  	Proof of involvement in the electrical industry during the period the license was shelved	Required
  	General Liability Insurance Certificate	Required
  	Letter designating one electrician as the responsible representative of the firm	Required
  	Disability Insurance exemption form	Required

- The Documents required as part of the BAR request include **Proof of Involvement in the electrical industry during the period the license was shelved.**
- Once the BAR is approved, Applicants will need to schedule an Appointment to get their License Card and then subsequently to pick up their seal as shown in the New License section.



MANAGE LICENSES

Update Business Information

UPDATE BUSINESS INFORMATION

DOB
NOW

- To update Business Information, hover over the **Manage License** button and select **Update Business Information**.
- Select the relevant License and click **Next**.

Manage License | Manage Special Inspection Agency

- Add HMO Class B Ratings
- Change Business Information
- Replacement Seal
- Change from Special to Master Electrician
- Change from Certificate only to Class A/B/C License
- Change from Certificate only to Full License
- Change to Different Business
- Update Business Information**
- Add Endorsements

Update Business Information

Select	License Number	License Type	License Cl		
<input type="radio"/>	X-006526	Filing Representative Registration	Class 1		
<input checked="" type="radio"/>	P-012472	Master Plumber	Full License	04/25/2028	Active

Next Cancel

UPDATE BUSINESS INFORMATION

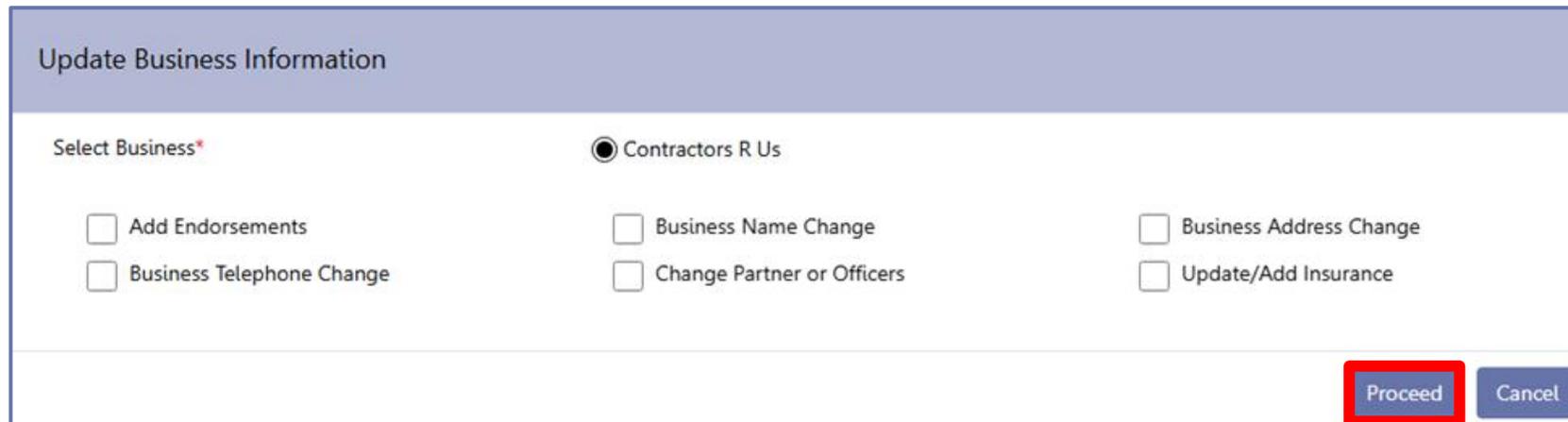
DOB
NOW



Update Business Information

Select Business* Contractors R Us

- Click the **radio button** to select the business you are updating and then press **Proceed**.
- Click the checkbox(es) for the information that will be updated and click **Proceed** again. Not all options may be combined; the system will adjust to make it clear what can and cannot be combined.



Update Business Information

Select Business* Contractors R Us

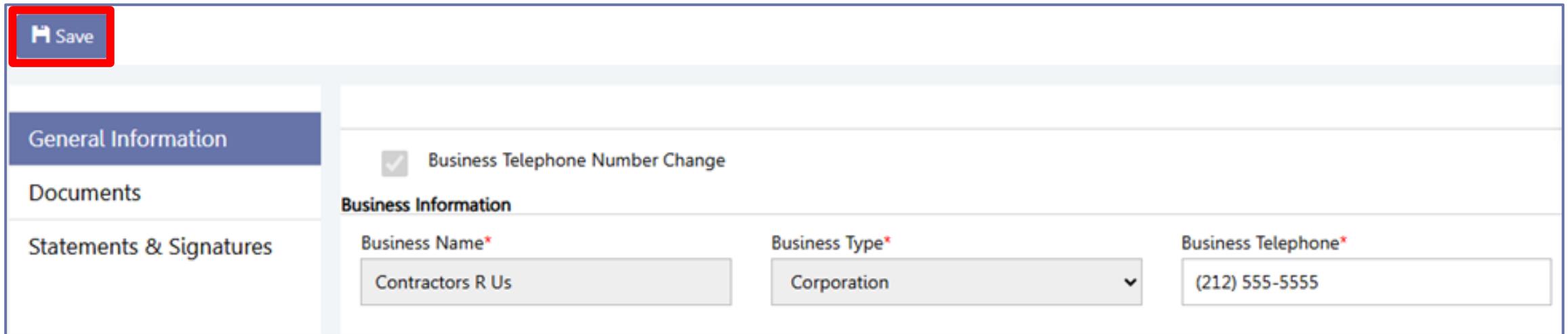
Add Endorsements Business Name Change Business Address Change

Business Telephone Change Change Partner or Officers Update/Add Insurance

BUSINESS INFORMATION – REQUIRED DOCUMENTS

DOB
NOW

- The field(s) you are updating will allow you to input changes.
- Click **Save** once all fields are updated.



Save

General Information

Documents

Statements & Signatures

Business Telephone Number Change

Business Information

Business Name*
Contractors R Us

Business Type*
Corporation

Business Telephone*
(212) 555-5555

Licensee - Statements & Signatures

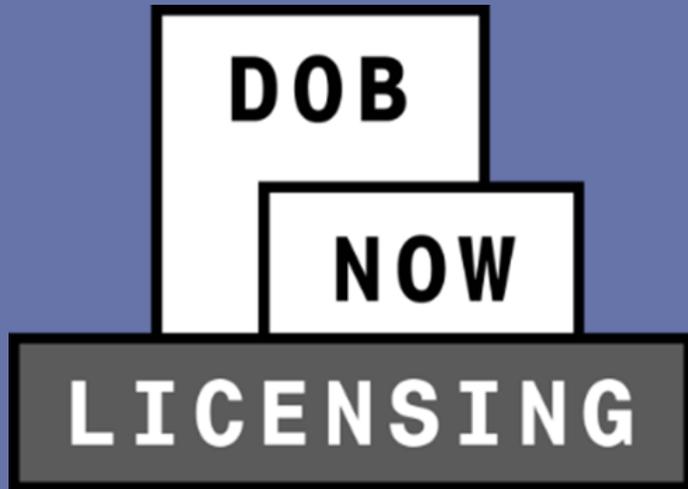
I have read and I understand all the items contained in this application. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.

Name

Date

- If documents are required, they will be listed on the Documents tab. Upload as necessary.
- Check the box on the **Statements & Signature** tab to attest.
- **Save** the request and then click **Preview to File**.
- The request will appear on the **Business Approval** tab of the dashboard.



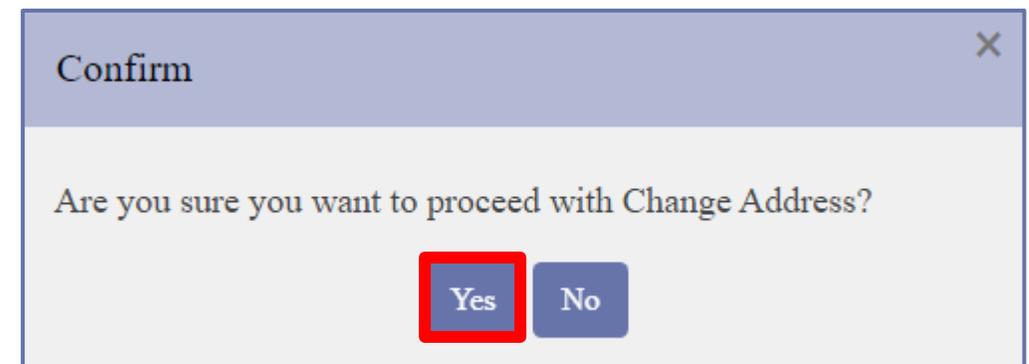
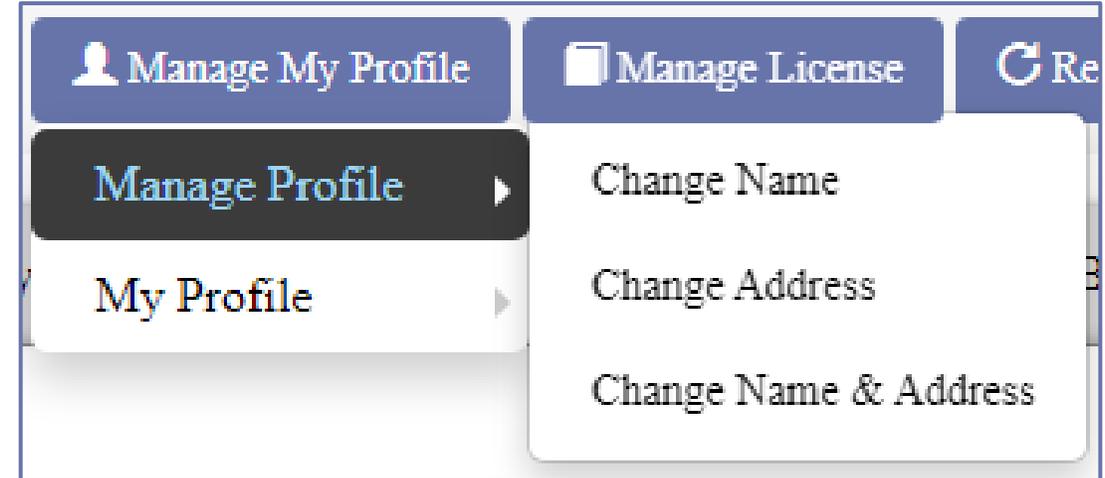
MANAGE PROFILE

Update License Holder Name or Address

MANAGE PROFILE – UPDATE LICENSE HOLDER INFORMATION

DOB
NOW

- To update the Licensee's **name** and/or **address**, hover over the **Manage My Profile** button on the dashboard and select **Manage Profile**.
- From there, make a selection:
 - **Change Name**
 - **Change Address**
 - **Change Name & Address**
- A notification will appear to confirm the change. Click **Yes**.



UPDATE LICENSE HOLDER INFORMATION – NAME OR ADDRESS

DOB
NOW

- The Applicant will be brought into a new window where they will see the existing information as well as blank boxes to **enter new information**.
- Once all information has been updated, click **Save** to generate a **Request Number**.

Save Preview to File

CR00000241

General Information

Licensee Existing Name
Elevator License12

Licensee Existing Address
280 BROADWAY, GOTHAM CITY
MANHATTAN New York, 10007

Licensee New Name/Address

First Name* Middle Initial Last Name*

Email*
elevatorlicense12@gmail.com

House Number* Street Name* Apartment/Building Number*

City* Borough* State*
Select Select

Zip Code* Home Telephone* Mobile Telephone*

UPDATE LICENSE HOLDER INFORMATION – REQUIRED DOCUMENTS

DOB
NOW

Documents*

+ Add Document

Actions	Document Type
  	Proof of Name Change (current photo ID: driver's license, learner's...
  	Proof of Residence (utility bill, bank statement, or lease/deed)

- In the **Documents Tab**, the Applicant must upload **Proof of Name Change** (current photo ID: driver's license, learner's permit, state ID, green card, or passport) and/or **Proof of Residence** (utility bill, bank statement, or lease/deed).

- The License holder then **attests** to the update request by clicking the checkbox.

Statements & Signature

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.*

Name

Date

UPDATE LICENSE HOLDER INFORMATION – PAY FEE

DOB
NOW

Save Preview to File

CR00000241

- **Save** the request.
- The request cannot be submitted until the fee of **\$50 per license** is paid.
- Click on the **Pay Now** button on the bottom of the right menu bar to make the payment.

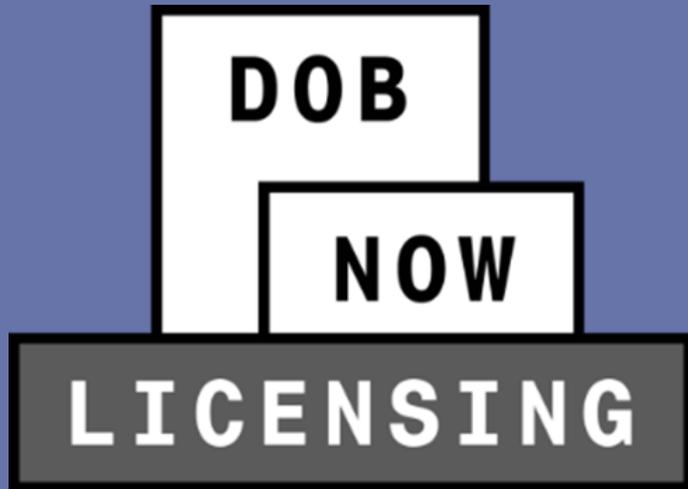
- Dashboard
- Request Highlights
- View Filing
- Trace History
- Payment History
- \$50.00 Pay Now**

UPDATE LICENSE HOLDER INFORMATION

DOB
NOW



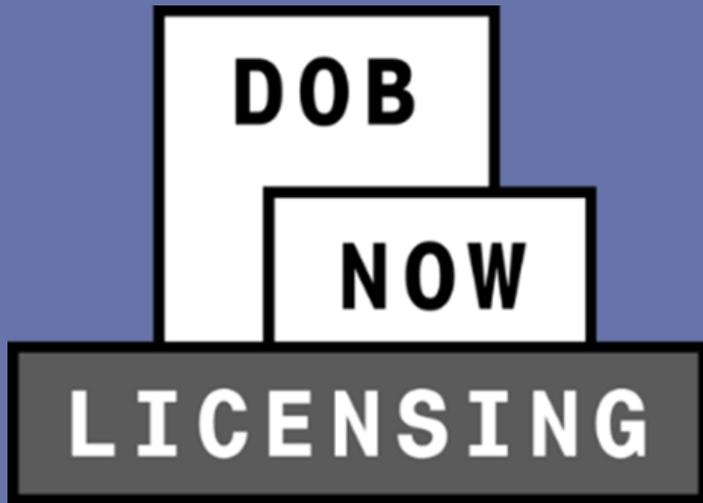
- Click **Preview to File** to submit the Request.
- If acceptable, **check the box** to attest on the final page.
- Click **File** to submit the request.
- Once the Licensing Unit has **Approved** the request, the applicant will receive an email notification and the new License Card in the mail within 30 days.



IMPORTANT NOTES

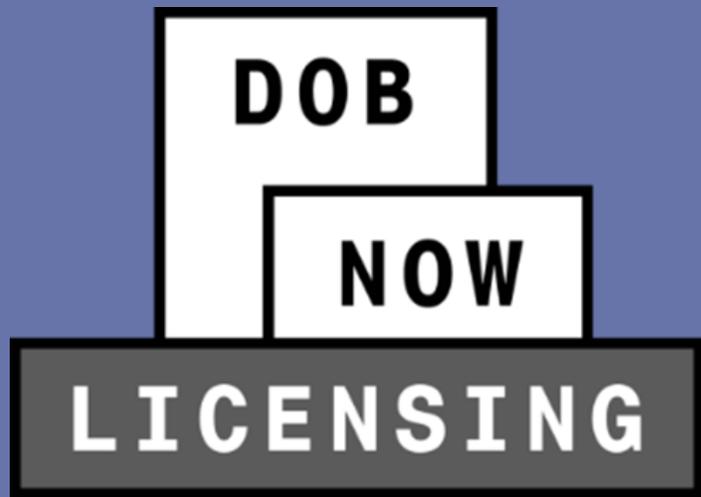
- The information in an approved DOB NOW: *Licensing* application **creates a DOB NOW profile**. When the email address associated with a DOB NOW profile is entered into a filing in DOB NOW: *Build*, DOB NOW: *Safety* or DOB NOW: *BIS Options*, it will auto-populate with the information provided.
- Licenses issued in DOB NOW: *Licensing* are automatically reflected in your DOB NOW profile and no longer require authentication. An NYC.ID account is required to access DOB NOW. An eFiling account is no longer needed, and updates made in eFiling will not sync with your DOB NOW profile. Any changes to these licenses are made directly in DOB NOW: *Licensing*.





THANK YOU!

NO PAPER. NO LINES.



NO PAPER. NO LINES.

QUESTIONS?