Electronic Insurance Certificate Submission

Effective January 2, 2018, license and registration holders must submit their business insurance certificates electronically. Insurance updates for General Contractors, Safety Registrations, and Tracking number insurance updates will no longer be processed at the Licensing counter.

Insurance updates will be processed within three (3) business days. Your submission must comply with the following:

- Business name and address must match Department records.
- Corrected forms must be submitted by your insurance producer or insurance broker.
- The Certificate Holder box must read:
  New York City Department of Buildings
  Attn: Licensing & Exams Unit
  280 Broadway, 6th Floor
  New York, NY 10007
- All information must be typed. Handwritten corrections will not be accepted.
- Insurance certificates are required to be in PDF format.
- Insurance email subject line must include a license number(s) and license type(s)
- Updated insurance certificates must be emailed to the designated mailbox associated with your license/registration type:
  - Elevator Agency Directors: ElevatorAgencyinsurance@buildings.nyc.gov
  - Oil Burner Equipment Installers: Oilburnerinsurance@buildings.nyc.gov
  - Plumbing and Fire Suppression Contractors: PlumbingandFireSupinsurance@buildings.nyc.gov
  - Master and Special Electricians: Electricianinsurance@buildings.nyc.gov
  - Riggers and Sign Hangers: RiggerandSignHangerinsurance@buildings.nyc.gov
  - Registered General Contractors, Safety Registrations, and Insurance Tracking Numbers: GCinsurance@buildings.nyc.gov

  NOTE: Pictures of insurance certificates will not be accepted. Multiple submissions will delay the process.

The Licensing Insurance Guidelines for license/registrant holders can be found in the Department’s website on the Licensing & Exams page.

POST UNTIL: December 31, 2018