

## Changing Business Information

In order to change the business information that is associated with your High Pressure Boiler Operating Engineer license you must mail in the following:

- [LIC2](#) application
- [LIC34](#), if applicable
- Current Department-issued card
- Notarized letter from the current company on company letterhead detailing the responsibility of boilers from your employer on company letterhead (if responsible for boilers)
- Current boiler inspection certificates (if responsible for boilers)
- Notarized letter from the old company stating you no longer work for them (if applicable)
- \$50.00 fee

## Changes to Business Address

In order to change the business information that is associated with your High Pressure Boiler Operating Engineer license you must **mail** in the following:

- [LIC2](#) application
- [LIC34](#), if applicable
- Notarized letter requesting change

## Changing from Business to Individual Use

In order to change from business to personal use for your High Pressure Boiler Operating Engineer license you **must** mail in the following:

- A notarized letter stating that the licensee is not responsible for any boilers and to change the license from **business to individual use**
- [LIC2](#) Application;
- [LIC34](#), if applicable

## Submitting Documents

All documentation should be mailed to the NYC Department of Buildings' Licensing & Exams unit located at:

New York City Department of Buildings  
Licensing & Exams Unit  
280 Broadway, 1<sup>st</sup> Floor  
New York, NY 10007