

Step 1: Pay Renewal Fees

Code and Zoning Representatives **must** pay their renewal fees through the Department's secure online payment portal at www.nyc.gov/licensepayment. After your online payment is processed, you will receive a confirmation email from noreply@finance.nyc.gov the subject will be *Department of Buildings Payment Confirmation*.

Step 2: Submit Application & Supporting Documents

To complete the renewal process, Class 2 Code and Zoning Representatives **must scan** their application and the required documents listed below to FilingClass2Renewals@buildings.nyc.gov.

Required documents include:

- Original, **typewritten** [LIC8: Filing Representative Application](#) (LIC8 **must** be signed)
 - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address if the home address has changed
- Completed [Child Support Certification Form](#) - **no exemptions due to parental status**
- Signed [Code of Conduct](#) receipt (**must** have your Code and Zoning Representative ID # printed on the receipt)
- Copy of confirmation email for online payment
*NOTE: To avoid a \$50.00 late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on the registration card.*
- Copy of your **Certificate of Completion** for the Department-approved 16-hour Code and Zoning Representative Department-approved course, if not already submitted
 - Applicants will be required to complete the [Filing Representative Affidavit](#) in lieu of the 16-hour Code and Zoning course until the 16-hour Code and Zoning Representative courses are ready*NOTE: For course information please refer to the [Filing Representative Training Courses](#) section on the Department's website.*

Reminders:

To avoid delays in processing your renewal application please note the following:

- Documents not submitted as **clear PDF scans** will not be processed and your application will be returned to you. **Pictures will not be accepted.**
- Documents **must** be scanned separately (meaning there should be **at least five (5) scanned documents** per renewal submission).
- Once a Filing Representative's identification card has expired or a new one has been issued, the prior or expired ID may no longer be used.
- Registrants will be emailed further instructions on setting up an appointment to pick-up their registration cards. Registration cards will be mailed to the applicant's home address if they do not arrive for their scheduled appointment in the required time.