

## Step 1: Renewal Application Submission

Class 'C' Hoisting Machine Operators must submit their renewal applications online. Class 'C' Hoisting Machine Operators that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

The applicant **must** have the current \*[NCCCO](#) Certification(s) to complete the renewal process. See the [National Crane Certification Requirements for NYC Hoist Machine Operator Licenses page](#) for information about which certifications are required. During the one (1) year immediately prior to renewal, the Licensee **must** successfully complete a **Department-approved 8-hour Refresher Course**. For the **HMO Refresher Course** registration go to <http://inter.viewcentral.com/reg/cps/8HourRefresher>.

## Step 2: Upload Supporting Documentation

To complete the online renewal process, Class 'C' Hoisting Machine Operators must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options** section:

*NOTE: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.*

Supporting documents include

- Original, typewritten [LIC2](#) License Application
- 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, typewritten [LIC34](#): Licensing Supplemental Affidavit (if applicable)
- [LIC50](#) or [LIC51](#) application  
*NOTE: Renewal applicants with a home address outside of New York City's five (5) boroughs **must** complete the [LIC50](#) Authorization for Service of Process by Agent. Renewal applicants may also fill out the [LIC51](#) Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.*
- [Proof of Certification of Compliance with substance abuse](#).
- [LIC61](#): Physical Examination Form, signed by a physician (**must** be completed within 90 days prior to renewal)
- Notarized letter from the Licensee that includes the name, address, and phone number of the physician/laboratory, including your **consent to release the results of the substance abuse test to the Department upon request**.
- Current [NCCCO](#) Certification card with the proper [endorsements](#).  
*NOTE: The applicant **must** have the current NCCCO Certifications in order to renew. See the [National Crane Certification Requirements for NYC Hoist Machine Operator Licenses page](#) for information about which certifications are required*
- [Child Support Certification Form](#)
- Driver's License (Any licenses with driving conditions or restrictions, will not be acceptable)
- [Eight \(8\) hour refresher course certificate](#)

- Current/Expired NYC Hoisting Machine License card
- \$75.00** renewal fee – paid at the time of renewal via the online portal
- \$125.00** Late renewal fee (includes \$75.00 renewal fee and \$50.00 late fee) – paid at the time of renewal via the online portal

To avoid a late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on the license card

During the year immediately prior to renewal, the Licensee **must** have successfully completed a **Department-approved 8-hour course**. For the **HMO Refresher Course registration**, go to <http://inter.viewcentral.com/reg/cps/8HourRefresher>.

### Step 3: Obtaining the License Card

You will receive your license card by mail.

*NOTE: If you received an **Intent Not to Renew** letter, you **must** submit the required documentation stated in the letter **PRIOR** to renewal, and you **must** be cleared to renew before coming to the Licensing & Exams Unit to begin the renewal process.*