

## **License Application (LIC2): Supplemental instructions for Stationary/Portable Engineers**

Original applicants must schedule an appointment with the Licensing Unit by calling (212) 393-2259.  
Window Hours: 9:00am – 12:45pm

### **ORIGINAL APPLICANTS MUST PROVIDE THE FOLLOWING (all documents must be original):**

- Completed typed license application ([LIC2](#))
- Completed typed [LIC34](#) License Affidavit (if applicable)
- Examination Score Report Form
- Original letter of appointment from the Department of Buildings
- Valid photo I.D. (eg: driver's license, NYS non-driver's ID, current passport or green card)
- Original Birth Certificate
- Original Social Security Card
- Last Pay Stub or W2
- Proof of residence with utility bill, lease, deed or bank statement (cellular phone bills not accepted)
- Two (2) current 2x2 photographs (passport size)
- Current boiler inspection certificates if applicant is responsible for boilers (dated within 1 year prior to appointment)
- Each licensed engineer must submit a letter stating whether he/she responsible for high pressure boilers. It must include a statement that the applicant is responsible for high pressure boilers under his/her engineer license. This letter must:
  - Be on the business letterhead of the employer
  - State the address of the boilers
  - The boilers serial numbers
  - Dates of inspections
  - Signed by employer

**If applicant is not responsible for high pressure boilers, a letter from the employer or a notarized letter from the applicant stating that the licensee is not responsible for boilers at this time; must be submitted.**

### **RENEWAL APPLICANTS MUST PROVIDE THE FOLLOWING:**

- Completed typed license application ([LIC2](#))
- Completed types [LIC34](#) license affidavit (if applicable)
- One (1) 2x2 current photograph (passport size)
- Updated boiler inspection certificates if licensee is responsible for boilers (dated within 1 year prior to renewal)
- Updated letter of responsibility from employer (Follow above format). **The letter of responsibility is required every year. No Exceptions!**
- **All licenses must be renewed 30-60 days prior to the expiration date by mail.**

### **SOCIAL SECURITY INFORMATION FOR ORIGINAL AND RENEWAL APPLICANTS:**

- In accordance with Federal and State Laws, the New York City Department of Buildings requires that all applicants for licenses/license holders provide their Social Security Number (SSN). DOB will use the SSN to conduct background investigations and maintain accurate license and related records. This information may be shared with other government agencies, consistent with applicable laws and Departmental policy or with the SSN holder's written permission, but will otherwise be kept confidential. The specific statutory authority for requiring SSN's is in the following: Federal Law-Privacy Act of 1974 (Section 7 of P.L., 93-579); Welfare Reform Act of 1996 (42 USCA 666(a)), and Section 5 of the NYS Tax Law.

Questions? Call the Licensing Unit Hotline (212) 393-2259