

The Department will allow the following licensees to deactivate their licenses while remaining active in their respective trades:

- Master Plumbers*
- Riggers
- Master Sign Hangers
- Site Safety Managers
- Welders
- Master Fire Suppression Piping Contractors*
- High Pressure Boiler Operating Engineers
- Oil Burning Equipment Installer
- Hoisting Machine Operators
- Private Elevator Agency Directors/Inspectors

* *Master Plumbers and Master Fire Suppression Piping Contractors should follow the instructions in the [Changes Guide](#) located in the [Master Plumber/Master Fire Suppression Piping Contractor Changes](#) section on the Department's website.*

License Deactivations are done **by appointment only**. Appointments are available Monday through Friday, 9:00am to 11:30am. To schedule an appointment, please email the Licensing & Exams Unit at licensingappointments@buildings.nyc.gov.

STEP 1: Request a Batch Report

Request a Batch Report to obtain a list of any open jobs, pending violations, or outstanding penalties. Requests can be submitted by email to batchrequest@buildings.nyc.gov for Plumbing/Fire Suppression licenses and licensedeactivations@buildings.nyc.gov for all other license types.

STEP 2: Schedule an Appointment

Following a response on your Batch Request, the licensee **must** schedule an appointment and go in-person to the Licensing Unit to deactivate the license.

To deactivate your license, you **must** submit the following in-person:

- Completed [LIC1](#) or [LIC2](#) Application
- [LIC34](#), if applicable
- A notarized affidavit requesting the deactivation of the license
- Department of Buildings-issued License Card
- Department of Buildings-issued Seal (if applicable)
- Print out indicating the absence of fines and violations issued to the company/licensee, or proof of payment for any outstanding violations, **must** be submitted to the Licensing & Exams Unit

*NOTE: This **must** be completed and approved before a company can be removed.*

- Print out indicating the absence of any open jobs listed under your name, license number or business associated with your license
- A notarized affidavit, on company letterhead, stating the disposition of the company for all licenses required to have a business associated with the license. The affidavit **must** clearly state if the company will remain in operation or if it is closing.
- \$50.00 Change Fee

All documentation **must** be submitted in-person by the licensee between of 9:00am - 12:45pm to:

NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007