

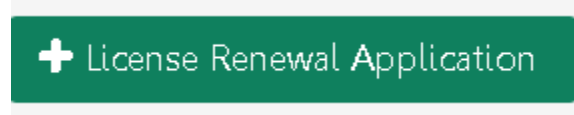
License Renewal Application User Guide

Applicants will log into DOB NOW with their eFiling account at www.nyc.gov/dobnow. If you need to create an eFiling account, visit www.nyc.gov/dobnowtips. An active [eFiling account](#) specific to your license number is required.

Once logged in, click on the **BIS Options** icon:



To create a new request, click the **+License Renewal Application** button:



In the next window, select your **License Type**. The corresponding License Number will then appear in the grayed out box. The license number cannot be edited. The information is taken from what you have entered in your eFiling account.

License Renewal

License Type*

Construction Superintendent

License Number*

N - 999998

Next Cancel

An alert will appear if the applicant is not logged in with an eFiling account that is specific to the license type selected.

License Renewal

License Type*

Elevator Agency

License Number*

! The applicant must be the license/registration holder logged in with an eFiling account that is specific to the license type. See www.nyc.gov/dobnowtips for information about eFiling registration

Next Cancel

Applicants will also be alerted if their license does not fall within the timeframe for a renewal application.

License Renewal

License Type*

Electrician

License Number*

A - 999999

! A renewal application cannot be submitted at this time because the license expires in more than 60 days. Try again when it is within 60 days from the expiration date.

Next Cancel

An alert is given if the license expiration date exceeds the timeframe for when a renewal is allowed.

License Renewal

License Type*

Construction Superintendent

License Number*

N - 999998

! A renewal application cannot be submitted because DOB records indicate your license expiration date exceeds the time period for renewals. Visit the DOB Licensing website for guidelines at www.nyc.gov/DOBlicensing.

Next Cancel

Once the applicant is able to select **Next**, the application opens on the General Information tab. Information from the eFiling account is pre-populated in the application in the grayed out fields and cannot be edited. The applicant must enter a home phone, a mobile phone, answer any questions under Additional Information and can provide comments. Select **Save** to proceed.

Save

Complete all required sections including the Documents and Statements & Signature tabs. Select Pay Now to process payment. Once the Save button is selected, a Submit button will appear. This request will not be reviewed by DOB until the Submit button is selected and confirmation is given for it to be submitted.

Dashboard

General Information

License Renewal Information

Application Type* License Renewal License Type* Rigger License Class/Class Type* Master

License Number* R - 999993 License Expiration Date 05/01/2020

Applicant Information

Email* BUILD041@BUILDINGSNYC.GOV First Name FIRSTNAME Middle Initial

Last Name FIRSTNAME Business Name BUSINESS01 Business Address 123 MAIN ST

City NY State NY Zip Code 11111

Business Telephone Home Phone* Mobile Phone*

Additional Information

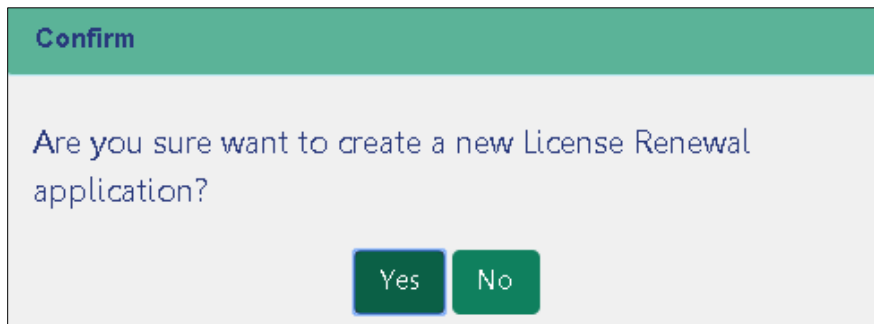
Are you including Foremen in the License Renewal? Yes No

Comments

A message at the top of the screen provides directions. The options to upload documents, pay or submit the application will not appear until the Save button is selected.

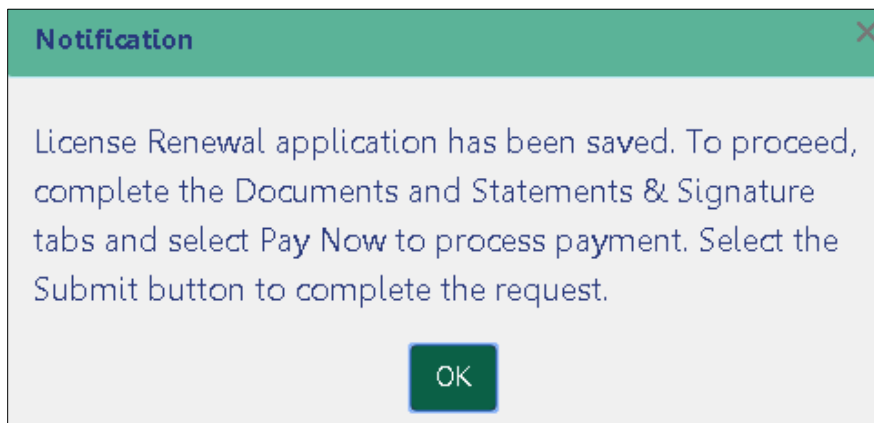
Complete all required sections including the Documents and Statements & Signature tabs. Select Pay Now to process payment. Once the Save button is selected, a Submit button will appear. This request will not be reviewed by DOB until the Submit button is selected and confirmation is given for it to be submitted.

After Save is selected (and data has been entered in all the required fields) the applicant is asked to review and create the request:



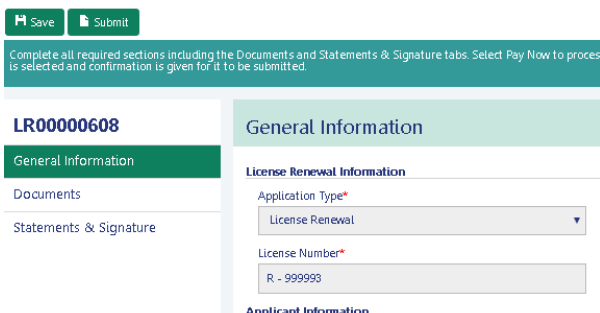
A dialog box with a green header labeled "Confirm". The main text asks, "Are you sure want to create a new License Renewal application?". At the bottom, there are two green buttons: "Yes" and "No".

After selecting **Yes**, the applicant is told the following::



A notification dialog box with a green header labeled "Notification" and a close button (X) in the top right corner. The main text reads: "License Renewal application has been saved. To proceed, complete the Documents and Statements & Signature tabs and select Pay Now to process payment. Select the Submit button to complete the request." At the bottom center is a green "OK" button.

Clicking OK gives the request a number that will appear in the top left of the application. In this example it is **LR00000608**::



A screenshot of the application form. At the top left, there are "Save" and "Submit" buttons. Below them is a green message bar with the text: "Complete all required sections including the Documents and Statements & Signature tabs. Select Pay Now to process payment. Once the Save button is selected, a Submit button will appear. This request will not be reviewed by DOB until the Submit button is selected and confirmation is given for it to be submitted." The form has a sidebar on the left with tabs: "General Information" (selected), "Documents", and "Statements & Signature". The main content area shows the "General Information" section with the request number "LR00000608" in the top left. Below this is the "License Renewal Information" section with a dropdown menu for "Application Type" set to "License Renewal" and a text input for "License Number" containing "R - 999999".

Now the applicant can upload documentation. Select the **Documents** tab and select **+Add Document**:

The screenshot shows the 'Required Documents' section of the application. On the left, there is a sidebar with tabs: 'General Information', 'Documents' (highlighted in green), and 'Statements & Signature'. The main area has a header 'Required Documents' and a green '+ Add Document' button. Below the button is a table with columns: 'Document Type', 'Document Status', 'Uploaded On', and 'Actions'. A dashed box contains a warning message: 'All LIC forms and renewal requirements are available at www.nyc.gov/DOBLicensing. Each required document needs to either be scanned or you can take a picture of it. If you are taking a picture, be sure that the camera is positioned above the document and that the image fills the entire screen. If the image is not clear and readable it will not be accepted, which will delay the processing of your application.'

A new window will appear to select the Document Type you are providing. This message appears on the Documents tab:

All LIC forms and renewal requirements are available at www.nyc.gov/DOBLicensing. Each required document needs to either be scanned or you can take a picture of it. If you are taking a picture, be sure that the camera is positioned above the document and that the image fills the entire screen. If the image is not clear and readable it will not be accepted, which will delay the processing of your application.

Select Choose File to select the document from your desktop and then select Upload for it to be added to the application. Select **+Add Document** and continue with these steps for each form that needs to be provided.

The screenshot shows a modal window titled 'Upload Document'. It has a green header. Below the header, there is a 'Document Type*' dropdown menu with 'Select:' in the text box. Underneath is a 'Document' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the modal are two buttons: 'Upload' and 'Cancel'. The background shows a blurred view of the 'Required Documents' table from the previous screenshot.

Once all of the documentation has been uploaded, the applicant needs to complete the **Statements & Signature** tab. Attest to the request by checking the box so that the name and date boxes are populated. Then **Save** the file:

Save Submit

Complete all required sections including the Documents and Statements & Signature tabs. Select Pay Now to process payment. Once the Save button is selected, a S reviewed by DOB until the Submit button is selected and confirmation is given for it to be submitted.

LR00000608

General Information

Documents

Statements & Signature

Statements & Signature

Applicant's Statement*

As a condition of being granted a license, registration and/or qualification from the New York City Department of... applicable provisions of the New York City Administrative Code and Department rules, regulations, and directives... qualification holders conduct their specific trade.

I understand that falsification of any statement or record submitted to the Department is a misdemeanor and is pu... understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary... performing the job or in exchange for special consideration. I further understand that such actions are punishable... revocation of license, registration, and/or qualification.

I understand that, pursuant to §§ 28-401.19 and 28-401.20 of the NYC Administrative Code, my failure to coope... governmental investigation may result in disciplinary measures authorized by law, including but not limited to susper... or certificate of competence issued by the Department.

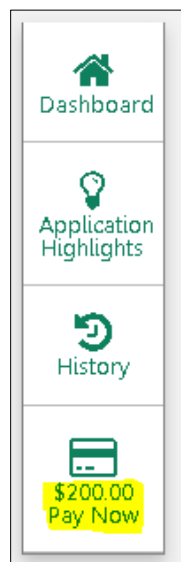
I have reviewed the information provided in this application and hereby attest that, to the best of my knowledg... accurate. I further attest that all attachments submitted with this application are copies of the original documents.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and e... statements above. I understand that this electronic signature shall have the same validity and effect as a signature affi...

Name: FIRSTNAME FIRSTNAME (Electronically Signed)

Date: 05/07/2020

Once the Documents and Statement & Signature sections are complete and the application is Saved, the applicant can pay by selecting the Pay Now button from the menu on the right side of the screen:



Confirm that you want to make payment by selecting **Yes**.

Payment Confirmation

Please note that the following data cannot be changed after the payment has been made on this filing:

- Are you including Foremen in the License Renewal? : **No**

Are you sure you want to make a payment now for **\$200.00**?

Payment is not the last step. After the payment is processed, click the Submit button at the top of the screen to submit the application.

Please confirm that your pop-up blocker is turned off before proceeding to Payment.

You will then be taken to the CityPay site to submit payment by eCheck or credit card. See the [Payment Guide](#) if you need assistance with CityPay.

When paid, you will receive a confirmation email and receipt of the payment:

**B I S
OPTIONS**

Receipt for : License Renewal : LR00000608 : Rigger

Receipt Details

Application Number : LR00000608	Application Type : License Renewal
Invoice Number : 10100186045	Receipt Number : CPY100171371
Transaction Date : 5/8/2020 3:11:45 PM	Amount Paid : \$204.00

Once the payment is made, the final step is clicking **Submit**.

On the confirmation window, select **Yes** to submit the application. The application will not be reviewed by the Licensing Unit unless this step is completed.

Return to the Dashboard and from the License Renewal Application tab you can see any application that has been saved or submitted. To continue with an application that is in pre-filing status, double click on the application # to open it.

Application #	Applicant Name	Application Status	License Type	License Class/Class Type	Payment Status	Submitted Date	Acti
LR0000608	FIRSTNAME FIRSTNAME	Pre-filing	Rigger	Master	Due		
LR0000559	FIRSTNAME FIRSTNAME	Approved	Rigger	Master	Paid	05/01/2020	

An email notification will be sent with the status of the review by the Licensing Unit. You can also log into the portal to see the Application Status from the dashboard.

QA Failed:

If your application is in **QA Failed** status you will receive an email stating the reason(s). To address the issues, log into DOB NOW, select BIS Options and from the Licensing Renewal Application tab, double click on the Application # to open the request.

The screenshot shows the 'BIS Options' interface for the NYC Department of Buildings. At the top, there are navigation tabs: '+ BIS Job L2 Request', '+ Certificate of Correction Review Request', and '+ License Renewal Application'. The 'License Renewal Application' tab is selected. Below the tabs is a search bar and a 'Refresh' button. A table lists applications with columns: Application #, Applicant Name, Application Status, License Type, License Class/Class Type, Payment Status, and Submitted Date. One application with ID LR00000315 is highlighted in yellow, with its status 'QA Failed' also highlighted in yellow.

Application # ...	Applicant Name	Application Status	License Type	License Class/Class Type ...	Payment Status ...	Submitted D:
LR00000315	FIRSTNAME FIRSTNA...	QA Failed	Concrete Safety Manager	Not Applicable	Paid	04/28/2020

Changes can only be made to the Documents section. The General Information section cannot be edited. To upload new documents, click on the **Documents** tab:

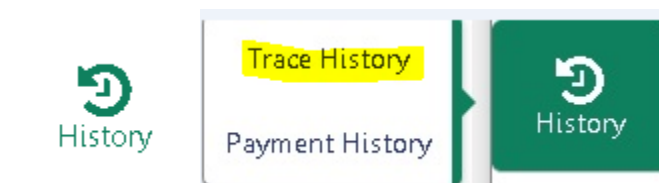
The screenshot shows the 'Required Documents' section for application LR00000608. On the left is a sidebar with tabs: 'General Information', 'Documents' (selected), and 'Statements & Signature'. The main area contains a text box with instructions: 'All LIC forms and renewal requirements are available at www.nyc.gov/DOBLicensing. Each required document needs to either be scanned or you can take a picture of it. If you are taking a picture, be sure that the camera is positioned above the document and that the image fills the entire screen. If the image is not clear and readable it will not be accepted, which will delay the processing of your application.' Below this is a '+ Add Document' button and a table with columns: Document Type, Document Status, Uploaded On, and Actions.

Click the **+ Add Document** tab to add new documents or click the trash can icon in the **Actions** column to remove documents:

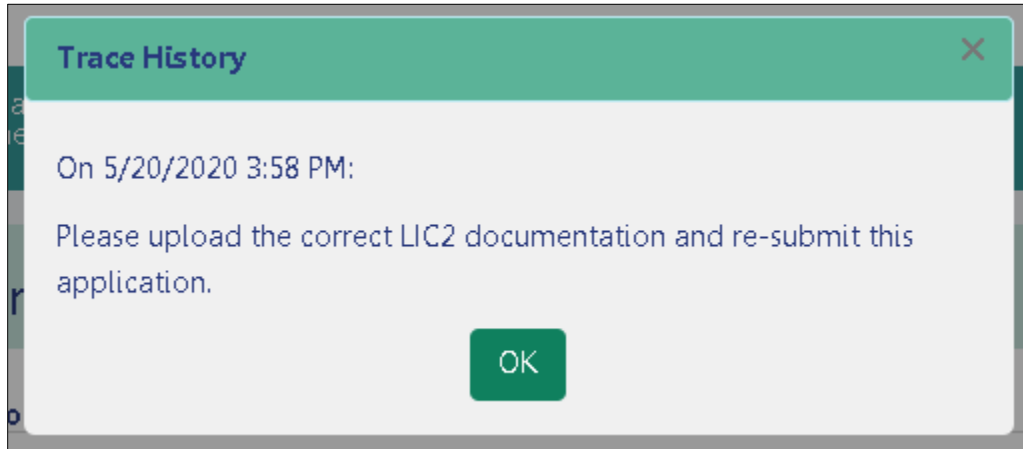
This close-up screenshot shows the '+ Add Document' button highlighted in yellow. Below it is a table with columns: Document Type, Document Status, Uploaded On, and Actions. Two rows are visible, both with 'Submitted' status and an upload date of 05/07/2020. The 'Actions' column for each row contains a refresh icon and a trash can icon.

Document Type	Document Status	Uploaded On	Actions
LIC34	Submitted	05/07/2020	
LIC51	Submitted	05/07/2020	

The applicant can access the History of the filing by clicking on the History icon, then Trace History:



The QA Failed comments from DOB Staff can be found under Trace History,



Once all of the QA Failed issues have been addressed, the applicant needs to complete the **Statements & Signature** tab. Attest to the request by checking the box so that the name and date boxes are populated. Then **Save** the file:

Save Submit

Complete all required sections including the Documents and Statements & Signature tabs. Select Pay Now to process payment. Once the Save button is selected, a S reviewed by DOB until the Submit button is selected and confirmation is given for it to be submitted.

LR00000608

General Information

Documents

Statements & Signature

Statements & Signature

Applicant's Statement*

As a condition of being granted a license, registration and/or qualification from the New York City Department of Consumer Affairs, you agree to comply with all applicable provisions of the New York City Administrative Code and Department rules, regulations, and directives. You agree that you and your qualification holders conduct their specific trade.

I understand that falsification of any statement or record submitted to the Department is a misdemeanor and is punishable by law. I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or other consideration for performing the job or in exchange for special consideration. I further understand that such actions are punishable by revocation of license, registration, and/or qualification.

I understand that, pursuant to §§ 28-401.19 and 28-401.20 of the NYC Administrative Code, my failure to cooperate with a governmental investigation may result in disciplinary measures authorized by law, including but not limited to suspension of license, registration, or certificate of competence issued by the Department.

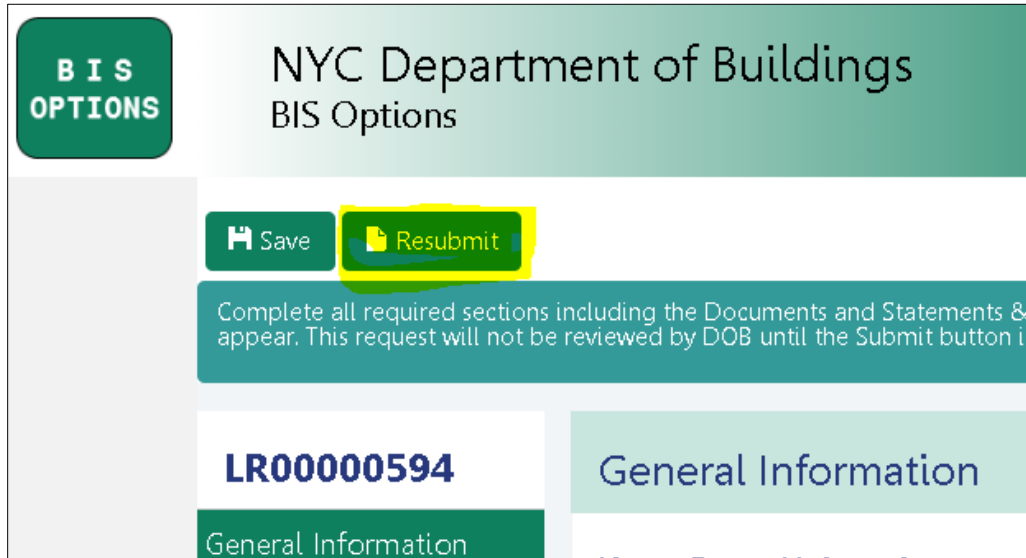
I have reviewed the information provided in this application and hereby attest that, to the best of my knowledge, the information is true and accurate. I further attest that all attachments submitted with this application are copies of the original documents.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and e statements above. I understand that this electronic signature shall have the same validity and effect as a signature affi

Name: (Electronically Signed)

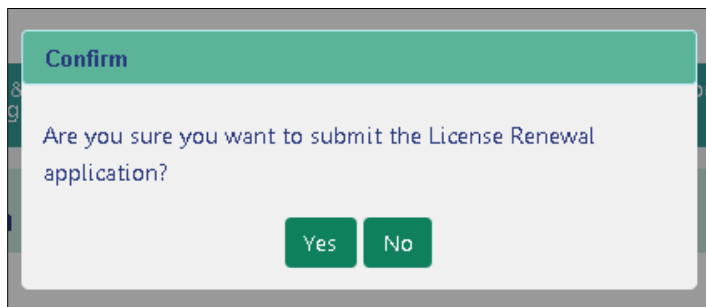
Date:

Then the applicant must click **Resubmit**:



The screenshot shows the 'NYC Department of Buildings BIS Options' interface. A green button labeled 'Resubmit' is highlighted with a yellow border. Below the buttons, a teal banner contains the text: 'Complete all required sections including the Documents and Statements & appear. This request will not be reviewed by DOB until the Submit button is'. The application ID 'LR00000594' and the 'General Information' section are also visible.

On the confirmation window, select **Yes** to Resubmit the application. The application will not be reviewed by the Licensing Unit unless this step is completed.



The confirmation dialog box has a green header with the word 'Confirm'. The main text asks, 'Are you sure you want to submit the License Renewal application?'. At the bottom, there are two green buttons labeled 'Yes' and 'No'.

An email notification will be sent with the status of the review. If the application is rejected, a new application can be created but the rejected application cannot be revised.