

STEP 1: Renewal Application Submission

Master Riggers must submit their renewal applications online. Master Riggers 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**.

STEP 2: Upload Supporting Documentation

To complete the online renewal process, Master Riggers 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**
 - If you have more than one business you **must** submit two (2) **LIC2** applications with the Primary and Secondary business information reversed on each application
 - Partners/Officers correspond with the Primary business on each 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)
- LIC51** application

*NOTE: Renewal applicants may also fill out the **LIC51** Voluntary Authorization for Service of Process by email if they would like to receive Notices of Violation (NOV)/Summonses via email.*
- Completed **Buildings Physical Examination Form (LIC61)** signed by a physician (**must** be completed within 90 days prior to the appointment date)
- Child Support Certification Form**
- Proof of Compliance with substance abuse provisions.**
- Typed and notarized letter from the licensee listing the name, address and telephone number of the laboratory that performed the substance abuse test and a statement **giving consent for the laboratory to the release such information to the Department upon request.**
- Completed **LIC70: Designation of Rigging/Sign Hanging Foreman Application (LIC70 Instructions)**; if you do not have any foreman, the Licensee **must** submit a notarized letter on company letterhead with the corporate seal indicating such.
- Previous Department-issued Designated Rigging Foremen Certificates
- Updated **Insurance Certificates** (General Liability, Worker's Compensation & Disability)

- Current/expired Department of Buildings Master Rigger License card
- Photo ID (Driver's license, State ID, or Passport)
- Original 8-hour Refresher Course Certificate from a **Department-approved Course Provider** (must be completed within one (1) year prior to renewal)
- \$150.00 Renewal Fee** – paid at the time of renewal via the online portal
- \$200.00 Late Renewal Fee** (includes \$75.00 renewal fee and \$50.00 late fee) – paid at the time of renewal via the online portal
- \$5.00 per Foreman Card** – paid for at the time of renewal via online portal

NOTE: To avoid a \$50.00 late fee, renewal applications must be submitted 30-60 days before the expiration date indicated on your license card.

STEP 3: Obtaining the License Card

You will receive your license card by mail.

- Riggers with over 10 foremen will need to come in to pick up their license and foremen cards. You will be notified when to come in to receive them.

*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. As of July 1, 2015, Licensees must submit an original **8-hour Refresher Course Certificate** from a Department-approved training program.*