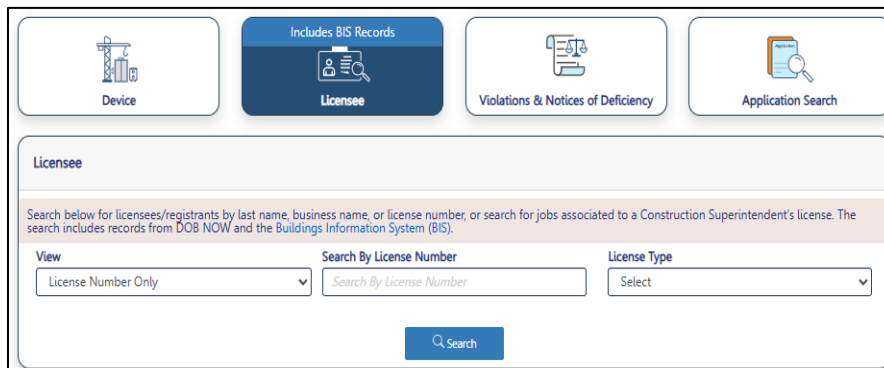


SERVICE NOTICE

Submit a Permit Renewal with Changes in DOB NOW to Update the Business Listed on the Permit

Beginning June 29, 2026, applicants can change their business on the permit by submitting a Permit Renewal with Changes in DOB NOW: *Build*. The business listed on the permit must be one of the businesses associated with the applicant's license.

View the Businesses Associated with a License



The screenshot shows the 'Licensee' search interface. At the top, there are four navigation buttons: 'Device', 'Licensee' (highlighted), 'Violations & Notices of Deficiency', and 'Application Search'. Below this is a search bar with the text 'Licensee'. A note states: 'Search below for licensees/registrants by last name, business name, or license number, or search for jobs associated to a Construction Superintendent's license. The search includes records from DOB NOW and the Buildings Information System (BIS)'. Below the search bar, there are three fields: 'View' (a dropdown menu set to 'License Number Only'), 'Search By License Number' (a text input field with 'Search By License Number' placeholder), and 'License Type' (a dropdown menu set to 'Select'). A blue 'Search' button is located at the bottom right of the search area.

1. Go to nyc.gov/dobnow and select **Licensee**.
2. In the search options, choose **License Number Only** from the dropdown list.
3. Enter the **License Number** and **License Type** to display the business(es) currently associated with the license.

When to Submit a Renewal with Changes

- If the Business Name in the Applicant Information section is blank on the Permit Renewal without Changes, a notification will appear when attempting to submit the renewal. Select **Ok** on the notification, go to the **Reason for Filing** section, and select **Renew Permit with Changes**. On the Permit Renewal with Changes, the business(es) associated with the applicant's license will appear on a dropdown list in the Applicant Information Section. Select the business name that should appear on the permit.
- If the Business Name that appears in the Applicant Information section on the Permit Renewal without Changes is no longer associated with the applicant's license, do not submit a Permit Renewal without Changes. Follow the instructions below to submit a Renewal with Changes and change the Business Name to a business associated with your license.
- Submit a Renewal with Changes to change the business listed on the permit to another business that is associated with your license.

How to Submit a Permit Renewal with Changes

1. Login to DOB NOW at nyc.gov/dobnow and select the **DOB NOW: Build** module.
2. From the dashboard, search for the job filing and select **View Work Permit** from the **Filing Action** column.
3. From the Work Permits displayed, go to the Filing Actions and click **Renew Work Permit**.

4. Check the Contractor/Permit Applicant as the stakeholder and select a **new business name** from the dropdown list in the Applicant information section.
5. Complete all required fields and save and submit the permit.

Associate a Business to a License

- For General Contractors, follow the instructions on [DOB's website](#).
- For Master Plumber and Master Fire Suppression Piping Contractors, login to **DOB NOW: Licensing** and submit a **Change/Update Business Information** request.
- For Professional Engineers and Registered Architects, login to DOB NOW and select **Manage/Associate Licenses** from the person icon in the upper right corner of the screen to go to the Account Details page and click on **+New Business** next to the associated license.

For additional assistance with DOB NOW, submit an inquiry at nyc.gov/dobhelp.