

BUSINESS CHANGE

When making a change to your business, you **must** submit the following either by **mail** or **drop-off** to:

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

- completed [LIC2](#) application
- [LIC34](#), if applicable
- Department-issued license card
- If a business is being removed from a license, a request to remove the company and a search for fines and violations issued to the company must be submitted to the Licensing & Exams Unit. The request can be submitted by email to batchrequest@buildings.nyc.gov.

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

- a notarized affidavit stating the disposition of the company, clearly stating the company will remain open, or if it is closing, must be submitted; if the company is dissolving, then a notarized affidavit from either an accountant or attorney must be submitted stating the dissolution; if the company will remain in business, the President of the company must state you will no longer perform rigging work for this company, and/or if the company will continue to perform rigging work
 - [Insurance Certificates](#) for the new company
 - current telephone bill with the business name and telephone number
- NOTE: Cellular phone, VOIP and other routed phone services must be accompanied by a utility bill or rental agreement. An Example of VOIP would be Spectrum/Cablevision.*
- see the [Business Information Section](#) for more information about what documents to submit if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or Individual
 - If you have rigging foremen, you **must** submit a completed [LIC70](#) application.
 - If you do not have rigging foremen, you **must** submit a signed, sealed, and notarized letter stating this on the company letterhead.
 - Application Fee –\$50.00

BUSINESS ADDRESS CHANGE

When making a business address change, you **must** first submit a [LIC33](#) application (the address must be approved before moving to new location) to the Department. Once the address is approved by the Department, the following **must** be submitted either by **mail** or **drop-off** to:

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ATTN: Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007

- completed **LIC2** application
- **LIC34**, if applicable
- **Insurance Certificates** with the new address
- current telephone bill with the business name and telephone number
NOTE: Cellular phone, VOIP and other routed phone services must be accompanied by a utility bill or rental agreement.
- current Department-issued license card
- \$50.00 fee

BUSINESS TELEPHONE NUMBER CHANGE

When making a business telephone number change, you **must** submit the following either by **mail** or **drop-off** to:

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

- completed **LIC2** application
- **LIC34**, if applicable
- current telephone bill with the business name and telephone number
NOTE: Cellular phone, VOIP and other routed phone services must be accompanied by a utility bill or rental agreement.

ADDING AN ADDITIONAL BUSINESS TO THE LICENSE

When adding an additional business to your license, both businesses **must** be at the same address, and you **must** submit the following documents to the Licensing & Exams Unit either by **mail** or **drop-off** to:

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

- Original, typewritten **LIC2** application
 - if you have more than one business, you **must** submit two (2) **LIC2** forms 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.
- **LIC34**, if applicable
- see the **Business Information** section for more information about what documents to submit if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or Individual

- If you have rigging foremen, you **must** submit a completed **LIC70** application.
- If you do not have rigging foremen, you **must** submit a signed, sealed, and notarized letter stating you have no rigging foremen under your license.
- **Insurance Certificates** for both companies
- current telephone bill with the business name and telephone number
NOTE: Cellular phone, VOIP and other routed phone services must be accompanied by a utility bill or rental agreement.
- Department-issued license card
- \$50.00 fee

CHANGING EMAIL ADDRESS, HOME ADDRESS, HOME TELEPHONE NUMBER

To change the email address, home address or telephone numbers associated with your Rigger License you **must** submit the following:

- **LIC2** application with the updated information
- Updated proof of residence (*utility bill, bank statement, or lease/deed*) for home address changes
- **LIC50** application if the new home address is not located within the City of New York (*Bronx, Brooklyn, Manhattan, Queens, or Staten Island*)

ADDING A RIGGING FOREMAN TO YOUR LICENSE

When adding a Rigging Foreman to your license, you must submit the following either by **mail** or **drop-off** to:

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

- completed **LIC70** application
- \$5.00 (*per rigging foreman*)

DROPPING A FOREMAN FROM YOUR LICENSE

When dropping a Rigging Foreman from your license, you **must** submit the following either by **mail** or **drop-off** to:

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

- completed **LIC70** application
- Department-issued designated Foreman card (*the licensee should retrieve this card from the Foreman*)

BUSINESS INFORMATION SECTION

To add a business to your license you must submit the appropriate documentation that corresponds with your business affiliation, and the following required documents:

Applicants whose business affiliation is a CORPORATION **must** provide the following:

- Copy of the Certificate of Incorporation, certified by the State.
- Copy of the filing receipt or Certificate of Good Standing, certified by the State.
- Copy of the minutes stating the elected officers, including time, date, and location of meeting (*applicant must be an officer*).
- Copy of the Bylaws. If there are none, a notarized affidavit on corporate stationery stating there are none, **must** be submitted.
- Affidavit on business letterhead listing all officers of corporation stating their names, titles, address, and license numbers, if any. Affidavit **must** contain a paragraph stating the President of the corporation will notify the Department within ten (10) days of any changes in the officers whether they are licensed or unlicensed.
- Corporation must have a business address in the City of New York. You must submit a copy of a utility bill or bank statement with the company name at the business location.

Applicants whose business is a LIMITED LIABILITY COMPANY (LLC) **must** provide:

- Copy of filing receipt or Certificate of Good Standing
- Copy of Article of Organization certified by the State
- Copy of Operating Agreement (if none, an affidavit on corporation stationary stating such)
- Copy of the minutes stating the elected officers, including time, date, and location of meeting (*applicant must be an officer*).
- Affidavit on business letterhead listing all officers of corporation stating their names, titles, address, and license number, if any. The Affidavit must contain a paragraph stating the President of the corporation will notify the Department within ten (10) days of any changes in the Officers whether they are licensed or unlicensed.

Applicants whose Business is a PARTNERSHIP **must** supply:

- Copy of the Partnership Agreement listing all present partners.
- Letter on business stationery stating the names and address of all partners and license numbers, if any. The letter **must** contain a paragraph stating the licensed partner will notify the Department of any changes of partners whether they are licensed or unlicensed.
- The business address of the partnership **must** be in the City of New York.
- A copy of a utility bill or bank statement with the company name and business location **must** be submitted.

Original Applicants applying as an INDIVIDUAL with a business name (Sole-Proprietor) **must** supply:

- Copy of Business Certificate, certified by the County Clerk
- The business address **must** be in the City of New York and a copy of a utility bill or bank statement with company name and business location **must** be submitted.

SUBMITTING DOCUMENTS

All documentation must be submitted either by **mail** or **drop-off** to:

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Document drop-off and office hours are Monday through Friday, except holidays, between 9:00 am and 3:30 pm.

For more information, visit the Department's website at nyc.gov/buildings.