

**BUSINESS CHANGE**

When making a change to your business, you **must** submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), 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, a request to remove the company and a search for fines and violations issued to the company must be made to the Licensing & Exams Unit either by mail, drop-off or email at [batchrequest@buildings.nyc.gov](mailto:batchrequest@buildings.nyc.gov).  
*NOTE: This must be completed and approved before a company can be removed*
- If the company is dissolving, a notarized affidavit from either an accountant or attorney **must** be submitted stating this. The letter **must** clearly state if the company will remain **open**, or if it is **closing**. If the company will remain in business, the President of the company **must** state that you will no longer perform sign hanging work for this company, and/or if the company will continue to perform sign hanging 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: Time Warner/Cablevision*
- See the Business Information section for more information about what documents to submit for if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual.
- If you have Sign Hanging foremen, you **must** submit a completed **LIC70** application.
- If you do not have Sign Hanging foremen, you must submit a signed, sealed & notarized letter stating this on the company letterhead.
- \$50.00 Fee

**BUSINESS ADDRESS CHANGE**

When making a business address change, you must first submit a **LIC33** application (address must be approved before moving to new location) to the Department. Once the Department approves the address, you **must** submit the following to the Licensing & Exams Unit either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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280 Broadway, 1st Floor  
New York, NY 10007

- **LIC2** application
- **LIC34**, if applicable
- **Insurance Certificates** with new address
- Current telephone bill with 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 license card
- \$50.00 Fee

## BUSINESS TELEPHONE NUMBER CHANGE

When making a business telephone number change, you **must** submit the following documents to the Licensing & Exams Unit either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), 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
- A notarized letter requesting the change
- Original telephone bill with 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 YOUR 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** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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280 Broadway, 1st Floor  
New York, NY 10007

- Two (2) completed **LIC2** applications (One (1) application for each company indicating the other company in the Secondary Business Section)  
*NOTE: If you are not sure about how to complete this part, call the Licensing & Exams Unit hotline for more information.*
- **LIC34**, if applicable

- See the Business Information section for more information about what documents to submit for if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual.
- If you have Sign Hanging foremen, you **must** submit a completed **LIC70** application.
- If you do not have Sign Hanging foremen, you **must** submit a signed, Corporate sealed (for Corporations/LLC) & notarized letter stating that you have no Sign Hanging Foremen under your license.
- **Insurance Certificates** for both companies
- Original telephone bill with 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 of Buildings-issued License Card
- \$50.00 Fee

## ADDING AN ADDITIONAL BUSINESS TO YOUR LICENSE

When adding a Sign Hanging Foreman to your license, you **must** submit the following documents to the Licensing & Exams Unit either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

NYC Department of Buildings  
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280 Broadway, 1st Floor  
New York, NY 10007

- Completed **LIC70** application
- \$5.00 Fee (per Foreman)

## DROPPING A FOREMEN FROM YOUR LICENSE

When dropping a Sign Hanging Foreman from your license, you **must** submit the following documents to the Licensing & Exams Unit either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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280 Broadway, 1st Floor  
New York, NY 10007

Completed **LIC70** application indicating the removed Foreman

- The 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 Bylaws or Articles of Agreement. If there are none, a notarized affidavit on corporation 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. 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
- 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 CORPORATION (LLC) **must** provide:

- Copy of the filing receipt or Certificate of Good Standing certified by the State
- Copy of the Articles of Organization certified by the State
- Copy of the 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 numbers, if any. The affidavit **must** contain a paragraph stating that 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 officers.
- Letter on business stationery stating 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 to the partners whether they are licensed or unlicensed
- Business address of partnership **must** be 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.

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

- Copy of business certificate certified by the County Clerk

- Business address **must** be in the City of New York. You **must** submit a copy of a utility bill or bank statement with company name with business location.

## **SUBMITTING DOCUMENTS**

All documentation **must** be submitted either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), 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 1:30 pm.