

To renew your **Special Rigger License**, renewal applications must be submitted online at nyc.gov/dobnow. The Licensing & Exams Unit is not accepting any walk-in transactions, or paper applications for this process.

STEP 1: RENEWAL APPLICATION SUBMISSION

Special Riggers must submit all required documents in **PDF format** via the **DOB NOW Portal**. Special 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, Special 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.

- 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: Voluntary Authorization for Service of Process** application
- Completed **Buildings Physical Examination Form (LIC61)** signed by a physician (**must be completed within 90 days prior to submission**)
- **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 their company letterhead.
- Copy of current/expired Department of Buildings Special 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**)
- **\$75.00 Renewal Fee** – paid at the time of renewal submission via the online portal

- **\$125.00 Late Renewal Fee** (includes \$75.00 renewal fee and \$50.00 late fee) – paid at the time of renewal submission via the online portal
- **\$5.00 per Foreman Card** – paid for at the time of renewal submission via online portal

*NOTE: To avoid a \$50.00 late fee, renewal applications must be submitted **30-90 days** before the expiration date indicated on your license card.*

STEP 3: OBTAINING YOUR LICENSE CARD

You will receive your license card by mail (If you have no designated rigging foreman).

- Riggers with foremen will need to come in to pick up their license and foremen cards. You will be notified by a **QA Administrator** when to come in to receive the cards.