

To renew your **Site Safety Manager License**, renewal applications must be submitted online at [nyc.gov/dobnow](https://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

Site Safety Managers must submit all required documents in **PDF format** via the **DOB NOW Portal**. An NYC.ID account is required to use DOB NOW: *Licensing*. To create an NYC.ID account, visit [nyc.gov/dobnowtips](https://nyc.gov/dobnowtips) for more information.

## STEP 2: UPLOAD SUPPORTING DOCUMENTATION

To complete the online renewal process, Site Safety Managers must submit the following documents in **PDF format** via the **DOB NOW Portal** in the **DOBNOW: Licensing** section:

*NOTE: See the [Licensing Renewal Application User Guide](#) for Step-by-Step directions.*

- If the home address has changed, please submit a recent utility bill (electric, gas, water), bank statement, lease, or deed with the Licensee's name and address.
- **LIC62: Physical Examination Form** signed by a physician, **must** be completed within 90 days prior to submission
- Copy of your **8-Hour Site Safety** Course certificate (Course **must** have been completed within one (1) year prior to renewal submission).
- **\$150.00 Renewal Fee** – paid at the time of renewal submission via the online portal
- **\$200.00 Late Renewal Fee** (includes \$150.00 renewal fee and \$50.00 late fee) – paid at the time of renewal submission via the 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.