

SERVICE UPDATE

eRenewal Requirement Updates

The Department has updated the requirements for eRenewal. These updates impact eRenewals of permits where the Construction Superintendent (CS), Site Safety Coordinator (SSC), or the Site Safety Manager (SSM) have changed or where their licenses are inactive or expired.

Changes to CS, SSC, or SSM

Beginning March 20, 2017, if the CS, SSC, or SSM requirement on the job has changed the applicant **must** go to a borough office to renew the permit.

Expired or Inactive License

If the [Construction Superintendent's](#), [Site Safety Coordinator's](#), or the [Site Safety Manager's](#) license has expired or is inactive:

- The CS, SSC, or SSM must **update their license** by either mailing the required documents to the Department or visiting the Department's Licensing & Exams Unit with the required documents:
NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 6th Floor
New York, NY 10007
- Once completed, the permit holder can eRenew or go to a borough office to renew the permit. Please note, the permit holder cannot pull the job permit if the CS, SSC, or SSM has an expired or inactive license.

NOTE: For more information on CS requirements please consult the August 2016 [Construction Superintendent Service Update](#).

For questions concerning Construction Superintendent, Site Safety Manager, and Site Safety Coordinator requirements, please email the Buildings Enforcement Safety Team (BEST) at CSQuestions@buildings.nyc.gov. For questions concerning CS, SSC, SSM licensing please contact the Licensing & Exams Unit at LicensingDOB@buildings.nyc.gov.

POST UNTIL: December 31, 2017