

CHANGE OF BUSINESS NAME (EIN# Not Changing)

In order to change the business name associated with your General Contractor's Registration you **must** submit in person:

- [LIC6](#) application
- [LIC7](#) application if the registration has endorsements
- Certificate of Amendment certified by the New York State Department of State
- Current General Contractor registration card
- Original lease, deed, bank statement or utility bill
- [Insurance certificates](#) with the new address
- \$50.00 fee

NOTE: Only the Registered Contractor can submit change request.

CHANGE OF BUSINESS/COMPANY (New EIN#)

In order to change the business/company associated with your General Contractor's Registration you **must** reapply as a new registrant, and submit for a background investigation (see [How to Apply for General Contractor Registration](#)).

NOTE: Only General Contractor can submit paperwork. Background approval required.

CHANGE TO BUSINESS TELEPHONE NUMBER

In order to change the business telephone number that is associated with your General Contractor's Registration you **must** submit the following:

- [LIC6](#) application indicating change
- [LIC7](#) application if the registration has endorsements
- Original business telephone bill (Voice Over Internet Protocol/VOIP will require a utility bill, bank statement, lease or deed in the business name)

NOTE: Only the General Contractor or registered Filing Representative can submit change request.

CHANGES TO BUSINESS ADDRESS

In order to change the business address that is associated with your General Contractor's Registration you **must** submit the following:

- [LIC6](#) application indicating change
- [LIC7](#) application if the registration has endorsements
- Proof of address such as: utility bill (electricity, gas, or water), bank statement, lease or deed
- All insurance certificates with the new business address

- Current General Contractor's Registration card
- \$50.00 fee

SUBMITTING YOUR DOCUMENTS

All documentation **must** be submitted to the Licensing & Exams Unit located at:

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

*NOTE: All Insurances **must** be up to date or changes will not be made.*