

## Step 1: Renewal Application Submission

Special Sign Hangers must submit their renewal applications online. Special Sign Hangers 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 Sign Hangers 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.*

Supporting documents include

- 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)
- LIC50** or **LIC51** application

*NOTE: Renewal applicants with a home address outside of New York City's five (5) boroughs **must** complete the **LIC50** Authorization for Service of Process by Agent. Renewal applicants may also fill out the **LIC51** Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.*
- Completed **Child Support Certification Form**
- LIC62**: Physical Examination Form, **must** be completed within 90 days prior to application date
- Completed **LIC70** Designation of Rigging/Sign Hanging Foreman.
  - If you do not have any Sign Hanging Foreman, a notarized sealed letter on company letterhead **must** be submitted indicating such.
- Previously issued Designated Sign Hanging Foremen Certificates issued by the Department.
- Updated **Insurance Certificates** (General Liability, Workers' Compensation & Disability)
- Current license card

*NOTE: If you received an **Intent not to Renew** letter, you **must** submit the required documentation stated in the letter **PRIOR** to renewal, and you **must** be cleared to renew before coming to the Licensing Unit to begin the renewal process.*
- \$75.00** renewal fee – paid at the time of renewal
- \$125.00** late renewal fee (includes \$75.00 renewal fee and \$50.00 late fee) – paid for at the time of renewal

## Step 3: Obtaining the License Card

**You will receive your license card by mail.**

*NOTE: To avoid a \$50.00 late fee, renewal applications **must** be submitted 30-60 days before the expiration date that is indicated on your license card. Once your license has been expired over one (1) year you must apply for reinstatement. For more information on the reinstatement process please see the [Reinstate Expired License/ID](#) page.*