

BUSINESS CHANGE

To change the business associated with your Site Safety Certificate you must submit the following:

- completed [LIC2](#) application with the new business information
- notarized affidavit from the Site Safety Coordinator/Manager stating they will no longer be representing the previous company

CHANGING FROM BUSINESS TO INDIVIDUAL USE

To remove the business associated with your certificate and have the registration designated for individual use you **must** submit the following:

- completed [LIC2](#) application with no business information
- notarized affidavit from the Site Safety Coordinator/Manager stating they will no longer be representing the previous company

ADDING A BUSINESS TO THE REGISTRATION

To add a business to your Site Safety Certificate you **must** submit the following:

- completed [LIC2](#) application with the new business information.

CHANGING EMAIL ADDRESS, HOME ADDRESS, HOME TELEPHONE NUMBER

To change your email address, home/business address, or telephone number(s) associated with your Site Safety Certificate, you **must** submit the following:

- [LIC2](#) application with the updated information
- Updated proof of residence (*utility bill, bank statement, or lease/deed*) for home address changes
- [LIC50](#) application if the new home address is not located within the City of New York (*Bronx, Brooklyn, Manhattan, Queens, or Staten Island*)
- \$50.00 fee (*for home address changes*)

LOST OR STOLEN REGISTRATION CARD

If your Site Safety Certificate card has become lost or stolen, you **must** submit the following documents:

- completed [LIC2](#) application
- police report for the missing card
- [Affidavit for Lost/Stolen License](#)
- \$50.00 fee

SUBMITTING DOCUMENTS

All documentation must be submitted either by **mail** or **drop-off** to the Department's Licensing & Exams Unit located at:

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

Document drop-off and office hours are Monday through Friday, except holidays, between 9:00 am and 3:30 pm.

NOTE: Updated cards will be mailed to your home address.

For more information, visit the Department's website at nyc.gov/buildings.