

REMINDER

License Renewal Applications Must be Submitted Online and are Subject to New Expiration Dates as a Result of the Mayor’s Emergency Executive Order

Department of Buildings license/registration renewal applications are required to be submitted online at www.nyc.gov/dobnow within 30 to 60 days from their expiration dates. Renewal applications will not be accepted in-person or by mail.

License Renewal Extension

Licenses/registrations that expired from March 12, 2020 to August 6, 2020 were extended in accordance with [Mayor’s Emergency Executive Order](#). See below chart and the [July 2020 Service Notice](#).

Original Expiration Dates	New Expiration Date
March 12, 2020 - March 31, 2020	September 30, 2020
April 1, 2020 – April 30, 2020	October 31, 2020
May 1, 2020 – May 31, 2020	November 30, 2020
June 1, 2020 – June 30, 2020	December 31, 2020
July 1, 2020 - August 6, 2020	January 31, 2021

All renewal applications, including those licensees subject to the above automatic extensions, must be submitted within 30-60 days prior to their current expiration dates above.

Licenses/registrants must ensure that all required insurances are active during this extension period. Current insurance information can be found in the [Buildings Information System \(BIS\)](#). See [Licensing Insurance Guidelines](#) for information about submitting certificates to the Department.

License/Registration Renewal Process

Renewal applications for the below licenses/registrations can no longer be sent or delivered in-person to the Licensing Unit. To submit a license renewal application, use your eFiling account to login to DOB NOW at www.nyc.gov/dobnow and select the **BIS Options** portal. If you need to create an eFiling account, visit www.nyc.gov/dobnowtips. An active [eFiling account](#) specific to your license number is required.

From the DOB NOW BIS portal, select **+License Renewal Application**. Then select your license type and enter your license number. Enter the required fields, select **Save** and then in the **Documents** section, upload the completed applicable forms and any other required documents.

After completing the **Statements & Signature** section and selecting the **Pay Now** button to process the payment, select the **Submit** button. The request will not be reviewed by the Licensing Unit until the Submit button is selected and confirmation to the system prompt is given for it to be submitted. See the [Licensing Renewal Application User Guide](#) for step-by-step directions.

An email notification will be sent to the applicant with the status of the review. If the request is rejected or an eCheck payment is returned, a new request needs to be submitted.

For forms and additional information visit www.nyc.gov/doblicensing and from the *License Types* page, select your license type to review the requirements for a renewal application. For further assistance, submit an inquiry at www.nyc.gov/dobhelp.

Continue to submit applications to renew a welder license in [DOB NOW: Licensing](#) .

Licenses Subject to Online Renewals

- Concrete Safety Manager
- Construction Superintendent
- Contractor**
- Electrician
- Elevator Agency Directors/Inspectors
- Filing Representative
- High Pressure Boiler Operating Engineer
- Hoisting Machine Operator
- Master Fire Suppression Piping Contractor
- Master Plumber
- Master/Special Rigger
- Oil Burner Equipment Installer
- Sign Hanger
- Site Safety Coordinator/Manager
- Tower Crane Rigger

***Does not include non-registered General Contractors with a tracking number. To update the insurance, email scanned insurance certificates to GCInsurance@buildings.nyc.gov.*

eFiling Account

An active [eFiling account](#) specific to your license number is required to log into DOB NOW. New accounts require submission of a completed Authentication Form that needs to be mailed or hand-delivered with a copy of the applicant's driver's license or DOB ID to:

NYC Department of Buildings
eFiling Authentication
280 Broadway, 1st Floor
New York, NY 10007

Your license information will be verified, and your eFiling account will be changed from pending to active status. Once the eFiling account is active, the applicant will then be able to log into DOB NOW to complete a license renewal application.