

## Step 1: Renewal Application Submission

Construction Superintendents must submit their renewal applications online. Construction Superintendents 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, Construction Superintendents 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

- Completed original, typewritten **LIC2** License Application
  - If the business information has changed then a notarized letter on current company letterhead **must** be submitted listing the: title, duties, and start date of the registration holder. If you are removing a business from your license a notarized affidavit **must** be submitted requesting the removal.
  - If your home address/telephone number has changed, a notarized letter requesting the change **must** be submitted along with proof of residence (electric, gas, or water bill; bank statement, lease or deed) or a telephone bill reflecting the updated information.
- Copy of your **8-Hour Site Safety Coordinator or 8-hour Site Safety Manager/Chapter 33 refresher course certificate** (course **must** have been taken within one (1) year prior to renewal)
- Completed **Child Support Certification Form**
- 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.*
- LIC62: Physical Exam Form**, **must** be completed within 90 days prior to renewal
- Current Department-issued license card
- \$50.00 Renewal Fee – paid at the time of renewal via the online renewal portal
- \$100.00 Late Renewal Fee (this includes renewal and late fee) – paid at the time of renewal via the online renewal portal.

To avoid a late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on the registration card.

## Step 3: Obtain Card

Receive license card by mail.

*NOTE: You have up to one year to renew your registration after it has expired. After a year you will have to reapply for the registration. For more information please see our [License Reinstatement Guide](#).*