

To renew your **Construction Superintendent Registration**, renewal applications must be submitted online at nyc.gov/dobnow. The Licensing & Exams Unit is not accepting any walk-in transactions, or paper applications for this process.

STEP 1: RENEWAL APPLICATION SUBMISSION

Construction Superintendents must submit all required documents in **PDF format** via the **DOB NOW Portal**. An NYC.ID account is required to use DOB NOW: Licensing. To create an NYC.ID account, visit www.nyc.gov/dobnowtips for more information.

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 **DOB NOW: Licensing** section:

NOTE: See the [Licensing Renewal Application User Guide](#) for Step-by-Step directions.

- **If the business 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.
- **LIC62: Physical Examination Form** signed by a physician, **must** be completed within 90 days prior to submission
- Copy of your **8-Hour Site Safety** course certificate (course **must** have been completed within one (1) year prior to renewal submission).
- **\$50.00 Renewal Fee** – paid at the time of renewal submission via the online portal
- **\$100.00 Late Renewal Fee** (includes \$50.00 renewal fee and \$50.00 late fee) – paid at the time of renewal via the online portal

*NOTE: To avoid a late fee, renewal applications must be submitted **30-90 days** before the expiration date indicated on your registration card.*

STEP 3: OBTAINING YOUR LICENSE CARD

You will receive your registration card by mail.