

SERVICE NOTICE

Online Submission of New License Applications

Beginning Tuesday, September 7, 2021, applications for new Department of Buildings issued licenses/registrations are required to be submitted online at www.nyc.gov/dobnow.

License/Registration Applications

- Concrete Safety Manager
- Concrete Test Laboratory
- 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
- Rigger
- Oil Burner Equipment Installer
- Sign Hanger
- Site Safety Coordinator/Manager
- Special Inspection Agency
- Tower Crane Rigger

Paper application submissions for the licenses/registrations listed above must either be dropped off in-person or postmarked to the Licensing Unit no later than **Friday, August 20, 2021**.

No new license application will be accepted between Monday, August 23 and Friday, September 3, 2021.

Beginning on Tuesday, September 7, 2021, you must submit a new license application online using an eFiling account and logging into DOB NOW at www.nyc.gov/dobnow, then selecting the **BIS Options** portal. If you do not have an eFiling account, you will need to create one. Visit www.nyc.gov/dobnowtips for instructions.

From the **DOB NOW: BIS Options** portal, select **+License** and then **New License**. For step-by-step directions, see the [New License Application User Guide](#). All required forms to complete your application must be completed and uploaded in PDF format. Payments will also be processed online in DOB NOW as part of the application.

General Contractor Safety Registrants & Insurance Tracking Numbers Only

New applications for General Contractor Safety Registrants are included in the new DOB NOW portal. Requests to pre-screen a LIC7 application to obtain GC Safety Registrations will no longer be accepted by email. Continue to [submit insurance updates by email](#).

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 further assistance, submit an inquiry at www.nyc.gov/dobhelp.

Continue to submit Gas Work Qualification, Journeyman and Welder applications in **DOB NOW: Licensing**. To renew a license or registration, see the [License Renewal Application User Guide](#).