

LICENSE RENEWAL INSTRUCTIONS

1. The period to renew your license started on April 1, 2007. You must appear in person at the Department of Buildings' Licensing Unit, 280 Broadway-6th Floor, New York, NY 10007. The hours for renewal are 9:00 A.M. to 1:00 P.M., Monday through Friday. No renewals will be accepted after 1:00 P.M. Renewal applications **must** be notarized prior to appearing for renewal.

Any individual attempting to renew after December 31, 2007 will be required to appear before the Electrical License Board and show good and sufficient cause for his/her inability to renew on time. The late renewal fee is \$310, with an additional fee of \$30 for renewal of the seal. Pursuant to § 27-3015 of the Electrical Code, NO applications for late renewal will be accepted after March 31, 2008.

2. The items listed below **must** be submitted with the properly completed renewal applications. **NOTE:** If not complied with, the applications and all submitted items will be returned for correction and resubmission.
 - a. Before renewing your license, you must pay the current balance in your firm's account as of that day. Payment can be made by firm check, certified check, money order or cash at the Cashier's office on the 6th floor. You will receive a receipt, which you must submit along with your renewal application. Your license can not be renewed unless your firm's account has a zero (\$0.00) or credit balance. You can check your firm account balance on our website's Buildings Information System at www.nyc.gov/buildings. Select Skilled Trades Licensee Search, enter your license number and PIN number.
 - b. A certified check or money order payable to the Department of Buildings. Please write your license and firm numbers on the face of your check(s).
 - c. Each application must be accompanied by one (1) passport size photograph of the applicant, taken within the last six (6) months.
 - d. Along with your application you **must** submit updated insurance certificates naming the Department of Buildings as certificate holder.
 - e. The responsible representative mentioned in Section 1 of the renewal application, is defined as a Master Electrician who has the authority to make final determinations and who has full responsibility on behalf of a master electrician business for the manner in which electrical work is done and for the selection, supervision and control of all employees of such business who perform such work. If you are the responsible representative of a master electrician's business, please indicate that in Section 1 on the Electrical License Renewal Application. A partnership or corporation shall designate one Master Electrician who is a partner of such partnership or corporation as its responsible representative. The proprietor of a sole proprietorship shall be the responsible representative of the sole proprietorship. A master electrician shall not be the responsible representative of more than one partnership, corporation or sole proprietorship. The responsible representative must provide evidence of being an officer if the master electrician business is a corporation, of being a partner, in the form of a partnership agreement, if a partnership, or of being sole proprietor, where applicable.
 - f. **All licensees must turn in their current license card upon renewal.**

Please notify the Licensing Unit in writing of any change in home or business address and/or telephone number. If the business name was changed, a new application must be filed with the Licensing Unit, an appearance before the Electrical License Board will be required and the fee will be \$310. Failure to comply automatically cancels the previous license as per Section 27-3013 of the NYC Electrical Code. For assistance, call the **Licensing Unit at: (212) 566-4100, Monday through Friday from 9:00 A.M. to 4:00 P.M.**

If you answered yes to Question 6 on the front of this application, and have ever been **CONVICTED** of any **Offense** (not including traffic violations), explain fully in the boxes below.

Date of Conviction	Charge or Offense	Court and Location	Disposition

If you need additional space use a blank sheet of paper and attach it to the renewal application.