

SERVICE NOTICE

COVID-19 Response: License Renewal Extension and Essential Construction Requests Update

All licenses/registrations issued by the Department of Buildings and expiring from the beginning of the declaration of the state of emergency through the period of the emergency declaration are extended in accordance with [Mayor's Emergency Executive Order No. 107](#). Currently, this period runs March 12, 2020 through May 9, 2020. In addition, the [Essential Active Construction Sites](#) map has been updated and approved sites need to post a new Certificate of Authorization with the expiration date of May 15, 2020.

License Renewal Extension

All affected licensees/registrants will be sent an email informing them of this update to their license/registration. Updated license/registration information will appear next week in the [Buildings Information System](#). Affected licenses/registrations will be automatically extended by subsequent orders until the state of emergency in the City of New York is no longer in effect.

Insurance Requirements

Licensees/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.

Renewal Applications

Any licensee/registrant who is eligible and can satisfy the requirements for renewal of their license/registration may submit their application for renewal at any time during this period. A [Service Notice](#) will be posted next week with details about a new online renewal process. *Following the extension period, licensees/registrants will be subject to all requirements for the renewal of their respective license/registration.*

Essential Construction Request and Certificate of Authorization Update

Projects and sites not listed on the [Essential Active Construction Sites](#) map are required to submit an **Essential Construction Request** at www.nyc.gov/dobnow. **Please check the map before continuing work to ensure your project is listed.** If your project is not listed, submit an Essential Construction Request for approval before continuing work. The map has been updated today and will be updated daily as new requests are approved.

If an address is categorized as **Approved Work**, then work is only approved for that specific approved job number. Any other job number at that BIN requires submission by the applicant of a new Essential Construction request. For all other categories (Affordable Housing, Homeless Shelter, Hospital/Health Care, Public Housing, Utility and Schools) an Essential Construction request does not need to be submitted because the BIN has already been approved as essential and a Certificate of Authorization is not required

Once a request is approved in the Essential Construction portal, a Certificate of Authorization must be printed for each approved job and posted at the work site. The certificate has been updated with an expiration date of May 15, 2020 in accordance with the New York State Executive Order. If the state of emergency is extended, the certificate date will be automatically updated.

Any certificates printed prior to April 17, 2020 need to be reprinted with the May 15, 2020 expiration date. To print the certificate, go to www.nyc.gov/dobnow and from the Essential Construction tab (without logging in), enter the job number and select Print Certificate. The certificate can also be printed when logging in from the Essential Construction dashboard by opening the request and selecting the printer icon on the Actions column for each Job Filing No.

For additional service updates see the [DOB COVID-19 Response](#) page.

POST UNTIL: June 30, 2020