

SERVICE NOTICE

COVID-19 Response: Certificate of Authorization, License and Permit Renewal Extension

All licenses/registrations and permits 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 [Mayoral Emergency Executive Order](#). Currently, this period has been extended to June 7, 2020. Approved sites need to post a new Certificate of Authorization with the expiration date of June 7, 2020.

Permit Renewal Extension

Permits already in effect remain in effect until the end of the term for which they were issued. Permits that would have expired during the state of emergency have been extended for the duration of the state of emergency. If the state of emergency is extended, the permit expiration date will automatically be extended.

Applicants are encouraged to renew permits in a timely manner. There are no changes to the permit renewal process and all applicable fees apply. For more information on permits, see [Buildings Bulletin 2020-006](#).

License Renewal Extension

Licenses/registrations expiring from the beginning of the declaration of the state of emergency through the period of the emergency declaration are extended for the duration of the state of emergency. 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will be automatically extended by subsequent orders until the state of emergency in the City of New York is no longer in effect.

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. See the [License Renewal Application Service Notice](#) for more information. *Following the extension period, licensees/registrants will be subject to all requirements for the renewal of their respective license/registration.*

Insurance Requirements

While the expiration date of the permits has been extended, valid insurance required by law or rule is still required and no work can be performed without updated insurance under these extended permits. Licensees/registrants must also 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.

Certificates of Authorization

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. Prior certificates are now valid until June 7, 2020 and a new certificate needs to be printed and posted at the work site.

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.

If the state of emergency is extended, the certificate date will be automatically updated and a new certificate will need to be printed. A Certificate of Authorization is only required to be posted at work sites categorized as Approved Work on the [Essential Active Construction Sites](#) map. All other categories (affordable housing, homeless shelter, hospital/health care, schools and utilities) do not require a certificate provided the building is identified as such on the Essential Active Construction Sites map.

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

POST UNTIL: June 30, 2020