

# SERVICE NOTICE

## COVID-19 Response: Administrative Enforcement (AEU) and Licensing Units Updates

As part of the citywide response to the Coronavirus, Department of Buildings (DOB) customers are strongly encouraged to immediately limit the amount of walk-in traffic to DOB offices. Effective Wednesday, March 18, 2020 the following changes are mandatory:

### Certificates of Correction

Continue to submit documents by mail or hand delivery to:

Administrative Enforcement Unit  
280 Broadway, 1st Floor  
New York, NY 10007

There will be no in-person review of Certificates of Correction. Put documents in the designated drop-off box; do not pull a service ticket. To verify receipt of a Certificate of Correction package, search for the summons/violation number in the [Buildings Information System \(BIS\)](#). The Certification Status will be **Certificate Pending**, and the **Certificate Submission Date** will be updated with the date it was received by AEU.

All documents will be returned by mail and cannot be picked up at the AEU office.

For forms and additional information about resolving an OATH Summons/Violation visit [www.nyc.gov/aeu](http://www.nyc.gov/aeu) or contact [aeucustomerservice@buildings.nyc.gov](mailto:aeucustomerservice@buildings.nyc.gov) for further assistance.

### Licensing

To apply for a new license, renew or make a change to a license, submit all required forms and fees by mail or hand delivery to:

Licensing Unit  
280 Broadway, 1st Floor  
New York, NY 10007

The requirement to submit renewal applications between 30 and 60 days prior to the license expiration date has not been changed. Review applications thoroughly and monitor upcoming expiration dates carefully to ensure that all guidelines are met.

Continue to use [DOB NOW: Licensing](#) to submit gas work qualification, journeyman and welder applications. Continue to submit concrete safety manager, construction superintendent and safety registration applications to the appropriate email address.

There will be no in-person review of applications. Put documents in the designated drop-off box; do not pull a service ticket. Submissions will receive a preliminary review and will be returned by mail if found to not include all required documents and [payments](#). Applicants will be contacted by phone or email with background investigation statuses, approvals and requests to appear in person to take photographs for new license cards.

All requirements and check lists are found on the Licensing Unit website at [www.nyc.gov/doblicensing](http://www.nyc.gov/doblicensing). Contact [licensingdob@buildings.nyc.gov](mailto:licensingdob@buildings.nyc.gov) for additional assistance.

Continue to submit updated insurance certificates to the appropriate [email](#) address by license type.

See the [COVID-19 Response: Application Processing Update](#) service notice for updates about borough office transactions.

**POST UNTIL: June 30, 2020**