



Please note that since the Department of Buildings Bureau of Licensing is no longer mailing out renewals for license, one should print out and complete the information below.

To renew your license, please fill out the information below and submit it to the Bureau of Licensing 90 days before your license will expire. The renewal fee is \$35.00

You may now pay your Renewal (and Duplicate License) fees with a credit card by calling 312-743-9061. Please note that you will be charged a \$6.00 service fee by our service provider, VitalChek Network for renewing by phone.

To renew your license by mail, please provide a self addressed stamped envelope, along with YOUR personal check or money order payable to the Chicago Department of Revenue and mail to: Department of Buildings Licensing and Registration, 120 N. Racine Ave., 2<sup>nd</sup> floor, Chicago, IL 60607.

If you need further assistance, please contact our office at 312-743-9061.

Your license WILL NOT BE RENEWED without proper fees.

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COMPLETE AND RETURN THIS FORM WITH YOUR RENEWAL

License Number \_\_\_\_\_ Social Security Number (last 4 digits only) \_\_\_\_\_

Name (First, Last) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Company name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Telephone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Signature \_\_\_\_\_

City of Chicago  
Richard M. Daley, Mayor

