



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 \$50.00. Failure to renew your license annually (within a 1 year period) prior to the date of expiration will result in a late fee penalty of \$50.00. Please be advised there is a \$50.00 penalty for each year of a lapsed license, plus your renewal fee.

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., 2nd 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.

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

