



**March 2010**

**Here is the latest information on license renewals.**

Members can mail information to:

**City of Chicago  
Department of Buildings  
Attn: Bureau of Licensing and Registration  
120 North Racine • Chicago, IL 60607  
Phone number for additional information: \*312-743-9061**

**\*Do not call before 9:30 am**

**Members can now get information on: [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)**

**To download a copy of the renewal form, *copy and past the following into your web browser:***

**[http://egov.cityofchicago.org:80/webportal/COCWebPortal/COC\\_EDITORIAL/StationaryEngineerRenewalForm.pdf](http://egov.cityofchicago.org:80/webportal/COCWebPortal/COC_EDITORIAL/StationaryEngineerRenewalForm.pdf)**

Please remember to include the following:

- 1. Name, Address and Phone Number**
- 2. Engineer No. and Place of Employment**
- 3. Date of Birth (MM/DD/YYYY)**
- 4. Last 4 digits of your Social Security Number**
- 5. Update any information that has changed on your license**
- 6. Include a check or money order for \$15.00 made payable to: Department of Revenue**
- 7. Enclose a self-addressed stamped return envelope**

**City of Chicago Help Line: 311**

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 the service provider, VitalChek Network for renewing by phone.

**Please Note: The City of Chicago is no longer sending out license renewal reminders** due to budget constraints. Please be sure to check the renewal date of your license and renew it in a timely manner. The City of Chicago will still impose a late fee if you do not renew your license on time.