



October 2009

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

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

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 our service provider, VitalChek Network for renewing by phone.
