

OVERVIEW OF THE NEW ELEVATOR LICENSING SCHEME

*Article 33 of the NYS Labor Law
NYC Elevator Licenses*

NYS ELEVATOR SAFETY ACT

SIGNED into law on January 2, 2020 | **EFFECTIVE** January 1, 2022

- Requires NYS license for all persons performing design, construction, inspection, maintenance or repair work on elevators, escalators or any other automated people moving conveyances
 - **Exemption:** Design and alteration work does not apply to the services of PEs and RAs
 - **Exemption:** Work involving the outfitting, removal, refinishing, or replacement of interior finishes, including wall panels, drop ceilings, handrails and flooring, removal or replacement of interior lighting, recladding of doors, transoms and front return panels, finishing or ornamental work on car operating panels. Dismantling and removal of elevators/conveyances is also exempt from elevator licensing requirements.

OVERVIEW: NYS ELEVATOR LICENSE

Article 33 Section 952 of the NYS Labor Law

Effective **January 1, 2022**, the **Elevator Safety Act** requires elevator businesses and elevator workers/inspectors to obtain a NYS License. This license will be required to engage in elevator contracting and inspection work

- **Elevator Contractor License** – Required for any person or business to engage in the business of elevator and conveyance work or accessibility lift work
- **Elevator Mechanic License** – Required to engage in elevator and conveyance work. Must work for an Elevator Contractor Licensee

OVERVIEW: NYS ELEVATOR LICENSE

(continued)

- **Elevator Accessibility Technician License** – Required to engage in accessibility lift work. Must work for an Elevator Contractor Licensee
- **Elevator Inspection Contractor License** – Required for any person or business to engage in the business of elevator and conveyance inspections
- **Elevator Inspector License** – Required to engage in elevator and conveyance inspections. Must work for an Elevator Inspection Contractor Licensee

CURRENT NYC ELEVATOR LICENSE REQUIREMENTS

Private Elevator Inspection Agency Director License

NYC Administrative Code 28-421.1 thru 28-421.4

- Perform elevator inspections and/or witness inspections or tests or enter into contracts to perform such work
- Must employ and designate one licensed director to supervise all operations and work

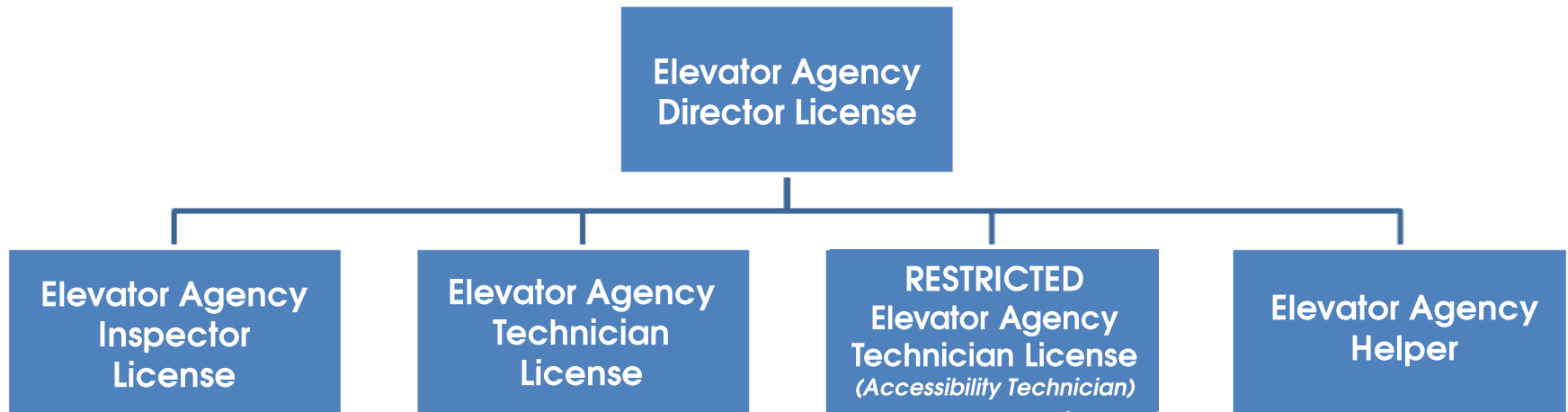
Private Elevator Inspection Agency Inspector License

NYC Administrative Code 28-422.1 thru 28-422.3

- Perform and/or witness inspections for a private elevator inspection agency.
- Work must be performed under the direct and continuing supervision of the licensed private elevator inspection agency director

UPDATED: NYC ELEVATOR LICENSE STRUCTURE

Effective January 1, 2022 – The NYS Law amends the NYC Administrative Code



*NOTE: **ALL** individuals performing elevator work or doing elevator inspections must hold the applicable NYC License.*

NEW ELEVATOR LICENSES & REQUIREMENTS FOR NEW YORK CITY

Elevator Agency Director License: 28-421.1 thru 28-421.4

- Renamed from Private Elevator Inspection Agency Director License
- Responsible for all elevator inspection work as well as elevator mechanical work
- 30-hour OSHA Training Course requirement added **for all applicants**

Elevator Agency Inspector License: 28-422.1 thru 28-422.3

- Renamed from Private Elevator Inspection Agency Inspector License
- Work pursuant to this license continues to be performed under the direct and continuing supervision of the licensed Elevator Agency Director
- 10-hour OSHA Training Course requirement added **for all applicants**

NOTE: Renaming for existing licensees will be automatically completed prior to December 31st

NEW ELEVATOR LICENSES & HELPER REQUIREMENTS FOR NEW YORK CITY

Elevator Agency Technician License: 28-425.1 & 28-425.3

- Required to perform elevator work which includes the alteration, assembly, installation, maintenance, repair, replacement and modernization of elevators
- Work must be performed under the direct and continuing supervision of the licensed Elevator Agency Director

RESTRICTED Elevator Agency Technician (*Accessibility Technician*) License: 28-425.2 & 28-425.3

- Restricted license limited to work on platform lifts including those installed in private homes
- Work must be performed under the direct and continuing supervision of the licensed Elevator Agency Director

Elevator Agency Helper: 28-426.1

- Required to perform elevator work under the direct and continuing supervision of an Elevator Agency Director

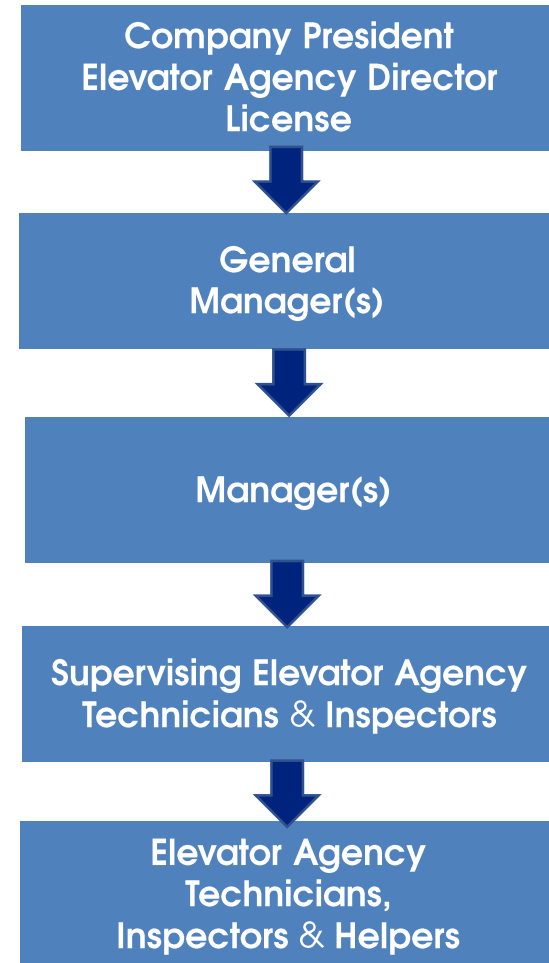
DIRECT & CONTINUING SUPERVISION*

■ NYC Elevator Licensing Structure

Example for Illustration purposes only using hypothetical company structure

*As defined by 28-401.3, Responsible control exercised by a licensed individual, either personally or through one or more, but no more than three levels of competent supervision over individuals performing the actual work of the licensees.

NOTE: Any worker that performs elevator mechanic work aside from the Elevator Director/Co-Director must obtain the appropriate Elevator Technician license or be a Helper.



NEW ELEVATOR LICENSES & HELPER CARD

How to Qualify

■ Elevator Agency Technician License

- Obtain the State Mechanic equivalent license

NOTE: *Awaiting State timeline as to when they will be accepting applications*

- Apply for and obtain the **Elevator Agency Technician** license through the DOB's website with evidence of the State's Mechanic license

■ Restricted Elevator Agency (*Accessibility*) Technician License

- Obtain the State Accessibility Technician equivalent License

NOTE: *Awaiting State timeline as to when they will be accepting applications*

- Apply for and obtain the **Restricted Elevator Agency Technician** license through DOB's website with evidence of the State's Accessibility Technician license

NEW ELEVATOR LICENSES & HELPER CARD

(continued)

■ Elevator Agency Helper

- Apply for and obtain the **Elevator Helper Card** through the DOB's website

■ REMINDER

For all designations, **applications must be submitted online only**. A Service Notice will announce the start date for new applications.

NEW ELEVATOR LICENSES

Application Process

To apply and obtain a license, visit DOB's **Licensing** page for the full list of requirements:

- **Elevator Agency Technician License**
 - 2-year term
 - \$50 Card Issuance fee

- **Restricted Elevator Agency (*Accessibility*) Technician License**
 - 2-year term
 - \$50 Card Issuance fee

- **Elevator Agency Helper**
 - Does not expire but not active if no longer employed by the Elevator Agency
 - \$50 Card Issuance fee

ELEVATOR AGENCY HELPER REGISTRATION

To qualify for an **Elevator Agency Helper Registration** the applicant must:

- Be employed on the payroll of the Elevator Agency Director's registered elevator agency
- Be at least 18 years of age
- Be able to read and write in English
- Submit an employment verification form completed by the Elevator Agency Director (employment verification form will be available on the DOB website)

STAGGERED LICENSE EXPIRATION DATES

Elevator Agency Director and Inspector

- Currently elevator licenses have 3-year terms, expiring December 31 at the end of the term. DOB will issue a Service Notice covering the following change that will be effective December 31, 2021.
 - The expiration date of all unexpired **Elevator Director** and **Inspector** licenses will automatically advance to the initial issuance month and day in the year following the license expiration

EXAMPLE #1 – Bobby’s Elevator Director license was issued April 1, 2018 and expires December 31, 2021. Bobby’s new expiration date will be April 1, 2022.

EXAMPLE #2 – Martha’s Elevator Inspector license was issued June 30, 2020 and expires December 31, 2023. Martha’s new expiration will be June 30, 2024.

STAGGERED LICENSE EXPIRATION DATES

(continued)

- Any Elevator Director and Inspector license that is expired less than 1 year may apply for renewal as allowed by law
 - Subsequent renewals and new licenses will have 3-year terms based on the issue date.

OBTAIN ELEVATOR LICENSES IN DOB NOW

New and Renewal Applications

- Beginning early 2022, applications for **ALL** elevator licenses will be handled via the **DOB NOW** portal
 - All existing elevator licensing data will be migrated to the DOB NOW portal.
 - All elevator licensing processes will be handled in DOB NOW.
EXAMPLE – insurance updates and change requests
 - A Service Notice to announce the start date for required DOB NOW use will be issued.

NYC ELEVATOR WORK APPLICATIONS AND PERMITS

- Permits for elevator work are applied for and issued in **DOB NOW**
- Applications for required elevator work are submitted by the **Elevator Agency Director**
- Permits are issued to the Elevator Agency Director
- The Elevator Agency Director accepts full responsibility for **all** elevator work

NYC ELEVATOR INSPECTIONS

- An Elevator Agency Inspector license is required to conduct elevator inspections
 - No permit is required to conduct elevator inspections
 - Elevator Agency Inspectors must be under the direct and continuing supervision of an Elevator Agency Director.

NYC ELEVATOR LICENSE

Additional Requirement

Article 427 of Title 28

- Applications/permits issued to elevator contractors will appear on DOB's website within 48 hours of issuance
- The published information will include the **date of issuance**, the **work covered by the permit**, the **elevator contractor or contractors involved**, the **location**, and **type of work to be performed**.
- DOB will maintain and publish a registry listing all licensed elevator agency helpers, technicians, and inspectors doing business in the City of New York
- This registry will be posted on DOB's website.



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