



# Elevator Application (ELV1 Form) Instructions

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This form is filed with the Elevator Unit to obtain permit for elevator and related devices. The work may include new installations, alteration/replacement or dismantle/removal of existing devices. This form may also be used for elevator permit renewal, permit reinstatement or permit withdrawal.

*NOTE: Please refer to ELV1A Supplemental Form if you are submitting a permanent amusement ride application.*

## DEFINITIONS

**Elevator Application (EA)** is required for elevator jobs that require a new device number to be issued by the Elevator Unit. This may include new installations or change of classification (i.e. change of freight elevator to passenger elevator).

**Elevator Building Notice (EBN)** is required for major alterations, substantial upgrades, total replacement/modernization, work involving structural changes for an existing device or removal and dismantling of elevator and related devices.

**Elevator Building Notice/Policy and Procedure Notice (EBN/PPN)** is a Self-Certification under Policy & Procedure 26/90 for replacement/modernization. OPPN 26/90 authorizes an Elevator Director to sign-off minor alterations that do not require a test to be performed in the presence of a DOB inspector. An ELV3 must be submitted to the Department upon completion of EBN/PPN work.

**Amendments** are a revision to an open application that is filed **after** the Elevator Division has approved an elevator work permit. Amendments may include, but are not limited to, scope of work, address, weight change of the device, plan change, etc. Amendments are filed using the **B Form 10: Elevator Amendment Form**.

## INSTRUCTIONS

*NOTE: This form **must** be typewritten, handwritten forms or forms edited with whiteout will not be accepted.*

For removal of a device, a plot diagram showing the location of the device must be submitted with this application. A notarized letter from the owner is also required stating the removal of the device does not diminish accessibility required by the Building Code.

In the top right hand corner of the ELV1 form, provide the Filing Representative's name, license number and email address. If the application is filed by the applicant, the applicant's information should be provided in this box.

## **SECTION 1**

Check off the appropriate box for elevator work being performed. If the application is for a permit renewal/reinstatement or permit withdrawal then the existing permit number must be provided. Also provide the year of the Building Code under which the building is built (i.e. 1968, 2008, or 2014). Provide an electrical application number for the work being done or put **NA** if an electrical filing is not required.

## **SECTION 2**

Provide address of the location where device(s) is located.

## **SECTION 3**

Applicant must be either a NYS registered design professional or a licensed NYC elevator agency director. Applicant must add license number and license type: Professional Engineer (PE), Registered Architect (RA), and Licensed Elevator Agency Director (LD).

## **SECTION 5**

Provide Elevator Unit issued device IDs for which you are seeking a permit. If this is a new installation, leave this field blank. Next, check off the appropriate box(es) for device type. Do not mix and match different types of devices on one application. Check off the appropriate **Yes/No** box for device(s) listed in this section.

## **SECTION 6 through SECTION 13**

Fill out all relevant information for the device. If a section is not applicable then check off the **NA** box.

## **SECTION 16**

Provide a detailed description of work to be performed on device(s) listed in this application. If more space is needed use the [A1 form](#).

## **SECTION 17**

For all EA and EBN jobs, a registered design professional must seal and sign this application. Each page of the application must be individually sealed and signed by the registered design professional. Any other attached drawings and documentation supporting the application **must** also be sealed and signed by the registered design professional.

## **SECTION 18**

Provide accurate estimated cost of the project. An AIA contract may be required to support the cost estimate. A NYC Department of Finance assessment statement is required to show **Fee Exempt** status. For new installations filed in conjunction with a New Building (NB) permit, a current NB permit will need to be attached.

## **Online Elevator Appointment Requests**

Inspection requests are no longer accepted in person, by phone or by the Elevator Appointment Request Form. All requests **must** be made in [Inspection Ready](#). To schedule an appointment, visit <http://www1.nyc.gov/site/buildings/industry/inspection-ready.page>.