



BUILDINGS 2026-014 BULLETIN OPERATIONAL

ISSUANCE DATE
September 22, 2026



ISSUER: Constadino (Gus) Sirakis, PE, M.ASCE.

Deputy Commissioner
Development & Technical Affairs

PURPOSE: This Bulletin establishes documentation requirements for Alteration CO, New Building with Existing Elements, and New Building filings regarding elevator devices, including drawing requirements, supporting documents required prior to plan approval, and Certificate of Occupancy sign-off requirements.

SUBJECT(S): Elevator Devices - Code requirements; General Construction Drawings requirements; Required Supporting Documents prior to Approval; Elevator Signoff for Occupancy request

RELATED CODE SECTIONS & RESOURCES: BC 3002.4, BC 1009.4, BC 1104.4, BC 1107.4

I. EFFECTIVE DATE

Effective Immediately.

II. BACKGROUND

The NYC Construction Codes, Federal, and State laws may trigger the requirement to provide an elevator device, such as the NYC Building Code (BC) 3002.4 requirement to provide an elevator based on the number of stories or the BC 1009.4, BC 1104.4 and BC 1107.4 requirements to provide elevator service as part of an accessible means of egress or an accessible route, respectively.

III. COMPLIANCE AND APPLICABILITY

This requirement applies to the general construction filings of Alteration CO, New Building with Existing Elements and New Building filings.

IV. SUBMITTAL OF DOCUMENTS

Applicants filing application types listed in Section III of this bulletin shall comply with all of the following requirements:

- A. **Drawings.** Drawings shall clearly indicate whether an elevator device is required per the NYC Construction Codes or voluntarily provided, or where no elevator device is required and none provided the drawings shall indicate "No elevator device is required." Where an elevator is required or provided, the drawings shall indicate the location and construction associated with the elevator enclosure as required by the NYC Construction Codes;
- B. **No Elevator Affirmation.** Where no elevator device is required based on the scope of work of an application, and no elevator device is being installed voluntarily in conjunction with this application, a completed No Elevator Affirmation, signed and sealed by a Registered Design Professional using the form in **Attachment A**, shall be uploaded in DOB NOW in Additional Supporting Documents required Prior to plan approval; **and**
- C. **Elevator Occupancy Sign-off Requests.** Information entered in the Elevator Information section of the Elevator Occupancy Sign-Off Request in DOB NOW shall match the information provided in of the No Elevator Affirmation.

Attachment A

No Elevator Affirmation

This Affirmation must be uploaded in the Additional Supporting Documents as a Prior to Approval item.

A copy of this Affirmation must be attached to the CO Worksheet submitted with a Certificate of Occupancy request.

Project Address:

BIN:

Application #:

No elevator device is required in this building, and none is provided.

Comments:

I affirm this ____ day of _____, _____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, except as to matters alleged on information and belief and as to those matters I believe it to be true, and I understand that this document may be filed in an action or proceeding in a court of law.

Name (please print):

Signature:

Date:

P.E./R.A Seal – apply seal, then sign and date over seal