

SERVICE NOTICE

Temporary Amusement Device Inspection Requests to be Submitted to the Department of Buildings in **DOB NOW: Safety**

Beginning March 18, 2022, requests for inspections of temporary amusement devices must be submitted to the NYC Department of Buildings in **DOB NOW: Safety**. These requests are no longer submitted to the NYC Department of Consumer and Worker Protection.

Permanent and Portable Amusement Devices

Follow the current procedures for requesting DOB inspections of permanent or portable amusement devices. DOB will provide instructions on how to submit these inspection requests in DOB NOW in the near future.

Temporary Amusement Device Inspection Request

Use an eFiling account and log into DOB NOW at www.nyc.gov/dobnow. If you do not have an eFiling account, visit www.nyc.gov/dobnowtips for instructions on how to create one.

Once logged into DOB NOW, select **DOB NOW: Safety** then **Elevator**. On the **Elevators Safety Filings Dashboard**, select **+Amusement Device Periodic Inspection**. If you have never requested an inspection for the device in DOB NOW, you will be required to register the device in DOB NOW by selecting **+Register New Device** and entering the required information. DOB NOW will assign an AR number to the device. This DOB NOW AR number replaces any previously issued AR number.

Once you have registered the device, select the **Inspection(s)** tab on the left side of the page. Enter the required information about the event and select an inspection date. You will be required to pay the \$100 inspection fee – \$130 after November 7, 2022 – before you can submit the inspection request. You must submit a separate inspection request for each device that requires an inspection.

To reschedule or cancel an inspection, open the request in **DOB NOW: Safety** and from the **Inspection(s)** tab, select **Reschedule** or **Cancel**. If you cancel the inspection, you will be required to pay another inspection fee to schedule a new inspection.

Review [Title 1 of the Rules of the City of New York §3005-10](#) for the inspection requirements for temporary amusement devices.

DOB NOW Inquiries and Support

To submit an inquiry about DOB NOW, visit the **DOB NOW Help Form** at www.nyc.gov/dobnowhelp.