



INDUSTRY PORTAL STEP-BY-STEP GUIDE

Business Approval Requests: Elevator Agencies

The following Step-by-Step Guide will outline the steps applicable to Business Approval Requests for Elevator Agencies in DOB NOW: *Licensing*.

HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 



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Overview

This step-by-step guide will provide applicants with a systematic understanding of how to request Business Approval for an Elevator Agency in DOB NOW: *Licensing*.

This step-by-step guide will explain and visually show an applicant how to navigate the Licensing Dashboard.

Requirements

- Business Approval Requests (BAR) can only be submitted by Elevator Directors.
- They will need to be requested using an approved License Qualification Application (LQA) number. The BAR can be for a new Elevator Agency or for a change to an existing Elevator Agency.

SYSTEM GUIDELINES

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form with the following elements:

- Email***: A text input field with a red asterisk and a red callout '1' pointing to it. The placeholder text is "Enter email/username...".
- Applicant Type***: A dropdown menu with a red asterisk and a red callout '2' pointing to it. The text "Select:" is visible.
- Last Name**: A text input field with a red callout '2' pointing to it. The field is grayed out.
- Filing Representative Information**: A section header.
- + Add Representative**: A blue button.
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The table contains one row: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333. The Action column has two icons: a blue square with a white plus sign and a blue square with a white trash can.
- Horizontal scrollbar**: A red callout '3' points to the scrollbar below the table.
- Total Items: 1**: Text below the table.
- Page navigation**: A set of navigation buttons including a left arrow, a right arrow, a box containing "1", a slash, a box containing "1", a right arrow, a left arrow, a box containing "5", and a dropdown arrow. The text "Items Per Page" is to the right.
- 1 - 1 of 1 items**: Text at the bottom right.

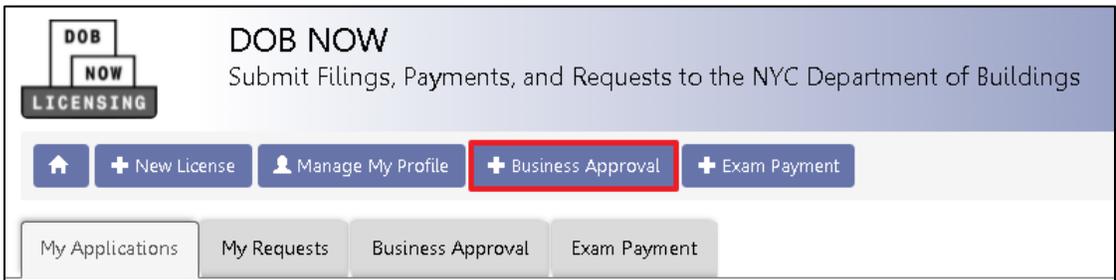
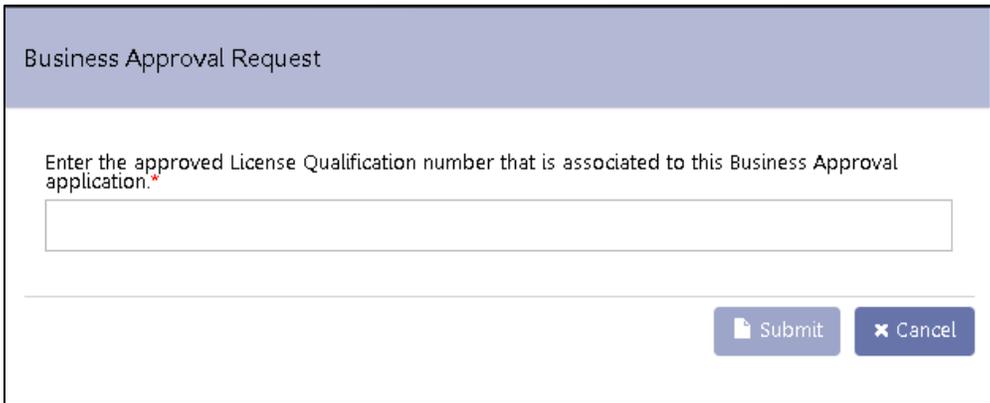
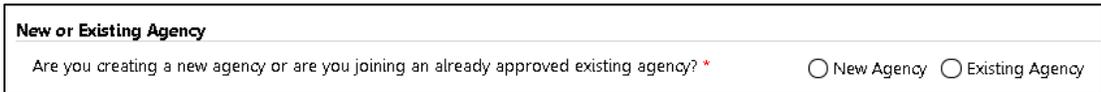
ADDITIONAL HELP & INFORMATION

1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

New Business Approval Requests

Business Approval Requests (BARs) are associated only with Elevator Director LQAs. Once the Elevator Director LQA has passed the background approval process, the Director will receive an email notifying them that they may proceed with a BAR.

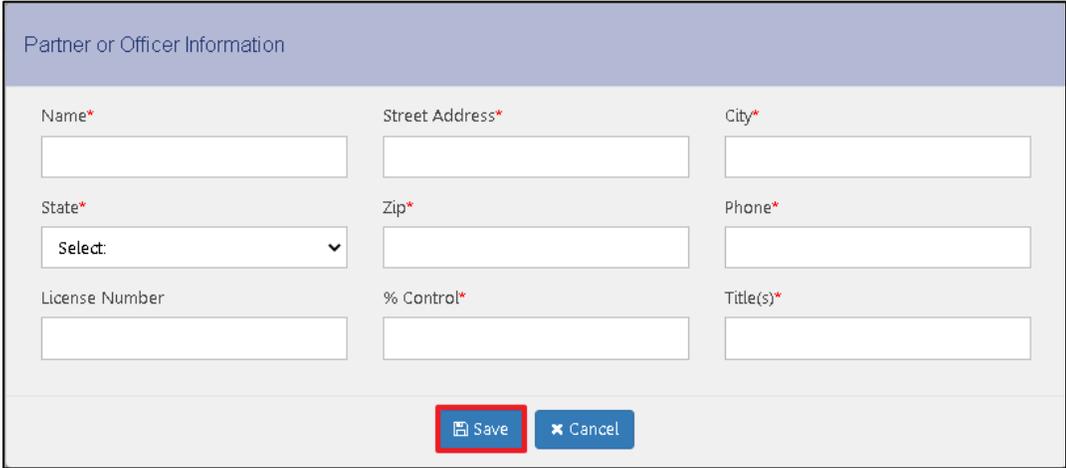
While a BAR may be submitted either for a new Elevator Agency or for updates to existing Elevator Agencies, this step-by-step will address **new Elevator Agencies**. Update BARs will have some fields automatically filled instead of manually filled but otherwise the process is the same.

Step	Action
1.	<p>Click the +Business Approval button from the DOB NOW: <i>Licensing</i> dashboard.</p> 
2.	<p>Enter the approved License Qualification Number from the Elevator Director’s LQA.</p> 
3.	<p>The first question asks if the Applicant is joining an existing agency or establishing a new agency. Select New Agency.</p> 

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Step	Action									
	<p>If Applicants are joining an existing Agency, they can search for the Agency by the Agency Number.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Agency Search</p> <p>Search by Agency Number: *</p> <div style="display: flex; align-items: center; margin-top: 5px;"> <input style="width: 300px; border: 1px solid #ccc;" type="text" value="Enter Agency Number"/> <div style="margin-left: 10px; border: 2px solid red; padding: 2px 5px; background-color: #0056b3; color: white; border-radius: 3px; display: flex; align-items: center; justify-content: center;"> 🔍 Search </div> </div> <p>Agency Information</p> </div>									
4.	<p>Fill in all Agency Information other than Agency Number (which will be assigned by DOB).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Agency Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid #ccc; padding: 2px;">Agency Name*</td> <td style="width: 33%; border-bottom: 1px solid #ccc; padding: 2px;">Agency Number</td> <td style="width: 33%; border-bottom: 1px solid #ccc; padding: 2px;">Agency Address*</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc; padding: 2px;">City*</td> <td style="border-bottom: 1px solid #ccc; padding: 2px;">State* ▼</td> <td style="border-bottom: 1px solid #ccc; padding: 2px;">Zip*</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc; padding: 2px;">Business Telephone*</td> <td style="border-bottom: 1px solid #ccc; padding: 2px;">Business Type* Select Type: ▼</td> <td></td> </tr> </table> </div> <p>The Business Type can be:</p> <ul style="list-style-type: none"> Corporation Limited Liability Company (LLC) Partnership Sole Proprietor Individual <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Business Type*</p> <p>Select Type: ▼</p> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px;">Select Type:</div> <div style="padding: 2px;">Corporation</div> <div style="padding: 2px;">Limited Liability Company (LLC)</div> <div style="padding: 2px;">Partnership</div> <div style="padding: 2px;">Sole Proprietor</div> <div style="padding: 2px;">Individual</div> </div> </div>	Agency Name*	Agency Number	Agency Address*	City*	State* ▼	Zip*	Business Telephone*	Business Type* Select Type: ▼	
Agency Name*	Agency Number	Agency Address*								
City*	State* ▼	Zip*								
Business Telephone*	Business Type* Select Type: ▼									
5.	<p>Click Save.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid #ccc; padding: 2px; background-color: #0056b3; color: white; margin-bottom: 5px; display: flex; align-items: center;"> 💾 Save </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; background-color: #d9e1f2;">General Information</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Documents</div> <div style="border: 1px solid #ccc; padding: 2px;">Statements & Signature</div> </div>									

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Step	Action
6.	<p>Click Yes to confirm.</p>  <p>A dialog box titled "Confirm" with a close button (X) in the top right corner. The text inside asks, "Are you sure you want to create a Business Approval Request?". At the bottom, there are two buttons: "Yes" (highlighted with a red box) and "No".</p>
7.	<p>Click +Add to enter Partner or Officer Information.</p>  <p>A window titled "Partner or Officer Information*" with a "+ Add" button highlighted by a red box.</p>
8.	<p>Enter all required information in the Partner or Officer Information window and then click Save.</p>  <p>The "Partner or Officer Information" form contains the following fields:</p> <ul style="list-style-type: none"> Name* (text input) Street Address* (text input) City* (text input) State* (dropdown menu with "Select:" and a downward arrow) Zip* (text input) Phone* (text input) License Number (text input) % Control* (text input) Title(s)* (text input) <p>At the bottom of the form, there are two buttons: "Save" (highlighted with a red box) and "Cancel".</p>

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Step	Action																				
9.	<p>Continue until all required Partners or Officers have been added.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Partner or Officer Information*</p> <p style="text-align: left; margin-bottom: 5px;">+ Add</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Street Address</th> <th style="width: 20%;">License Number</th> <th style="width: 15%;">% Control</th> <th style="width: 15%;">Actions</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Elevator License02</td> <td>280 Broadway</td> <td></td> <td>50</td> <td style="text-align: center;"> ✎ ✖ </td> </tr> <tr> <td>Other Director</td> <td>280 Broadway</td> <td></td> <td>50</td> <td style="text-align: center;"> ✎ ✖ </td> </tr> </tbody> </table> </div>	Name	Street Address	License Number	% Control	Actions						Elevator License02	280 Broadway		50	✎ ✖	Other Director	280 Broadway		50	✎ ✖
Name	Street Address	License Number	% Control	Actions																	
Elevator License02	280 Broadway		50	✎ ✖																	
Other Director	280 Broadway		50	✎ ✖																	
10.	<p>Enter General Liability Insurance information. (NOTE: General Liability Insurance is always required for Elevator Agencies.)</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Insurance Information*</p> <p>General Liability Insurance*</p> <p>General Liability Insurance Policy Number* <input style="width: 150px;" type="text"/> Policy Start Date* <input style="width: 100px;" type="text"/> 📅 General Liability Insurance Expiration Date (mm/dd/yyyy)* <input style="width: 100px;" type="text"/> 📅</p> <p>Broker Information* <input style="width: 150px;" type="text"/></p> </div>																				
11.	<p>If they are not waived, Workers Compensation Insurance and Disability Insurance information must be entered.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Workers' Compensation Insurance</p> <p>Is the Workers' Compensation Insurance waived?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Workers' Compensation Insurance Policy Number* <input style="width: 150px;" type="text"/> Workers' Compensation Insurance Start Date (mm/dd/yyyy)* <input style="width: 100px;" type="text"/> 📅 Workers' Compensation Insurance Expiration Date (mm/dd/yyyy)* <input style="width: 100px;" type="text"/> 📅</p> <p>Broker Information* <input style="width: 150px;" type="text"/></p> <p>Disability Insurance</p> <p>Is the Disability Insurance waived?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Disability Insurance Policy Number* <input style="width: 150px;" type="text"/> Disability Insurance Start Date (mm/dd/yyyy)* <input style="width: 100px;" type="text"/> 📅 Disability Insurance Expiration Date (mm/dd/yyyy)* <input style="width: 100px;" type="text"/> 📅</p> <p>Broker Information* <input style="width: 150px;" type="text"/></p> </div>																				
	<p>NOTE: Workers Compensation Insurance and Disability Insurance may only be waived for Sole Proprietorship Elevator Agencies. If there is more than one worker, the Agency must have both types of insurance along with General Liability Insurance. If the insurances are waived, no additional Elevator Licenses (other than the Director) may be added to the Elevator Agency.</p>																				

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Step	Action
12.	<p>There is an optional Comments field at the bottom of the General Information tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Comments</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="font-size: small; margin-top: 5px;">500 characters remaining</p> </div>
13.	<p>In the Documents tab, users may upload:</p> <ul style="list-style-type: none"> ■ NYS Certificate of Incorporation ■ Filing Receipt or Certificate of Good Standing ■ Minutes stating the names of the elected officers ■ General Liability Insurance Certificate ■ Workers Compensation Insurance Certificate (or Waiver) ■ Disability Insurance Certificate (or Waiver) <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="background-color: #d9e1f2; padding: 5px;">Upload a Document</p> <p>Document Name*</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>Document Type*</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Select ▼</p> <p>Select</p> <p>NYS Certificate of Incorporation</p> <p>Filing Receipt or Certificate of Good Standing</p> <p>Minutes stating the names of the elected officers</p> <p>General Liability Insurance Certificate</p> <p>Workers' Compensation Insurance Certificate(**)</p> <p>Disability Insurance Certificate (**)</p> </div> <div style="text-align: right; margin-top: 10px;"> Upload Cancel </div> </div>

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Step	Action												
14.	<p>There is no fee to submit a Business Approval Request. Click Submit.</p>  <p>The screenshot shows a form with a 'Save' button and a 'Submit' button. The 'Submit' button is highlighted with a red border. Below the buttons, the tracking number 'BAR00001036' is displayed. Underneath, there are tabs for 'General Information', 'Documents', and 'Statements & Signature'.</p>												
15.	<p>Click Yes to confirm.</p>  <p>The screenshot shows a 'Confirm' dialog box with a close button (X) in the top right corner. The text inside asks, 'Are you sure you want to submit a Business Approval Request?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red border) and 'No'.</p>												
16.	<p>The request will show up on the Business Approval tab of the Licensing Dashboard.</p>  <p>The screenshot shows the 'Business Approval' tab selected in the dashboard. Below the tabs, there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Tracking Number</th> <th>Business Type</th> <th>Business Approval Request Status</th> <th>Created Date</th> <th>Modified Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td>BAR00001036</td> <td>Corporation</td> <td>Pending QA Review</td> <td>11/23/2021</td> <td>11/23/2021</td> </tr> </tbody> </table>	Actions	Tracking Number	Business Type	Business Approval Request Status	Created Date	Modified Date	 	BAR00001036	Corporation	Pending QA Review	11/23/2021	11/23/2021
Actions	Tracking Number	Business Type	Business Approval Request Status	Created Date	Modified Date								
 	BAR00001036	Corporation	Pending QA Review	11/23/2021	11/23/2021								
<p>You have now completed the Elevator Business Approval Request Step-by-Step.</p>													