

SERVICE NOTICE

Elevator License Types to Launch in DOB NOW: *Licensing*

Starting June 27, 2022, all new elevator license applications, business approvals, renewal submissions, card re-issuance requests, insurance updates, and changes to information will be processed through **DOB NOW: *Licensing***, and will no longer be available in DOB NOW: *BIS Options*. DOB is conducting free training sessions for new DOB NOW: *Licensing* users.

The change will impact all Elevator Agency license sub-types:

- Elevator Co-Director
- Elevator Director
- Elevator Helper
- Elevator Inspector
- Elevator Restricted Technician
- Elevator Technician

Elevator License Holders with eFiling Accounts

If current elevator license holders have an active eFiling account linked to their license number that is used to access DOB NOW: *Build*, *Safety* and/or *BIS Options*, they will use the same email and password to log into DOB NOW: *Licensing*.

New Elevator License Applicants

If users do not have an active eFiling account associated with their license, they must register for a DOB NOW: *Licensing* profile through the link provided on the login page:

DOB NOW: *BIS Options* Applications

The last day to submit new elevator license applications and renewal submissions in *BIS Options* is June 21, 2022. Any renewal submissions and new license applications started in *DOB NOW: BIS Options* prior to this date will still have to be completed in *DOB NOW: BIS Options*, but all future transactions on that license will be performed in *DOB NOW: Licensing*.

Insurance Updates, Elevator Card Reissuances & Changes to License Information

In-person requests and emails to elevatoragencyinsurance@buildings.nyc.gov will no longer be accepted. To add or update insurance information, log into *DOB NOW*, select **Licensing** and click on **Manage Profile** to submit the new information. All renewals, elevator card re-issuances, and changes to elevator license information, including co-director change, update of current agency information, and change to a different agency, will also be processed through this feature.

Paying Exam Fees

Fees for Elevator Director, Co-Director, or Inspector License exams will be payable via a new option on the **DOB NOW Public Portal** at www.nyc.gov/dobnow.

The image shows a vertical list of navigation options on the DOB NOW Public Portal. The options are: Address, Building Identification Number (BIN), Borough, Block, Lot, Device Search, Job Number Search, Zoning Approvals Eligible for Public Challenge, Licensees Search, Pay Exam Fee (highlighted with a red border), Violations Search, Stop Work Orders Search, and Get your Building Energy Efficiency Rating. The 'Pay Exam Fee' option is highlighted with a red border.

DOB NOW Training

The Department is conducting free training sessions to explain the new process and demonstrate how to use *DOB NOW: Licensing*. To register for training and to access step-by-step guides, user manuals, and videos, visit the **DOB NOW Training Page** at www.nyc.gov/dobnowtraining.

DOB NOW Inquiries and Support

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