



New York City Department of Buildings

DOB NOW: Safety

Elevators Safety Compliance Filings Industry User Manual

This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

As of August 29th, 2018



Introduction

DOB NOW: *Safety* has been designed to allow Owners, Registered Architects, Professional Engineers, Licensees, Filing Representatives, Progress Inspectors and Special Inspectors to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: *Safety*** to submit applications, make payments, schedule appointments, check the status of an application, pull permits, and make renewals.

DOB NOW: *Safety* Manual Overview

This manual provides step-by-step instructions for industry users to create and track compliance filing applications through **DOB NOW: *Safety***. The manual is organized into sections that correspond to the forms that users complete when they submit applications. Screenshots have been included to guide you through completing and submitting the required forms.

The manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this manual. However, this manual in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

DOB NOW: *Safety* Support Information

If you have any issues or questions on **DOB NOW: *Safety***, please visit the below link to fill out a form describing your question and submit it to DOB.

Website: <http://www.nyc.gov/dobnowhelp>

Identifying Unique User Actions

Some actions may only be performed by specific industry users. Throughout the manual, the following icons will appear in the section header if the action requires a specific user(s) to perform:

| Icon | Industry User |
|------|---|
| | Performing/Approved Agency Director/Co-Director (Applicant of Record) |
| | Performing/Approved Agency Inspector |
| | Witnessing Agency Director/Co-Director |
| | Witnessing Agency Inspector |
| | Owner |
| | Qualified Periodic Inspections Personnel |
| | Qualified Quality Control Personnel |

Please Note: Different industry professionals can sometimes take the role of Special and Progress Inspectors.



Contents

Please Note: The specific user(s) required to complete a filing stage are indicated in the table of contents with the respective user icon(s). Users who are not indicated at a particular stage will have read-only access. Certain filing stages require a specific user(s) to complete.

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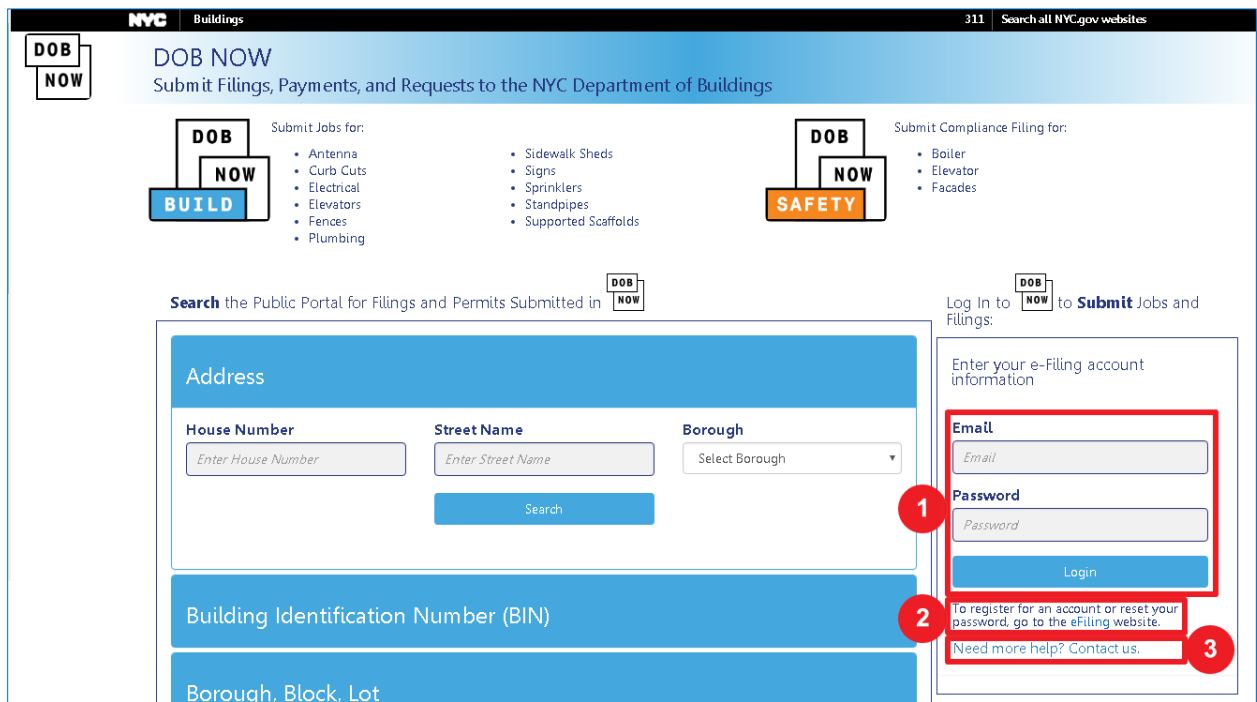
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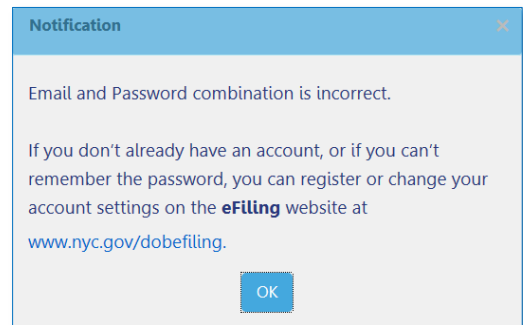
Access DOB NOW: Safety PD PI WD WI O PVT QC

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: Safety. Navigate to the DOB NOW: Safety login page by going to the following link: www.nyc.gov/dobnow

1. **Email:** Enter the Email ID and Password created for the eFiling system, then click Login.
2. **To register for an account or reset your password:** Link to e-filing website.
3. **Need More help? Contact us.:** Click here to contact DOB NOW user assistance.



Please Note: If your account information is incorrect, you will need to update your information in the eFiling system. If you enter an invalid username and password combination, you will see an error message and will be unable to login.





Home

After logging in, click on the **DOB NOW: Safety** icon followed by the **Elevators** pop-up option. This will take you to the DOB NOW: Safety dashboard.

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, PERFORMING AGENCY DIRECTOR
TR.PERELVDIRECTOR@GMAIL.COM
[Need Help?](#)
[Sign Out](#)

Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.

New License Applications, Renewals, Reissue, Change Requests are available under **DOB NOW: Licensing**.

Facade, Boiler and Elevator Compliance Filings are available under **DOB NOW: Safety**.

Plumbing, Sprinkler, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold, Fence, Sign, Electrical, Elevator and LAA Job Filings are available under **DOB NOW: Build**.

Get started by selecting a component below.

DOB NOW BUILD **DOB NOW SAFETY**

- Facades
- Boiler
- Elevators

Directory of City Agencies Contact NYC Government City Employees
Notify NYC CityStore Stay Connected
NYC Mobile Apps Maps Resident Toolkit

NYC Search

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View the DOB NOW: Safety Dashboard PD PI WD WI O PVT QC

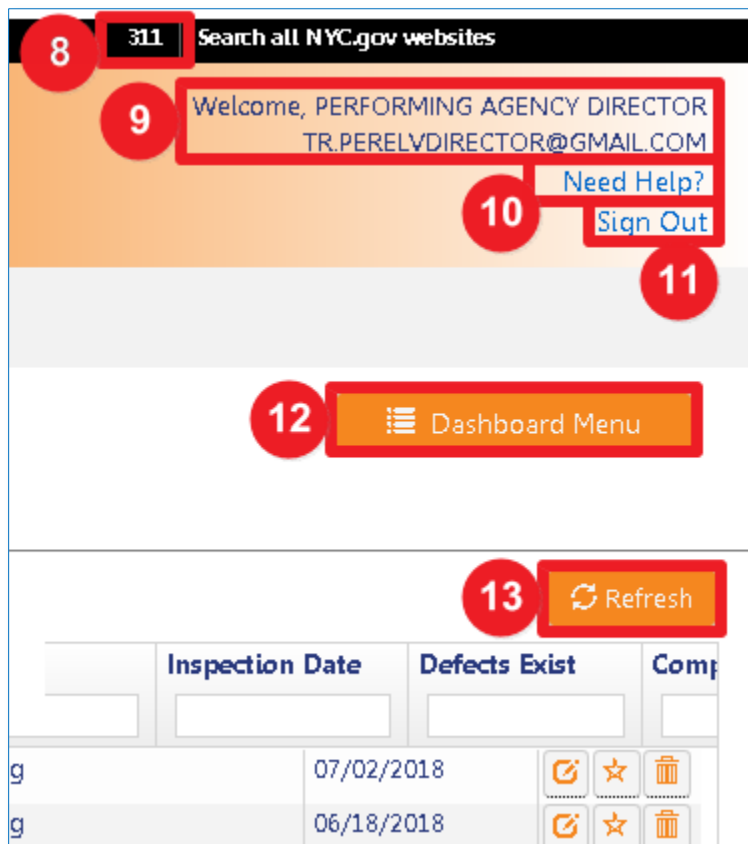
After logging in, the system will display the main dashboard. The numbers correspond to the list below that outlines the buttons and fields, explains the fields, and describes the actions that you can take.

1. **NYC.gov Link:** Clicking here will take you out of DOB NOW: Safety.
2. **Inspection/Test Report (ELV3):** Click to create a new Inspection/Test Report (ELV3) filing.
3. **Affirmation of Correction (ELV29):** Click to create a new Affirmation of Correction (ELV29) filing.
4. **Test Notification (ELV36):** Click to create a new Test Notification (ELV36) filing.
5. **Filter by Filing Type:** Click the appropriate column to filter filings by their filing type.
6. **Filter by Filing Status:** Click the appropriate column to filter filings by their filing status.
7. **Grid columns:** Contains all information relevant to the selected tab. Depending on the filing dashboard displayed, different variations of columns will appear.

The screenshot shows the NYC Buildings Elevators Safety Filings Dashboard. It features a header with the NYC logo and 'Buildings' text. Below the header is a navigation bar with 'DOB NOW SAFETY' and a 'DOB NOW' button. The main content area is titled 'Elevators Safety Filings Dashboard' and contains three buttons: '+ Inspection/Test Report (ELV3)', '+ Affirmation of Correction (ELV29)', and '+ Test Notification (ELV36)'. Below these buttons are four tabs: 'Inspection/Test Reports', 'Affirmation of Corrections', 'Test Notifications', and 'My Favorites'. The dashboard is divided into sections for 'Pre-Filing', 'Pay to File', 'In Process', and 'Processed'. At the bottom, there is a table with columns: Group Number, Tracking Number, Location, Owner, Device ID, Device Type, and Inspection Type. The table contains two rows of data.

| Group Number | Tracking Number | Location | Owner | Device ID | Device Type | Inspection Type | |
|--------------|----------------------|----------|--------------------|--------------------------|-------------|-----------------|------------|
| 1ANHATTAN | SAFETY ELEVATORSO... | 1P11920 | Elevator | 1 Year Test / Category 1 | 12/12/2017 | Yes | Pre-Filing |
| 1ANHATTAN | SAFETY ELEVATORSO... | 1W5220 | Accessibility Lift | 1 Year Test / Category 1 | 12/05/2017 | No | Pre-Filing |

- 8. **311 Link:** Link to the 311 homepage.
- 9. **Account Info:** Identifies the name and email associated with the active user account.
- 10. **Need Help?:** Link to DOB NOW Help page.
- 11. **Sign Out:** Signs user out of the DOB NOW: *Safety* system.
- 12. **Dashboard Menu:** Click to transfer between all *Safety* work type dashboards.
- 13. **Refresh:** Refreshes the data to display the most recent information.



Sort and Display Columns PD PI WD WI O PVT QC

You can search for specific jobs, sort the columns, export data, and choose which columns appear in the dashboard grid.

1. **Filter Compliance Filing:** Filter the displayed filings by filing type and filing status by clicking the appropriate column.
2. **Column Search:** Type in a value in this field to search for and display only jobs that contain the searched for value.
3. **Column Sorter:** Click the desired grid column to sort all filings in ascending or descending order.

| Inspection/Test Reports | | | | | Affirmation of Corrections | Test Notifications | My Favorites | 1 |
|-------------------------|----------------------|------------------------|----------------------|----------------------|----------------------------|--------------------|--------------|---|
| Pre-Filing | | Pay to File | | In Process | | | | |
| Group Number | Tracking Number | Location | Owner | 3 | Device ID | | | |
| <input type="text"/> | <input type="text"/> | 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| ELV3-M000004366 | ELV3-1P11920-0076179 | 25 BROADWAY MANHATTAN | SAFETY ELEVATORSO... | 1P11920 | | | | |
| ELV3-M000004350 | ELV3-1W5220-0076166 | 441 7 AVENUE MANHATTAN | SAFETY ELEVATORSO... | 1W5220 | | | | |



Navigate a Compliance Filing PD PI WD WI O PVT QC

This section guides you through how to enter a new compliance filing from the main dashboard.

The dashboard shows the NYC Buildings logo and 'DOB NOW' branding. It includes a navigation bar with tabs for 'Inspection/Test Reports', 'Affirmation of Corrections', 'Test Notifications', and 'My Favorites'. Below this is a table with columns for Tracking Number, Location, Owner, Device ID, Device Type, Inspection Type, and Inspection Date. Two rows of data are visible, both for '280 BROADWAY MANHATTAN'.

| Tracking Number | Location | Owner | Device ID | Device Type | Inspection Type | Inspection Date |
|----------------------|------------------------|----------------------|-----------|-----------------|------------------------------|-----------------|
| ELV3-1K00365-0076162 | 280 BROADWAY MANHATTAN | SAFETY ELEVATORSO... | 1K00365 | Moving Walk | 1 Year Test / Category 1 | 06/07/2018 |
| ELV3-1C00361-0076121 | 280 BROADWAY MANHATTAN | SAFETY ELEVATORSO... | 1C00361 | Personnel Hoist | Personnel Hoist - Jump Do... | 06/06/2018 |

New Filing

After starting a new compliance filing, the **Compliance Filing** screen will appear. Once you begin adding details, additional tabs may appear. You will only be able to save after completing all required fields, which will be outlined in red if attempting to save before they are complete. A filing number will be generated after saving the first time.

The form is titled 'INSPECTION/TEST REPORT' and includes a 'Search' dropdown menu. It contains several input fields: 'Report Type' (set to 'Elevator Inspection/Test'), 'Report Year' (set to '-Select-'), 'Inspection Type(s)' (set to '1 Year Test / Category 1'), and 'Device ID' (with a search icon and a placeholder 'e.g. 1E20373'). There are also radio buttons for 'Search by:' with options for 'Device ID', 'Address', and 'BIN'. 'Save' and 'Proceed' buttons are visible at the top right of the form area.



In Progress Filing

After you enter and save your filing information, the **Compliance Filing** screen will populate a job number, update the status of the filing, and new forms will be made visible based on information associated with the selected device(s).

The screenshot shows the 'INSPECTION/TEST REPORT : ELV3-M000004366' screen. At the top, a progress bar indicates the current stage is 'Pre-Filing', with other stages being 'QA Supervisor Review', 'QA Review', and 'Accepted'. The main content area is divided into sections: 'Report Information' with fields for 'Report Type' (Elevator Inspection/Test) and 'Report Year' (2017); and 'Device List' containing a table of selected devices.

| Tracking Number | Device ID | Device Type | Inspection Type | Inspection Date |
|----------------------|-----------|-------------|--------------------------|-----------------|
| ELV3-1P11920-0076179 | 1P11920 | Elevator | 1 Year Test / Category 1 | 12/12/2017 |



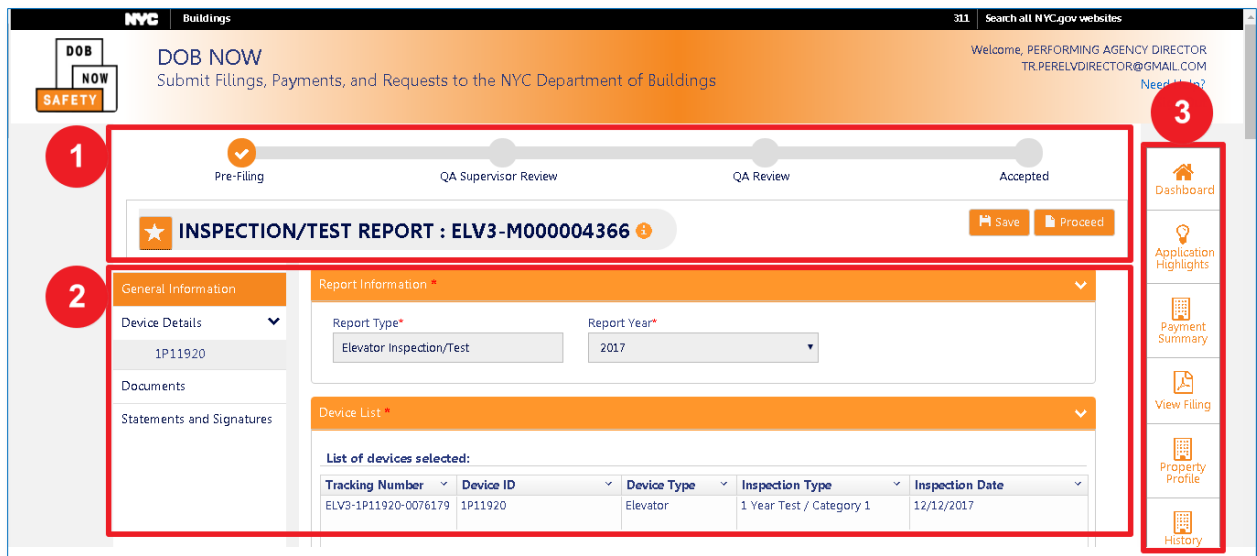
Monitor Progress of a Compliance Filing PD PI WD WI O PVT QC

On the Compliance Filing screen, you can check the status of the filing and view additional details. This section of the manual identifies key information on the Compliance Filing screen, divided into three main sections:

Section 1: Progress ribbon, filing number, and filing options.

Section 2: Navigation tabs and information intake fields.

Section 3: Additional actions options.



Section 1: Progress Ribbon, Filing Number, and Filing Options

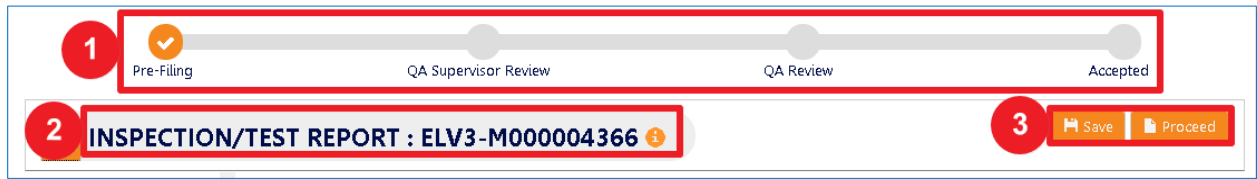
1. **Filing Progress Ribbon:** The highlighted status indicates the current status of the compliance filing. A filing will always start with a status of *Pre-Filing*. The filing will be assigned a different status as it moves through the filing process.
2. **Job #:** Job number of the selected job. This number is created after saving the job the first time. If starting a new job, there will be nothing displayed until the information is saved.

Filing #: Specific filing number for the job selected.

See [Compliance Filing Number Format](#) for details.

3. **Save and Proceed:** Save information that was entered into the filing forms, then click *Proceed* to display a summary of the job details before filing.

Please Note: Only the Applicant of Record/Design Professional can proceed and is required to provide further acknowledgment before the job can be submitted to DOB.



Section 2: Navigation Tabs and Intake Fields

1. **Navigation Tabs:** The highlighted tab indicates which section of the filing is currently being displayed. The default form shown when opening a compliance filing will always be *General Information*.

Please Note: The sections which appear as navigational tabs will vary per filing type.

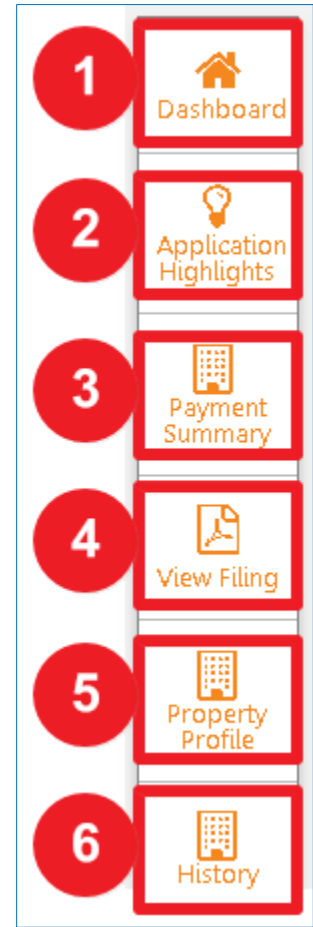
2. **Intake Fields:** Once a filing form has been selected using the navigational tabs, intake fields relevant to that form will appear. To progress through the filing, complete these forms using free text, drop down menus, and multiselect tools as necessary. Fields with a red asterisk (*) are required — the form cannot be submitted unless these fields are complete.

| Tracking Number | Device ID | Device Type | Inspection Type | Inspection Date |
|----------------------|-----------|-------------|--------------------------|-----------------|
| ELV3-1P11920-0076179 | 1P11920 | Elevator | 1 Year Test / Category 1 | 12/12/2017 |

Section 3: Additional Actions Options

1. **Dashboard:** Returns to the Safety Elevator main dashboard. The system will prompt you to save changes if necessary.
2. **Application Highlights:** Summary of filing information, *Job Status* will update as you proceed.
3. **Payment Summary:** Fee information associated with the filing.
4. **View Filing:** Displays a printable summary of all information entered for the filing.
5. **Property Profile:** Displays additional information on the associated property.
6. **History:** Displays the job filing’s history throughout the compliance filing process.

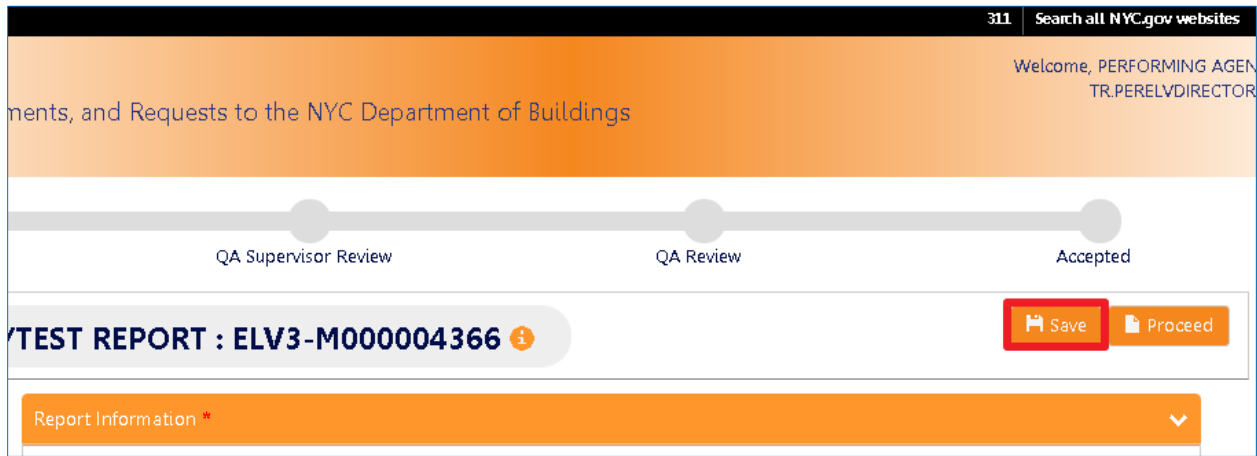
See the [Additional Actions](#) section for more detail



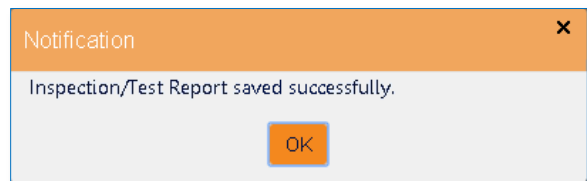


Save a Filing PD PI WD WI O PVT QC

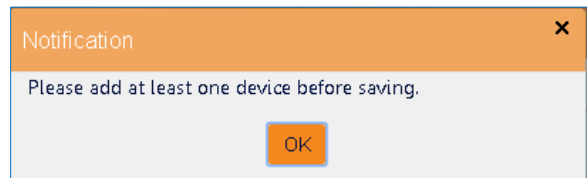
It is important that you save your compliance filing any time you make changes. Otherwise your changes will be lost. Once all required fields for a particular form have been completed, save the form by clicking the **Save** button, seen below.



If you are creating a new filing, you will need to add a device(s) and complete the **Location Information**, **Owner Information**, and **Performing Agency Information (Applicant of Record)** sections in order to save the first time. The following message will appear when you save successfully.



If you have not yet completed the required fields, a variation of the following message will appear, specifying which sections still need to be completed.





[Home](#)

Submit an Inspection/Test Report (ELV3) [PD](#) [PI](#) [WD](#) [WI](#) [O](#) [PVT](#) [QC](#)

The sections below provide instructions for completing the forms that need to be submitted as part of an initial inspection/test report (ELV3). Based on your specific filing type, you may not be required to complete each form.

The list of forms includes:

- General Information
- Device Details
- Documents
- Statements and Signatures

Please note: Section may require a specific user(s) to complete. If you are not the specified user, you may view the section as read-only. Sections requiring a specific user will be noted as such.

Select Inspection Type PD PI WD WI O PVT QC

In order to file an Inspection/Test Report (ELV3), you must select the type of inspection that will occur. Click the Elevator Inspection/Test or Personnel Hoist Inspection/Test tabs to select the type of inspection/test to be performed.

For Elevator Inspection/Tests, you may choose:

- **1 Year Test / Category 1**
- **5 Year Test / Category 5**

Please note: 1 Year Test / Category 1 and 5 Year Test / Category 5 may be filed together.

For Personnel Hoist Inspection/Test, you may choose:

- **Personnel Hoist – Jump Up**
- **Personnel Hoist – Jump Down**
- **Personnel Hoist – 90 Day Temporary Renewal**

Please note: Personnel Hoist – Jump Up and Personnel Hoist – Jump Down cannot be filed together.

Once the **Inspection Type(s)** are selected, click **Submit** to proceed to the compliance filing screen.

Inspection Type(s):

Elevator Inspection/Test | Personnel Hoist Inspection/Test

1 Year Test / Category 1

5 Year Test / Category 5

Personnel Hoist - Jump Up

Personnel Hoist - Jump Down

Personnel Hoist - 90 Day Temporary Renewal

Submit | Cancel

Please note: Only qualified personnel can file Periodic or Quality Control Inspections. These options will not appear to those users and will automatically generate the PVT or QC filing upon creation. Unless otherwise noted, the same steps outlined below apply to the successful completion and submission of these respective filing types.

Complete General Information PD PI WD WI O PVT QC

The General Information tab must be completed to begin the application process. This section of the manual provides details on the General Information tab with instructions on how to complete each section.

Perform Device Search PD PI WD WI O PVT QC

All inspections must be performed on an existing Elevator device. The Search section allows you to detail both the type of inspection performed and search for the device(s) the inspection will be performed on.

1. **Report Type:** Displays the Inspection Type selected at filing creation (Elevator or Personnel Hoist).
2. **Report Year (*Elevator inspections only*):** Select the report year from the dropdown menu for the inspection being filed.
3. **Inspection Type(s):** Displays all inspection types selected at filing creation.
4. **Search by:** Select the criteria to search by: Device ID, Address, or BIN.
5. **Device ID:** Enter the device ID for each device being added to the filing.
Please note: Fields to enter the device's address or BIN will display if their respective radio buttons are selected.
6. **Search:** Click search to view any devices matching the search criteria.

The screenshot shows a search form with the following elements:

- 1:** Report Type* dropdown menu with "Elevator Inspection/Test" selected.
- 2:** Report Year* dropdown menu with "-Select-" selected.
- 3:** Inspection Type(s) section with two checkboxes: "1 Year Test / Category 1" (checked) and "5 Year Test / Category 5".
- 4:** Search by:* section with three radio buttons: "Device ID" (selected), "Address", and "BIN".
- 5:** Device ID* text input field containing "e.g: 1E20373".
- 6:** Search button with a magnifying glass icon.

The **Device Search Results** screen will appear displaying all devices matching the search criteria.





1. **Checkbox:** Click the checkbox to select the device.
2. **Inspection Date:** Click the Inspection Date field and select the corresponding date from the dropdown calendar. The selected inspection date will then display in the field.
3. **Device Details:** Click Device Details to display additional information regarding the device.
4. **Additional Records:** Toggle between pages of devices using the arrow buttons (if applicable).
5. **Total Records Selected:** Displays the total number of devices selected (checkboxed) in the given search query.
6. **Add:** Click Add to add all selected devices to the filing. A maximum of 5 devices may be added to any given filing.
7. **Cancel:** Click Cancel to return to the previous screen.

The screenshot shows the 'Device Search Results' window with the following elements highlighted by red callouts:

- 1:** A checked checkbox next to the first device entry (ID: 1P42079).
- 2:** A calendar dropdown menu for 'July 2018' with the date '17' selected.
- 3:** The 'Device Details' section for the selected device, showing information such as Premises (725 Fifth Avenue), Borough (Manhattan), Block (1292), Lot (Manhattan 7501), Status Date (09/01/1988), Approved Date, Floor From, and Device Status (Active).
- 4:** Navigation arrows and the text '1 to 6 of 10 records'.
- 5:** The 'Total Records Selected: 1' indicator.
- 6:** The 'Add' button.
- 7:** The 'Cancel' button.

View Device List PD PI WD WI O PVT QC

Devices searched and added will display in the Device List. You may view additional device details or delete the device from the filing by clicking the respective **View** or **Delete** buttons under the **Actions** column.

| Device List * | | | | | |
|---------------------------|-------------|--------------------------|-----------------|---|--|
| List of devices selected: | | | | | |
| Device ID | Device Type | Inspection Type | Inspection Date | Actions | |
| 1P45180 | Elevator | 1 Year Test / Category 1 | 07/11/2018 |   | |
| 1P45180 | Elevator | 5 Year Test / Category 5 | 07/12/2018 |   | |

Total Items: 2

1 / 1 items per page 1 - 2 of 2 items

Add Owner Information PD PI WD WI O PVT QC

Enter information associated with the owner. The remaining fields will autopopulate once a valid email and license type are provided.

- Email:** Provide the email of the owner registered to the compliance filing.
Please note: The email address must match the email address associated with a confirmed eFiling account.
- Owner Type:** Select the owner type from the dropdown menu.

| Owner Information * | | |
|--|---------------------------------------|-------------------------------|
| 1 <input type="text" value="Please enter email address"/> | <input type="text" value="-Select-"/> | 2 <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |



Add Performing Agency Information (Applicant of Record) PD PI WD WI O PVT QC

Enter information for both the performing Director/Co-Director and Inspection Agent. The remaining fields will autopopulate once a valid email and license type are provided.

Please note: Periodic Inspections and Quality Control Inspections only require information for the Approved Agency Director/Co-Director and Approved Agency Inspector.

- Email:** Provide the email of the Director/Co-Director associated with the performing agency. *Please note: The email address must match the email address associated with a confirmed eFiling account.*
- License Type:** Select the license type from the dropdown menu.

Performing Agency Information (Applicant of Record) *

Director/Co-Director Information

| | | |
|--|--|---|
| E-Mail* <input type="text" value="Please enter email address"/> | License Type* <input type="text" value="-Select-"/> | License Number* <input type="text"/> |
| Last Name* <input type="text"/> | First Name* <input type="text"/> | MI <input type="text"/> |
| Business Name* <input type="text"/> | Business Telephone* <input type="text"/> | Business Address* <input type="text"/> |
| City* <input type="text"/> | State* <input type="text"/> | Zip Code* <input type="text"/> |
| Mobile Phone <input type="text"/> | Agency Certification #* <input type="text"/> | |

- Email:** Provide the email of the Inspector associated with the performing agency.

Please note: The email address must match the email address associated with a confirmed eFiling account.

- License Type:** Select the license type from the dropdown menu.

Inspector Information

| | | |
|---|---|--|
| E-Mail* <input type="text" value="Please enter email address"/> | License Type* <input type="text" value="-Select-"/> | License Number* <input type="text"/> |
| Last Name* <input type="text"/> | First Name* <input type="text"/> | MI <input type="text"/> |
| Business Name* <input type="text"/> | Business Telephone* <input type="text"/> | Business Address* <input type="text"/> |
| City* <input type="text"/> | State* <input type="text"/> | Zip Code* <input type="text"/> |
| Mobile Phone <input type="text"/> | Agency Certification #* <input type="text"/> | |

Add Witnessing Agency Information PD PI WD WI O PVT QC

Enter information for both the witnessing Director/Co-Director and Inspection Agent. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email:** Provide the email of the Director/Co-Director associated with the witnessing agency. *Please note: The email address must match the email address associated with a confirmed eFiling account.*
2. **License Type:** Select the license type from the dropdown menu.

Witnessing Agency Information *

Director/Co-Director Information

| | | |
|---|---------------------------------------|----------------------|
| E-Mail* | License Type* | License Number* |
| <input type="text" value="Please enter email address"/> | <input type="text" value="-Select-"/> | <input type="text"/> |
| Last Name* | First Name* | MI |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Business Name* | Business Telephone* | Business Address* |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| City* | State* | Zip Code* |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mobile Phone | Agency Certification #* | |
| <input type="text"/> | <input type="text"/> | |

- 3. **Email:** Provide the email of the Inspector associated with the witnessing agency.

Please note: The email address must match the email address associated with a confirmed eFiling account.

- 4. **License Type:** Select the license type from the dropdown menu.

Inspector Information

| | | |
|---|---|--|
| E-Mail* <input type="text" value="Please enter email address"/> | License Type* <input type="text" value="-Select-"/> | License Number* <input type="text"/> |
| Last Name* <input type="text"/> | First Name* <input type="text"/> | MI <input type="text"/> |
| Business Name* <input type="text"/> | Business Telephone* <input type="text"/> | Business Address* <input type="text"/> |
| City* <input type="text"/> | State* <input type="text"/> | Zip Code* <input type="text"/> |
| Mobile Phone <input type="text"/> | Agency Certification #* <input type="text"/> | |

Complete Device Details PD PI PVT QC

The Device Details tab will appear once devices are added to the filing, information is added for all relevant parties, and the filing. All added devices will have a sub-tab under Device Details. Clicking on each will display details regarding the device and its inspection.

INSPECTION/TEST REPORT : ELV3-M000004366 Save Proceed

General Information

Device Details 1P11920

Documents

Statements and Signatures

Device Information

Device ID: 1P11920

Device Type: Elevator

Premises: 25 BROADWAY MANHATTAN

Borough: MANHATTAN

Block: 13

Lot: 27

Approved Date:

Status Date: 10/11/1994

Floor From:

Floor To:

Add Elevator 1 Year / Category 1 Device Details PD PI PVT QC

If a 1 Year / Category 1 inspection is performed on the selected Elevator device, select if a **Defect Exists** for the device.

1 Year Test / Category 1 - ELV3-1P11920-0076179

Inspection Date*
12/12/2017

Defects Exist?*

Yes No

+ Add Defect

Manage Defects

| Elevator Part | Elevator Sub-Part | Violating Condition | Suggested Remedy | Action |
|---------------|-------------------|---------------------|------------------|--------|
|---------------|-------------------|---------------------|------------------|--------|

Total Items: 0

1 / 1 items per page

If **Yes** is selected, click **+Add Defect** to add an appropriate defect to the filing.

*Please note: If **No** is selected, **+Add Defects** will be greyed-out.*

This will open the **Add New Defect** window.

1. **Elevator Part:** Select the defective Elevator Part from the dropdown menu.
2. **Elevator Sub-Part:** Select the defective sub-part from the dropdown menu.
3. **Violating Condition:** Select the condition of the defective part from the dropdown menu.
4. **Suggested Remedy:** Select the suggested remedy to fix the defect from the dropdown menu.
5. **Comments:** Enter any additional comments regarding the defect.
6. **Save:** Click Save to add the new defect to the filing.
7. **Cancel:** Click Cancel to return to the previous screen.

The added defect will appear in the 1 Year Test / Category 1 grid.

1 Year Test / Category 1 - ELV3-1P11920-0076179

Inspection Date* Defects Exist?* Yes No

Manage Defects + Add Defect

| Elevator Part | Elevator Sub-Part | Violating Condition | Suggested Remedy | Ac |
|------------------|-------------------|---------------------|---------------------|----|
| Outside Hoistway | Hoistway Doors | Improper Fuses | Perform & File Test | |

Total Items: 1

1 / 1 5 items per page 1 - 1 of 1 items

Add Elevator 5 Year / Category 5 Device Details PD PI PVT QC

If a 5 Year / Category 5 inspection is performed on the selected Elevator device, you may change the inspection date.

5 Year Test / Category 5 - ELV3-1P46915-0076151

Inspection Date*



Add Personnel Hoist - Jump Up/Down/90 Day Renewal Device Details PD

PI PVT QC

If Personnel Hoist – Jump Up/Down/90 Day Renewal inspections are performed on the selected device, enter the following information:

1. **Floor From:** Enter the floor the hoist inspection starts on.
2. **Floor To:** Enter the floor the hoist inspection ends on.
3. **Inspection Date:** Change the selected Inspection Date.

Device Information

| | | |
|----------------------|-----------------|------------------------|
| Device ID | Device Type | Premises |
| 1C01026 | Personnel Hoist | 280 BROADWAY MANHATTAN |
| Borough | Block | Lot |
| MANHATTAN | 153 | 1 |
| Approved Date | Status Date | Floor From* |
| 06/08/2018 | 06/08/2018 | <input type="text"/> |
| Floor To* | | |
| <input type="text"/> | | |

Personnel Hoist - Jump Up - ELV3-1C01026-0154172

| |
|---|
| Inspection Date* |
| <input type="text" value="08/06/2018"/> |

Add Periodic Inspection Device Details **PVT**

If periodic inspections are performed on the selected Elevator device, enter the following information:

1. **PVT Inspection Date:** Update the inspection date if needed.
2. **Inspection Start Time:** Enter the start time for the inspection.
3. **Inspection End Time:** Enter the end time for the inspection.
4. **Disposition:** Select the disposition from the dropdown menu.
5. **Is there a Cease Use on this Device?:** Select if the device has a cease use.
6. **Alternate Device in Service?** If **Yes** is selected for Cease Use, select if an alternate device is available to use.
7. **Sequence Number:** If **Yes** is selected for Cease Use, enter the applicable 6-digit violation sequence number.
8. **Violation Date:** If **Yes** is selected for Cease Use and once the Device Details are saved, the Violation Date will automatically be generated.

Periodic Inspection - ELV3-1P1455-0154187

| | | |
|---|---|--|
| PVT Inspection Date* | Inspection Start Time * | Inspection End Time * |
| <input type="text" value="08/07/2018"/> 1 | <input type="text" value="12:00 AM"/> 2 | <input type="text" value="12:45 AM"/> 3 |
| Disposition* | Is there a Cease Use on this device?* | Alternate Device in Service?* |
| <input type="text" value="Select"/> 4 | <input checked="" type="radio"/> Yes <input type="radio"/> No 5 | <input type="radio"/> Yes <input type="radio"/> No 6 |
| Sequence Number* | Violation Date | |
| <input type="text"/> 7 | <input type="text"/> 8 | |

Add Quality Control Device Details QC

If quality control inspections are performed on the selected Elevator device, enter the following information:

1. **QC Inspection Date:** Update the inspection date if needed.
2. **Inspection Start Time:** Enter the start time for the inspection.
3. **Inspection End Time:** Enter the end time for the inspection.
4. **Disposition:** Select the disposition from the dropdown menu.
5. **Is there a Cease Use on this Device?:** Select is the device has a cease use.
6. **Alternate Device in Service?** If **Yes** is selected for Cease Use, select if an alternate device is available to use.
7. **Sequence Number:** If **Yes** is selected for Cease Use, enter the applicable sequence number.
8. **Violation Date:** If **Yes** is selected for Cease Use and once the Device Details are saved, the Violation Date will automatically be generated.

Quality Control Inspection - ELV3-1P1455-0154190

| | | |
|-----------------------------------|---|--|
| QC Inspection Date* 08/07/2018 | Inspection Start Time* 12:00 AM | Inspection End Time* 12:45 AM |
| Disposition* Select | Is there a Cease Use on this device?* | Alternate Device in Service?* |
| | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No |
| Sequence Number* | Violation Date | |

Complete Documents PD PI PVT QC

The **Documents** tabs displays a list of required documents that need to be uploaded as well supporting documents that can be added. The required documents are determined based on the content of each specific job filing.

Please Note: If you believe Required Documents are listed that are not required, please visit the DOB NOW Resource Center at www.nyc.gov/dobnowinfo to review the process to request a document waiver or deferral.

The screenshot shows a web interface for an inspection report. The title is "INSPECTION/TEST REPORT : ELV3-M000004366". On the left, there is a sidebar with tabs: "General Information", "Device Details" (with a dropdown arrow), "Documents" (highlighted in red), and "Statements and Signatures". The "Device Details" section shows "1P11920". The main content area has a "+ Add Document" button at the top. Below it is a table with the following columns: "Document Name", "Document Type", "Document Status", and "Actions". The table contains one row: "Fee Exempt Supporting Document", "Other", "Pending", and icons for edit and delete. At the bottom of the table, it says "Total Items: 1" and "1 - 1 of 1 items".

To add documents to the filing, click the **Add Documents** button.

This screenshot shows a close-up of the "+ Add Document" button, which is highlighted with a red border. Below the button is an empty table with the same column headers as the previous screenshot: "Document Name", "Document Type", "Document Status", and "Actions". At the bottom of the table, it says "Total Items: 0" and "1 / 1 items per page".

The **Upload a Document** window appears. Enter the **Document Name** and select the **Document Type** from the dropdown menu. Any required documents will appear in the Document Type dropdown menu. You must add each required document to the filing. Additional supporting documents may be added as necessary.

The screenshot shows the 'Upload a Document' window with an orange header and a close button (X). The 'Document Name' field is a text input, and the 'Document Type' field is a dropdown menu. Below these is a 'Document' section with a 'Choose File' button and the text 'No file chosen'. At the bottom right are 'Confirm' and 'Cancel' buttons. A red box highlights the 'Document Name' and 'Document Type' fields.

Click on **Choose File** to locate the document. Click **Confirm** once the document is successfully uploaded.

This screenshot is identical to the previous one, but the 'Choose File' button in the 'Document' section is highlighted with a red box.



The status for that document will change to **Pending**. Once this document has been reviewed and accepted by DOB, the document status will be updated to **Accepted**.

[+ Add Document](#)

| Document Name | Document Type | Document Status | Actions |
|--------------------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Fee Exempt Supporting Document | Other | Pending | |
| Defect Image | Other | Pending | |

Total Items: 2

1 / 1 10 items per page 1 - 2 of 2 items



Complete Statements and Signatures PD PI WD WI O PVT QC

Each associated user must attest to the accuracy and validity of the filing. The filing must be attested in a specific order.

To attest, navigate to the appropriately labelled signature section and click the check box. A digital signature and current date will autopopulate signifying signage. The required attestation order is as follows:

- **Performing Agency Inspector**
- **Performing Agency Director/Co-Director**
- **Property Owner / Witnessing Agency Inspector / Witnessing Agency Director/Co-Director**

Please note: Periodic Inspections and Quality Control Inspections only require attestations from the Approved Agency Inspector and Approved Agency Director/Co-Director.

Please note: The Performing Agency Director/Co-Director has the ability to make modifications after the filing is fully attested. If modifications are made, all other attestations must be redone except the Performing Agency Inspector and Performing Agency Director/Co-Director.



Submit Filing PD PVT QC

Once all required attestations are performed, the Performing Agency Elevator Director/Co-Director may submit the filing to DOB by clicking **Proceed** in the top right corner.

Pre-Filing Accepted

INSPECTION/TEST REPORT : ELV3-M00006975 Save Proceed

General Information

Device Details ▼

1P1455

Documents

Statements and Signatures

Performing Agency's Statements and Signatures *

Performing Agency Inspector's Statement and Signature

As a representative of the Approved Elevator Inspection Agency listed in this submission as the performing agency, I have inspected/tested the elevator(s) described in this submission in accordance with the requirements of the NYC Administrative Code and other applicable laws, rules, and bulletins. The results of these inspections/tests are indicated in this submission, and a copy of a final report of such inspections/tests has been provided to the owner. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

I have personally reviewed all the information in this submission. I understand and agree that by personally clicking on the checkbox at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

A filing summary will appear. Navigate through each page of the filing summary using the navigation buttons, checking for accuracy.

Inspection/Test Report Application Preview « Previous Next » Zoom Zoom 100% Page: 1 / 3

Inspection/Test Report (ELV3) **NYC Buildings**

Report Information

Report Type: Elevator Inspection/Test Report Year: 2018

Device List

| Tracking Number | Device ID | Device Type | Inspection Type | Inspection Date |
|---------------------|-----------|-------------|--------------------------|-----------------|
| ELV3-1P1455-0154171 | 1P1455 | Elevator | 1 Year Test / Category 1 | 08/06/2018 |

Location Information

House No: 1 Street Name: CENTRE STREET Zip Code: 10007

On the last page of the summary, you will be asked for a final attestation. Click the checkbox to confirm and sign.

Witnessing Agency's Statements and Signatures

Witnessing Agency: Director/Co-Director's Statement and Signature

As a Director of an Approved Elevator Inspection Agency, I attest that someone under my supervision has been a witness to the inspection(s) performed by the performing agency named in this submission. These inspection(s) were performed in accordance with the requirements of the NYC Administrative Code and other applicable laws, rules, and bulletins. I further attest that neither myself nor my agency have any affiliation with the performing agency named in this submission. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, money or other value, either as a gratuity for properly performing the job or in exchange for special considerations. Violation is punishable by imprisonment or the or both.

I have personally reviewed all the information in this submission. I understand and agree that by personally clicking on the checkbox at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature: WITNESSING ELV DIRECTOR (Electronically Signed) Date: 08/07/2018

Performing Agency: Inspector's Statement and Signature

I have personally reviewed all information entered on this application. I understand and agree that by personally clicking on the box at left I am electronically signing this statement, and I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature: PERFORMING AGENCY ... (Electronically Signed) Date: 08/07/2018

[Proceed](#) [Return to filing](#)

Once attested, click **Proceed** to submit the filing to DOB. Click **Return to Filing** at any time to return to the filing.

Witnessing Agency's Statements and Signatures

Witnessing Agency: Director/Co-Director's Statement and Signature

As a Director of an Approved Elevator Inspection Agency, I attest that someone under my supervision has been a witness to the inspection(s) performed by the performing agency named in this submission. These inspection(s) were performed in accordance with the requirements of the NYC Administrative Code and other applicable laws, rules, and bulletins. I further attest that neither myself nor my agency have any affiliation with the performing agency named in this submission. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, money or other value, either as a gratuity for properly performing the job or in exchange for special considerations. Violation is punishable by imprisonment or the or both.

I have personally reviewed all the information in this submission. I understand and agree that by personally clicking on the checkbox at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature: WITNESSING ELV DIRECTOR (Electronically Signed) Date: 08/07/2018

Performing Agency: Inspector's Statement and Signature

I have personally reviewed all information entered on this application. I understand and agree that by personally clicking on the box at left I am electronically signing this statement, and I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature: PERFORMING AGENCY ... (Electronically Signed) Date: 08/07/2018

[Proceed](#) [Return to filing](#)



Submit an Affirmation of Correction (ELV29) PD PI O

The sections below provide instructions for completing the forms that need to be submitted as part of an initial compliance filing. Based on your specific filing type, you may not be required to complete each form.

The list of forms includes:

- General Information
- Device Details
- Documents
- Statements and Signatures

Please note: Section may require a specific user(s) to complete. If you are not the specified user, you may view the section as read-only. Sections requiring a specific user will be noted as such.

Complete General Information PD PI O

The General Information tab must be completed to begin the application process. This section of the manual provides details on the General Information tab with instructions on how to complete each section.

Perform Device Search PD PI O

All inspections must be performed on an existing Elevator device. The Search section allows you to detail both the type of inspection performed and search for the device(s) the inspection will be performed on.

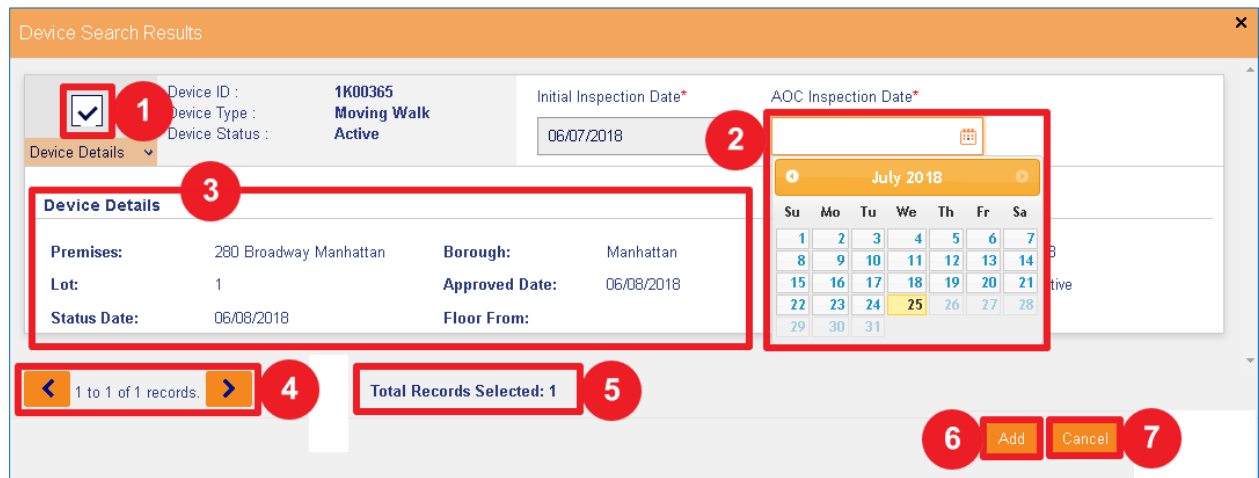
1. **Report Type:** Displays the Report Type.
2. **Inspection Type(s):** Select the inspection type from the dropdown menu for the filing.
3. **Search by:** Select the criteria to search by: Device ID, Address, or BIN.
4. **Device ID:** Enter the device ID for each device being added to the filing.
Please note: Fields to enter the device's address or BIN will display if their respective radio buttons are selected.
5. **Search:** Click search to view any devices matching the search criteria.

The screenshot shows a search form with the following elements:

- 1:** Report Type* dropdown menu with "Elevator Inspection/Test" selected.
- 2:** Inspection Type(s)* dropdown menu with "-Select-" selected.
- 3:** Search by:* section with radio buttons for "Device ID" (selected), "Address", and "BIN".
- 4:** Device ID* text input field containing "e.g: 1E20373".
- 5:** Search button with a magnifying glass icon.

The **Device Search Results** screen will appear displaying all devices matching the search criteria.

1. **Checkbox:** Click the checkbox to select the device.
2. **AOC Inspection Date:** Click the Inspection Date field and select the corresponding date from the dropdown calendar. The selected inspection date will then display in the field.
3. **Device Details:** Click Device Details to display additional information regarding the device.
4. **Additional Records:** Toggle between pages of devices using the arrow buttons (if applicable).
5. **Total Records Selected:** Displays the total number of devices selected (checkboxed) in the given search query.
6. **Add:** Click Add to add all selected devices to the filing. A maximum of 5 devices may be added to any given filing.
7. **Cancel:** Click Cancel to return to the previous screen.





View Device List PD PI O

Devices searched and added will display in the Device List. You may view additional device details or delete the device from the filing by clicking the respective **View** or **Delete** buttons under the **Actions** column.

Device List *

List of devices selected:

| Device ID | Device Type | Initial Inspection Date | AOC Inspection Date | Actions |
|-----------|-------------|-------------------------|---------------------|---|
| 1K00365 | Moving Walk | 06/07/2018 | 07/25/2018 |   |

Total Items: 1

1 / 1 items per page 1 - 1 of 1 items

View Location Information PD PI O

The fields will autopopulate based on the device(s) selected.

Location Information *

| | | |
|-----------------------|--------------------------|--------------------|
| House No(s)* 280 | Street Name* BROADWAY | Zip Code* 10007 |
| Borough* MANHATTAN | Block* 153 | Lot* 1 |
| BIN* 1079215 | | |



Add Owner Information PD PI O

Enter information associated with the owner. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email:** Provide the email of the owner registered to the compliance filing.
Please note: The email address must match the email address associated with a confirmed eFiling account.
2. **Owner Type:** Select the owner type from the dropdown menu.

The screenshot shows a form titled "Owner Information" with a dropdown arrow on the right. The form contains several input fields arranged in a grid. Two fields are highlighted with red boxes and numbered: "E-Mail" (containing the placeholder text "Please enter email address") and "Owner Type" (a dropdown menu showing "-Select-"). Other fields include "Last Name", "First Name", "MI", "Business Name", "Business Address", "City", "State", "Zip Code", "Business Telephone", and "Mobile Phone".

Add Approved Agency Information PD PI O

Enter information for the approved Director/Co-Director and Inspection Agent. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email:** Provide the email of the Director/Co-Director associated with the approved agency. *Please note: The email address must match the email address associated with a confirmed eFiling account.*
2. **License Type:** Select the license type from the dropdown menu.

Approved Agency Information *

Director/Co-Director Information

| | | |
|--|----------------------------------|--------------------------|
| E-Mail* Please enter email address | License Type* -Select- | License Number* |
| Last Name* | First Name* | MI |
| Business Name* | Business Telephone* | Business Address* |
| City* | State* | Zip Code* |
| Mobile Phone | Agency Certification #* | |

- Email:** Provide the email of the Inspector associated with the approved agency.
Please note: The email address must match the email address associated with a confirmed eFiling account.
- License Type:** Select the license type from the dropdown menu.

Inspector Information

| | | |
|---|---|--|
| E-Mail* <input type="text" value="Please enter email address"/> | License Type* <input type="text" value="-Select-"/> | License Number* <input type="text"/> |
| Last Name* <input type="text"/> | First Name* <input type="text"/> | MI <input type="text"/> |
| Business Name* <input type="text"/> | Business Telephone* <input type="text"/> | Business Address* <input type="text"/> |
| City* <input type="text"/> | State* <input type="text"/> | Zip Code* <input type="text"/> |
| Mobile Phone <input type="text"/> | Agency Certification #* <input type="text"/> | |

Complete Device Details PD PI

The Device Details tab will appear once devices are added to the filing, information is added for all relevant parties, and the filing. All added devices will have a sub-tab under Device Details. Clicking on each will display details regarding the device and its inspection.

AFFIRMATION OF CORRECTION : ELV29-M00004351 Save Proceed

General Information

Device Details ▼

ELV29-1K00365-0001648

Documents

Statements and Signatures

Device Information ▼

| | | |
|---------------|-------------|------------------------|
| Device ID | Device Type | Premises |
| 1K00365 | Moving Walk | 280 BROADWAY MANHATTAN |
| Borough | Block | Lot |
| MANHATTAN | 153 | 1 |
| Approved Date | Status Date | Floor From |
| 06/08/2018 | 06/08/2018 | |
| Floor To | | |
| | | |

Update Defect Status PD PI

If necessary, scroll to the end of the Manage Defects grid. Click the **View** button under **Suggested Remedy** column to update the defect status.

Affirmation of Correction : ELV29-1K00365-0001648 ▼

Initial Inspection Date: 06/07/2018

AOC Inspection Date: 06/12/2018 📅

Manage Defects

| Defect Status | Elevator Part | Elevator Sub-Part | Violating Condition | Suggested Remedy |
|---------------|---------------|-------------------|---------------------|------------------|
| | | | | 🔍 |
| Inside Car | Car Enclosure | Rubbing | Perform & File Test | |

Total Items: 1

1 / 1 5 items per page 1 - 1 of 1 items

The Update Defect Status window will open.

1. **Defect Status:** Select the new defect status from the dropdown menu.
2. **Comments:** After selecting the new defect status, enter any relevant comments.
3. **Save:** Click Save to save the defect status update.
4. **Cancel:** Click Cancel to return to the previous screen.

Update Defect Status

Defect Status* 1 Select

Device Type* Moving Walk

Elevator Part* Inside Car Elevator Sub-Part* Car Enclosure

Violating Condition* Rubbing Suggested Remedy* Perform & File Test

Comments 2

3 Save 4 Cancel

The defect status will be updated in the Application of Correction grid.

Affirmation of Correction : ELV29-1K00365-0001648

Initial Inspection Date: 06/07/2018 AOC Inspection Date: 06/12/2018

Manage Defects

| Defect Status | Elevator Part | Elevator Sub-Part | Violating Condition | Suggested Remedy |
|---------------|---------------|-------------------|---------------------|---------------------|
| Corrected | Inside Car | Car Enclosure | Rubbing | Perform & File Test |

Total Items: 1

1 / 1 5 items per page 1 - 1 of 1 items

Complete Documents PD PI

The Documents tabs displays a list of required documents that need to be uploaded as well supporting documents that can be added. The required documents are determined based on the content of each specific job filing.

Please Note: If you believe Required Documents are listed that are not required, please visit the DOB NOW Resource Center at www.nyc.gov/dobnowinfo to review the process to request a document waiver or deferral.

The screenshot shows a web interface for an inspection report. The title is "INSPECTION/TEST REPORT : ELV3-M000004366". On the left is a navigation menu with "Documents" highlighted. The main area has an "Add Document" button and a table with one row of data.

| Document Name | Document Type | Document Status | Actions |
|--------------------------------|---------------|-----------------|---------|
| Fee Exempt Supporting Document | Other | Pending | |

Total Items: 1
1 / 1 items per page

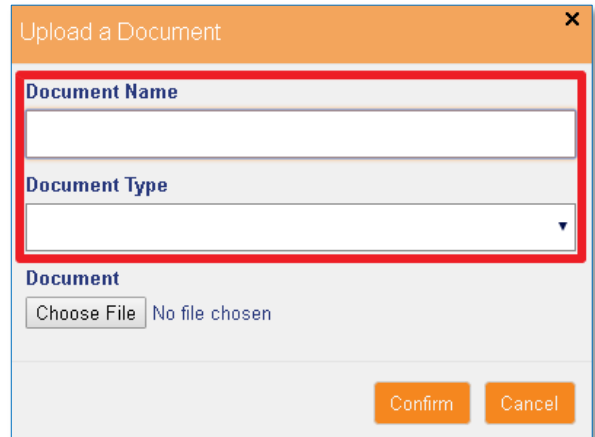
To add documents to the filing, click the **Add Document** button.

This close-up shows the "Add Document" button and an empty table with the same headers as the previous screenshot.

| Document Name | Document Type | Document Status | Actions |
|---------------|---------------|-----------------|---------|
|---------------|---------------|-----------------|---------|

Total Items: 0
1 / 1 items per page

The **Upload a Document** window appears. Enter the **Document Name** and select the **Document Type** from the dropdown menu. Any required documents will appear in the Document Type dropdown menu. You must add each required document to the filing. Additional supporting documents may be added as necessary.

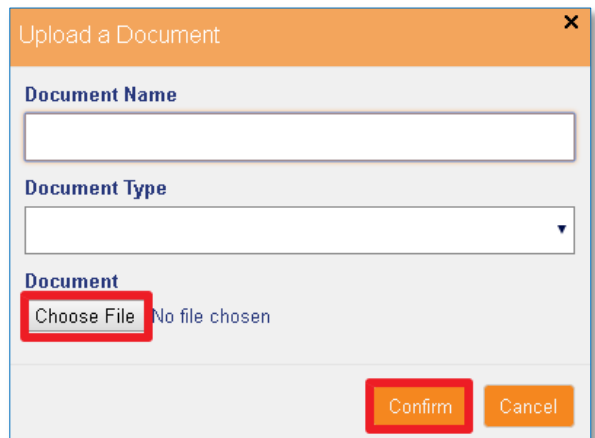


The screenshot shows the 'Upload a Document' window with the following fields and controls:

- Document Name:** A text input field.
- Document Type:** A dropdown menu.
- Document:** A section containing a 'Choose File' button and the text 'No file chosen'.
- Buttons:** 'Confirm' and 'Cancel' buttons at the bottom right.

A red rectangular box highlights the 'Document Name' and 'Document Type' fields.

Click on **Choose File** to locate the document. Click **Confirm** once the document is successfully uploaded.



The screenshot shows the 'Upload a Document' window with the following fields and controls:

- Document Name:** A text input field.
- Document Type:** A dropdown menu.
- Document:** A section containing a 'Choose File' button and the text 'No file chosen'.
- Buttons:** 'Confirm' and 'Cancel' buttons at the bottom right.

A red rectangular box highlights the 'Choose File' button.



The status for that document will change to **Pending**. Once this document has been reviewed and accepted by DOB, the document status will be updated to **Accepted**.

[+ Add Document](#)

| Document Name | Document Type | Document Status | Actions |
|--------------------------------|---------------|-----------------|---------|
| Fee Exempt Supporting Document | Other | Pending | |
| Defect Image | Other | Pending | |

Total Items: 2

1 / 1 10 items per page 1 - 2 of 2 items

Complete Statements and Signatures PD PI O

Each associated user must attest to the accuracy and validity of the filing.

The screenshot shows a web form titled "AFFIRMATION OF CORRECTION : ELV29-M000004351". On the left is a sidebar with "General Information", "Device Details" (showing "ELV29-1K00365-0001648"), and "Documents" (with "Statements and Signatures" highlighted). The main content area is titled "Approved Agency's Statements and Signatures" and contains the "Approved Agency Inspector's Statement and Signature" section. This section includes a paragraph of text, a checkbox, and two input fields for "Signature" and "Date".

To attest, navigate to the appropriately labelled signature section and click the check box. A digital signature and current date will autopopulate signifying signage. The following users must navigate to their respective sections and sign the filing before it can be filed:

- **Approved Agency Inspector**
- **Approved Agency Director/Co-Director**
- **Property Owner**

This is a close-up of the "Approved Agency Inspector's Statement and Signature" section. The text is identical to the screenshot above, but the checkbox is now checked and highlighted with a red square. The "Signature" and "Date" input fields are visible below the text.

Please note: The Performing Agency Director/Co-Director has the ability to make modifications after the filing is fully attested. If modifications are made, all other attestations must be redone except the Performing Agency Inspector and Performing Agency Director/Co-Director.



Submit Filing PD

Once all required attestations are performed, the Performing Agency Elevator Director/Co-Director may submit the filing to DOB by clicking **Proceed** in the top right corner.

Pre-Filing Accepted

INSPECTION/TEST REPORT : ELV3-M00006975 Save Proceed

General Information

Device Details ▼

1P1455

Documents

Statements and Signatures

Performing Agency's Statements and Signatures *

Performing Agency Inspector's Statement and Signature

As a representative of the Approved Elevator Inspection Agency listed in this submission as the performing agency, I have inspected/tested the elevator(s) described in this submission in accordance with the requirements of the NYC Administrative Code and other applicable laws, rules, and bulletins. The results of these inspections/tests are indicated in this submission, and a copy of a final report of such inspections/tests has been provided to the owner. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

I have personally reviewed all the information in this submission. I understand and agree that by personally clicking on the checkbox at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

A filing summary will appear. Navigate through each page of the filing summary using the navigation buttons, checking for accuracy.

Inspection/Test Report Application Preview Page: 1 / 3

« Previous Next » Zoom 100%

Inspection/Test Report (ELV3) NYC Buildings

Report Information

Report Type: Elevator Inspection/Test Report Year: 2018

Device List

| Tracking Number | Device ID | Device Type | Inspection Type | Inspection Date |
|---------------------|-----------|-------------|--------------------------|-----------------|
| ELV3-1P1455-0154171 | 1P1455 | Elevator | 1 Year Test / Category 1 | 08/06/2018 |

Location Information

House No: 1 Street Name: CENTRE STREET Zip Code: 10007

On the last page of the summary, you will be asked for a final attestation. Click the checkbox to confirm and sign.

Witnessing Agency's Statements and Signatures

Witnessing Agency: Director/Co-Director's Statement and Signature

As a Director of an Approved Elevator Inspection Agency, I attest that someone under my supervision has been a witness to the inspection(s) performed by the performing agency named in this submission. These inspection(s) were performed in accordance with the requirements of the NYC Administrative Code and other applicable laws, rules, and bulletins. I further attest that neither myself nor my agency have any affiliation with the performing agency named in this submission. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, money or other value, either as a gratuity for properly performing the job or in exchange for special considerations. Violation is punishable by imprisonment or the or both.

I have personally reviewed all the information in this submission. I understand and agree that by personally clicking on the checkbox at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature: WITNESSING ELV DIRECTOR (Electronically Signed) Date: 08/07/2018

Performing Agency: Inspector's Statement and Signature

I have personally reviewed all information entered on this application. I understand and agree that by personally clicking on the box at left I am electronically signing this statement, and I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature: PERFORMING AGENCY ... (Electronically Signed) Date: 08/07/2018

[Proceed](#) [Return to filing](#)

Once attested, click **Proceed** to submit the filing to DOB. Click **Return to Filing** at any time to return to the filing.

Witnessing Agency's Statements and Signatures

Witnessing Agency: Director/Co-Director's Statement and Signature

As a Director of an Approved Elevator Inspection Agency, I attest that someone under my supervision has been a witness to the inspection(s) performed by the performing agency named in this submission. These inspection(s) were performed in accordance with the requirements of the NYC Administrative Code and other applicable laws, rules, and bulletins. I further attest that neither myself nor my agency have any affiliation with the performing agency named in this submission. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, money or other value, either as a gratuity for properly performing the job or in exchange for special considerations. Violation is punishable by imprisonment or the or both.

I have personally reviewed all the information in this submission. I understand and agree that by personally clicking on the checkbox at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature: WITNESSING ELV DIRECTOR (Electronically Signed) Date: 08/07/2018

Performing Agency: Inspector's Statement and Signature

I have personally reviewed all information entered on this application. I understand and agree that by personally clicking on the box at left I am electronically signing this statement, and I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature: PERFORMING AGENCY ... (Electronically Signed) Date: 08/07/2018

[Proceed](#) [Return to filing](#)



Submit a Test Notification (ELV36) PD PI WD WI O

The sections below provide instructions for completing the forms that need to be submitted as part of an initial compliance filing. Based on your specific filing type, you may not be required to complete each form.

The list of forms includes:

- General Information
- Statements and Signatures

Please note: Section may require a specific user(s) to complete. If you are not the specified user, you may view the section as read-only. Sections requiring a specific user will be noted as such.

Complete General Information PD PI WD WI O

The General Information tab must be completed to begin the application process. This section of the manual provides details on the General Information tab with instructions on how to complete each section.

Perform Device Search PD PI WD WI O

All inspections must be performed on an existing Elevator device. The Search section allows you to detail both the type of inspection performed and search for the device(s) the inspection will be performed on.

1. **Inspection Type(s):** Select the inspection type from the dropdown menu for the filing.
2. **Search by:** Select the criteria to search by: Device ID, Address, or BIN.
3. **Device ID:** Enter the device ID for each device being added to the filing.
Please note: Fields to enter the device's address or BIN will display if their respective radio buttons are selected.
4. **Search:** Click search to view any devices matching the search criteria.

The screenshot shows a search interface with the following elements:

- 1:** A dropdown menu for "Inspection Type" with the text "-Select-".
- 2:** A "Search by:" section with three radio buttons: "Device ID" (selected), "Address", and "BIN".
- 3:** A text input field for "Device ID*" containing the example text "e.g: 1E20373".
- 4:** A "Search" button with a magnifying glass icon.

The **Device Search Results** screen will appear displaying all devices matching the search criteria.

1. **Checkbox:** Click the checkbox to select the device.
2. **Inspection Date:** Click the Inspection Date field and select the corresponding date from the dropdown calendar. The selected inspection date will then display in the field.
3. **Inspection Start Time:** Select the inspection start time from the dropdown menu.
4. **Inspection End Time:** Select the inspection end time from the dropdown menu.
5. **Device Location:** Enter where the device is located.
6. **Device Details:** Click Device Details to display additional information regarding the device.
7. **Additional Records:** Toggle between pages of devices using the arrow buttons (if applicable).
8. **Total Records Selected:** Displays the total number of devices selected (checkboxed) in the given search query.
8. **Add:** Click Add to add all selected devices to the filing. A maximum of 5 devices may be added to any given filing.
9. **Cancel:** Click Cancel to return to the previous screen.

The screenshot shows the 'Device Search Results' window with the following elements highlighted by numbered callouts:

- 1:** A checkbox next to the first device entry.
- 2:** A calendar icon for the 'Inspection Date' field.
- 3:** A dropdown arrow for the 'Inspection Start Time' field.
- 4:** A dropdown arrow for the 'Inspection End Time' field.
- 5:** A text input field for 'Device Location'.
- 6:** A 'Device Details' section for device 1C00312, showing Premises (280 BROADWAY MANHATTAN), Lot, Status Date (12/07/2017), Block (153), Device Status (Work in Progress), and Floor To (11).
- 7:** Navigation arrows for '1 to 2 of 2 records'.
- 8:** A box showing 'Total Records Selected: 1'.
- 9:** An 'Add' button.
- 10:** A 'Cancel' button.

View Device List PD PI WD WI O

Devices searched and added will display in the Device List. You may view additional device details or delete the device from the filing by clicking the respective **View** or **Delete** buttons under the **Actions** column.

Device List *
▼

List of devices selected:

| Device Type | Device Location | Inspection Date | Start Time | End Time | Actions |
|-----------------|-----------------|-----------------|------------|----------|---|
| Personnel Hoist | 3rd Floor | 07/26/2018 | 12:30 AM | 3:00 AM | |

Total Items: 1

◀ ◀ / 1 ▶ ▶ items per page

1 - 1 of 1 items

View Location Information PD PI WD WI O

The fields will autopopulate based on the device(s) selected.

Location Information *
▼

House No(s)*

Street Name*

Zip Code*

Borough*

Block*

Lot*

BIN*



Add Performing Agency Information (Applicant of Record) PD PI WD WI O

Enter information for the performing Director/Co-Director. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email:** Provide the email of the Director/Co-Director associated with the performing agency. *Please note: The email address must match the email address associated with a confirmed eFiling account.*
2. **License Type:** Select the license type from the dropdown menu.

Performing Agency Information (Applicant of Record) *

Director/Co-Director Information

| | | |
|---|---|--|
| E-Mail* 1 <input type="text" value="Please enter email address"/> | License Type* <input type="text" value="-Select-"/> 2 | License Number* <input type="text"/> |
| Last Name* <input type="text"/> | First Name* <input type="text"/> | MI <input type="text"/> |
| Business Name* <input type="text"/> | Business Telephone* <input type="text"/> | Business Address* <input type="text"/> |
| City* <input type="text"/> | State* <input type="text"/> | Zip Code* <input type="text"/> |
| Mobile Phone <input type="text"/> | Agency Certification #* <input type="text"/> | |

Add Witnessing Agency Information PD PI WD WI O

Enter information for the witnessing Director/Co-Director. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email:** Provide the email of the Director/Co_Director associated with the witnessing agency. *Please note: The email address must match the email address associated with a confirmed eFiling account.*
2. **License Type:** Select the license type from the dropdown menu.

Witnessing Agency Information *

Director/Co-Director Information

| | | |
|--|---------------------------|-------------------|
| E-Mail* <i>Please enter email address</i> | License Type* -Select- | License Number* |
| Last Name* | First Name* | MI |
| Business Name* | Business Telephone* | Business Address* |
| City* | State* | Zip Code* |
| Mobile Phone | Agency Certification #* | |



Complete Statements and Signatures PD

The performing agency Director/Co-Director must attest to the accuracy and validity of the filing. Click the checkbox to sign. A digital signature and current date will autopopulate signifying signage.

★ TEST NOTIFICATION : ELV36-1C00330-0000755
Save Proceed

General Information

Statements and Signatures

Performing Agency's Statements and Signatures ▼

Performing Agency Director/Co-Director's Statement and Signature

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

I have personally reviewed all the information in this submission. I understand and agree that by personally clicking on the checkbox at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature

Date



Submit Filing PD

Once all required attestations are performed, the Performing Agency Elevator Director/Co-Director may submit the filing to DOB by clicking **Proceed** in the top right corner.

A filing summary will appear. Navigate through each page of the filing summary using the navigation buttons, checking for accuracy.

| Tracking Number | Device ID | Device Type | Inspection Type | Inspection Date |
|----------------------|-----------|-------------|--------------------------|-----------------|
| ELV3-IP-1465-0154171 | IP1465 | Elevator | 1 Year Test / Category 1 | 08/06/2018 |

On the last page of the summary, you will be asked for a final attestation. Click the checkbox to confirm and sign.

Witnessing Agency's Statements and Signatures

Witnessing Agency: Director/Co-Director's Statement and Signature

As a Director of an Approved Elevator Inspection Agency, I attest that someone under my supervision has been a witness to the inspection(s) performed by the performing agency named in this submission. These inspection(s) were performed in accordance with the requirements of the NYC Administrative Code and other applicable laws, rules, and bulletins. I further attest that neither myself nor my agency have any affiliation with the performing agency named in this submission. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, money or other value, either as a gratuity for properly performing the job or in exchange for special considerations. Violation is punishable by imprisonment or the or both.

I have personally reviewed all the information in this submission. I understand and agree that by personally clicking on the checkbox at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature: WITNESSING ELV DIRECTOR (Electronically Signed) Date: 08/07/2018

Performing Agency: Inspector's Statement and Signature

I have personally reviewed all information entered on this application. I understand and agree that by personally clicking on the box at left I am electronically signing this statement, and I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature: PERFORMING AGENCY... (Electronically Signed) Date: 08/07/2018

[Proceed](#) [Return to filing](#)

Once attested, click **Proceed** to submit the filing to DOB. Click **Return to Filing** at any time to return to the filing.

Witnessing Agency's Statements and Signatures

Witnessing Agency: Director/Co-Director's Statement and Signature

As a Director of an Approved Elevator Inspection Agency, I attest that someone under my supervision has been a witness to the inspection(s) performed by the performing agency named in this submission. These inspection(s) were performed in accordance with the requirements of the NYC Administrative Code and other applicable laws, rules, and bulletins. I further attest that neither myself nor my agency have any affiliation with the performing agency named in this submission. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, money or other value, either as a gratuity for properly performing the job or in exchange for special considerations. Violation is punishable by imprisonment or the or both.

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Signature: WITNESSING ELV DIRECTOR (Electronically Signed) Date: 08/07/2018

Performing Agency: Inspector's Statement and Signature

I have personally reviewed all information entered on this application. I understand and agree that by personally clicking on the box at left I am electronically signing this statement, and I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Signature: PERFORMING AGENCY... (Electronically Signed) Date: 08/07/2018

[Proceed](#) [Return to filing](#)



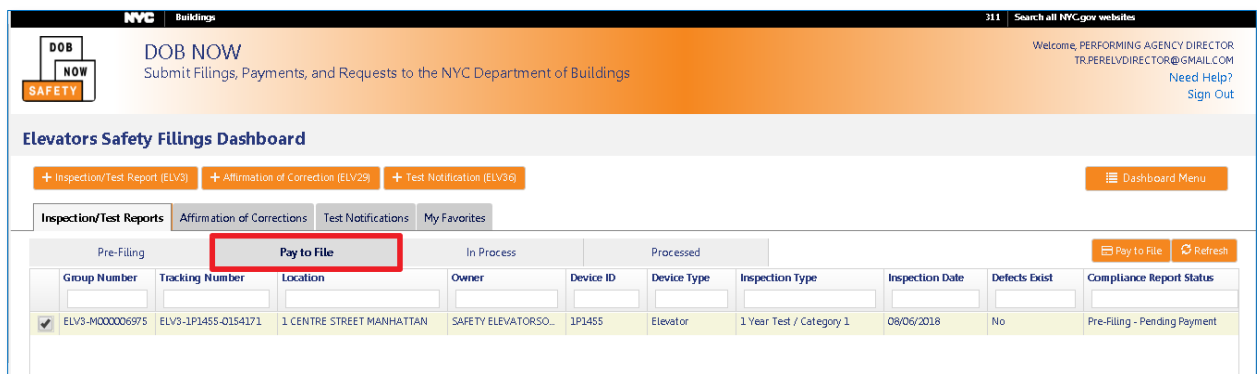
Additional Actions

Make Payments PD PI O PVT QC

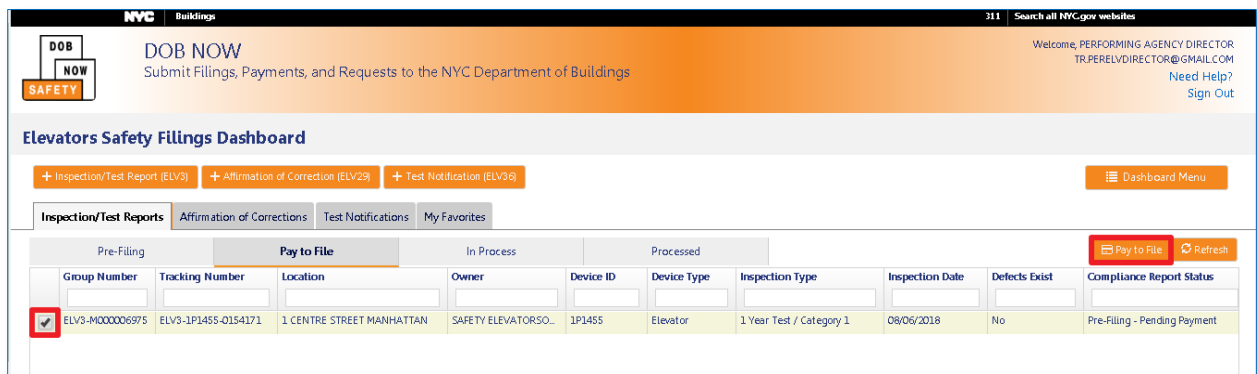
To submit a filing, you must pay the required fees associated with the filing. Fees are applicable if the **Owner Type** selected is **Private**. All other Owner Types are considered Fee Exempt. Personnel Hoist device types are also exempt from fees.

Please Note: You must accept pop-ups to proceed with making a payment.

All pending payment filings will appear under the respective **Pay to File** tab.



Select all filings to make payments for by clicking the **checkboxes** associated with each. Then click the **Pay to File** button.



The Payment Summary screen will appear.

| Device ID | Tracking Number | Filing Fee | Late Filing Fee |
|-----------|---------------------|------------|-----------------|
| 1P1455 | ELV3-1P1455-0154171 | \$30.00 | \$0.00 |

Are you sure you want to make a payment of \$30.00

Pay Now Cancel

Please confirm that your pop-up blocker is turned off before clicking on the Pay Now button.

Ensure pop-up blockers are disabled. Click Pay Now to be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the **Payment Portal Manual**, which you can find on DOB’s website using the link below.

www.nyc.gov/dobnowinfo

| Device ID | Tracking Number | Filing Fee | Late Filing Fee |
|-----------|---------------------|------------|-----------------|
| 1P1455 | ELV3-1P1455-0154171 | \$30.00 | \$0.00 |

Are you sure you want to make a payment of \$30.00

Pay Now Cancel

Please confirm that your pop-up blocker is turned off before clicking on the Pay Now button.



Home

Understand No Good Check PD PI O PVT QC

When a no good check is submitted, the compliance filing will be placed on hold and a No Good Check Fee will be added to the original fee. A \$20 fee will be added for each no good check that is received. Please note that once a hold is placed on a compliance filing, the hold will not be lifted until we have received notification from the bank that the subsequent payment has cleared. This can take at least five business days from the date of submitting the subsequent payment.

Making Corrections PD PI WD WI O PVT QC

During the approval process, DOB may mark a filing as Incomplete, Rejected or QA Failed reasons. Filings that are Incomplete, Rejected or QA Failed are found in the **In Process** tab and under the **Inspection Report Status** column.

Elevators Safety Filings Dashboard

+ Inspection/Test Report (ELV3) + Affirmation of Correction (ELV29) + Test Notification (ELV36) Dashboard Menu

Inspection/Test Reports | Affirmation of Corrections | Test Notifications | My Favorites

| | Pre-Filing | Pay to File | In Process | | Processed | | | |
|----|----------------------|-------------|--------------------|--------------------------|-----------------|---------------|---------------------------|----------------|
| | Owner | Device ID | Device Type | Inspection Type | Inspection Date | Defects Exist | Compliance Report Status | Payment Status |
| IN | SAFETY ELEVATORSO... | 1P46915 | Elevator | 5 Year Test / Category 5 | 06/14/2018 | No | Rejected - Filing Fee Due | Exempted |
| IN | SAFETY ELEVATORSO... | 1W0001073 | Accessibility Lift | 5 Year Test / Category 5 | 07/20/2018 | No | QA Supervisor Review | Exempted |

Opening the filing may reveal a similar notification that corrections are needed. DOB will provide comments regarding their decision which can be viewed by clicking the **History Trace** button.

Pre-Filing | QA Supervisor Review | **QA Review** | Accepted

★ **INSPECTION/TEST REPORT : ELV3-M000003718** Save Proceed

General Information | Device Details | Documents | Statements and Signatures

Report Information

Report Type*

Elevator Inspection/Test

Device List

List of devices selected:

| Tracking Number | Device ID | Device Type | Inspection Type | Inspection Date |
|----------------------|-----------|-------------|--------------------------|-----------------|
| ELV3-1P23303-0075843 | 1P23303 | Elevator | 5 Year Test / Category 5 | 05/31/2018 |

Dashboard | Application Highlights | Payment Summary | View Filing | Property Profile | **History Trace**

Make whatever changes are necessary and once information is corrected, all applicable parties must re-attest to the filing. The Applicant of Record may then click **Proceed** to resubmit the filing.

Pre-Filing | QA Supervisor Review | **QA Review** | Accepted

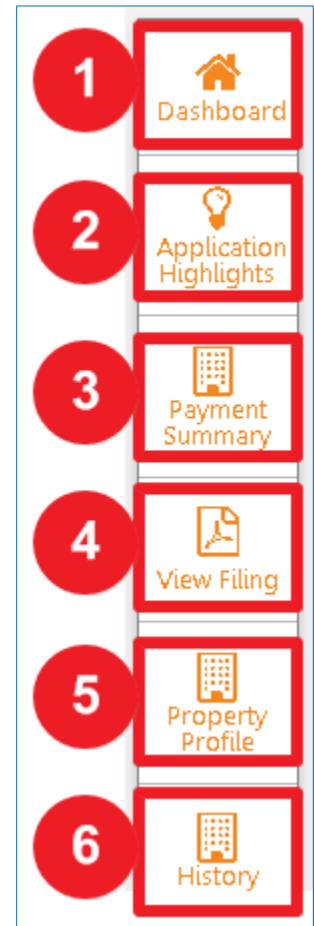
★ **INSPECTION/TEST REPORT : ELV3-M000003718** Save Proceed

General Information | **Performing Agency's Statements and Signatures**

Side Navigation Panel PD PI WD WI O PVT QC

The following information can be accessed from the side navigation panel present in all compliance filings.

1. **Dashboard:** Returns to the Safety Elevator main dashboard. The system will prompt you to save changes if necessary.
2. **Application Highlights:** Summary of filing information, *Job Status* will update as you proceed.
3. **Payment Summary:** Fee information associated with the filing.
4. **View Filing:** Displays a printable summary of all information entered for the filing.
5. **Property Profile:** Displays additional information on the associated property.
6. **History Trace:** Displays the job filing's history throughout the compliance filing process, including comments left by DOB during the review process.





Home

View Application Highlights PD PI WD WI O PVT QC

The **Application Highlights** window displays many pieces of relevant information for the filing, including a payment summary.

Application Highlights
✕

| | |
|----------------------------|----------------------------|
| Location : | 280 BROADWAY MANHATTAN |
| Tracking Number : | ELV3-1W00359-0073896 |
| Compliance Report Type : | Elevator Inspection / Test |
| Compliance Report Status : | Accepted with Defects |
| Inspection Type : | 1 Year Test / Category 1 |
| Inspection Date : | 05/01/2018 |
| Defects Exist : | Yes |
| Owner Type : | Private |

Payment Summary

| | |
|------------------|---------|
| Filing Fee : | \$30.00 |
| Late Filing Fee: | \$0.00 |
| Amount Due: | \$0.00 |
| Amount Paid: | \$30.00 |

Close



View Payment Summary PD PI WD WI O PVT QC

The **Payment Summary** window displays all previous payments made for the filing.

Payment History
✕

| Tracking Number | Invoice Number | Merchant Amount | Service Fee | Total Amount | Transaction Date |
|----------------------|----------------|-----------------|-------------|--------------|------------------|
| ELV3-1P1583-0073895 | 100052702 | \$30.00 | \$0.75 | \$30.75 | 05/18/2018 |
| ELV3-1W00359-0073896 | 100052702 | \$30.00 | \$0.75 | \$30.75 | 05/18/2018 |

<
1 to 2 of 2 records.
>

Close

View Filing PD PI WD WI O PVT QC

The **View Filing** button generates a PDF export of the compliance filing details. This will enable you to see all the information you entered on one printable page. The information is grouped by form.

Inspection/Test Report (ELV3)

Report Information

Report Type: Elevator Inspection/Test Report Year: 2018

Device List

| Tracking Number | Device ID | Device Type | Inspection Type | Inspection Date |
|----------------------|-----------|--------------------|--------------------------|-----------------|
| ELV3-1W00359-0073896 | 1W00359 | Accessibility Lift | 1 Year Test / Category 1 | 05/01/2018 |

Location Information

House No(s): 280 Street Name: BROADWAY Zip Code: 10007
 Borough: MANHATTAN Block: 153 Lot: 1
 BIN: 1079215

Owner Information

E-Mail: TR.ELVOWNER@GMAIL.COM Owner Type: Private Last Name: ELEVATORSOWNER



View Property Profile PD PI WD WI O PVT QC

The **Property Profile** contains property information associated with the filing and pulled from BIS.

Property Profile✕

274 BROADWAYMANHATTAN 10007BIN# 1079215

Alternate Addresses:

| | |
|-----------------|-----------|
| BROADWAY | 274 - 286 |
| CHAMBERS STREET | 53 - 63 |
| READE STREET | 31 - 41 |

Building Characteristics

| | | | |
|--|------------------------|--------------------------------------|---------------------------------|
| Health Area 7700 | Tax Block 153 | Census Tract 31 | Tax Lot 1 |
| Community Board 101 | Condo NO | Buildings on Lot 1 | Vacant NO |
| Cross Street(s) CHAMBERS STREET, READE STREET | DOB Special Place Name | DOB Building Remarks | Landmark Status L - LANDMARK |
| Special Status N/A | Local Law NO | Loft Law NO | SRO Restricted NO |
| TA Restricted NO | UB Restricted NO | Environmental Restrictions N/A | Grandfathered Sign NO |
| Legal Adult Use NO | City Owned YES | Additional BINs for Building NONE | Special District UNKNOWN |

Close

View History Trace PD PI WD WI O PVT QC

The **History Trace** window display all actions taken on the filing. This includes any comments left by DOB during the review process, such as explanations for Incomplete, Rejected, or QA Failed statuses.

History Trace✕

| Action | Person | Person Type | Comments | Created On |
|---|-----------|---------------|----------|------------|
| Elevator Inspection Report is filed and Accepted with Defects | ELEVATORS | External User | | 5/18/2018 |

<
1 to 1 of 1 records.
>

Close

Appendix

Compliance Filing Number Format

| ID Number | Description | Example |
|---------------------------------|---|---|
| Job Number | Borough code letter followed by an 8-digit number | Bronx: X00000001 Queens: Q00000001 Brooklyn: B00000001 Manhattan: M00000001 Staten Island: S00000001 |
| Filing Number | Filing code letter followed by a 1-digit number | Initial Filing: I1 Subsequent Filing: S1 Post Approval Amendment: P1 |
| Compliance Filing Number | Job Number hyphenated with Filing Number | Initial Filing: M00000001-I1 Subsequent Filing: M00000001-S1 Post Approval Amendment: M00000001-P1 |
| Permit Number | Compliance Filing Number hyphenated with Work type code | Antenna Work Permit Number: M00000001-I1-AN |



List of Acronyms

Work Type Acronyms

- **AN:** Antenna
- **BL:** Boiler
- **CC:** Curb Cut
- **CH:** Chute
- **DM:** Demolition and Removal
- **EL:** Elevator
- **EQ:** Construction Equipment
- **EW:** Equipment Work
- **FA:** Fire Alarm
- **FB:** Fuel Burning
- **FN:** Construction Fence
- **FP:** Fire Suppression
- **FS:** Fuel Storage
- **MH:** Mechanical/HVAC
- **OT:** Other
- **PL:** Plumbing
- **SD:** Standpipe
- **SF:** Supported Scaffold
- **SG:** Sign
- **SH:** Sidewalk Shed
- **SP:** Sprinkler

Legal Acronyms

- **AC:** Administrative Code
- **APPN:** Administrative Policy and Procedure Notice
- **BC:** Building Code
- **HPD:** Housing Preservation and Development
- **LL:** Local Law
- **LPPN:** Legal Policy and Procedures Notice
- **MDL:** Multiple Dwelling Law
- **NYC DEP:** New York City Department of Environmental Protection
- **NYC RR:** New York City Report Recommendations
- **NYS DOH:** NYS Department of Health
- **NYS ECL:** Environmental Conservation Law
- **OPPN:** Operations Policy and Procedure Notice
- **PPN:** Policy and Procedure Notice
- **RCNY:** Rules of the City of New York
- **RS:** Reference Standard

- **TPPN:** Technical Policy and Procedure Notice
- **ZR:** Zoning Regulations

Permit Type Acronyms

- **AR:** Architectural
- **EA:** Earthwork
- **FO:** Foundation
- **ME:** Mechanical
- **NP:** No Plans
- **ST:** Structural
- **ZO:** Zoning

Building Type Acronyms

- **NB:** New Building
- **Alt 1:** Alteration
- **Alt 2:** Alteration
- **Alt 3:** Alteration

Professional Acronyms

- **PE:** Professional Engineer
- **RA:** Registered Architect
- **RLA:** Registered Landscape Architect
- **GC:** General Contractor
- **DP:** Design Professional
- **FR:** Filing Representative
- **QEWI:** Qualified Exterior Wall Inspector (PE/RA)
- **QRWI:** Qualified Retaining Wall Inspector
- **MP:** Master Plumber
- **OBI:** Oil Burner Installer
- **LP:** Licensed Professional
- **Sign Hanger**
- **Lessee**