

SERVICE NOTICE

Violations for Failure to File Report and Failure to File Affirmation of Correction for 2023 Elevator Inspection and Test Cycles

The Department of Buildings will issue violations in September 2024 for failure to file Category 1 elevator test reports and periodic inspection reports for the 2023 cycle. In addition, as provided in [1 RCNY §103-02\(h\)\(3\)](#) and [\(i\)\(3\)](#), DOB will issue violations to owners who failed to file by April 14, 2024, an affirmation of correction for defects found during the 2023 cycle.

The violations will stay on the properties until civil penalties are paid or waived and a current Category 1 test report, periodic inspection report, and/or affirmation of correction has been filed. Payments or requests to waive civil penalties are submitted in DOB NOW: *Safety*. Use an NYC.ID to login to DOB NOW at nyc.gov/dobnow. If you need to create an NYC.ID account, visit nyc.gov/dobnowtips.

Search Violations and Make Payments

- Select **DOB NOW: Safety** and then **Violations** portal.
- From the dashboard select **+Violations Payments** and then **Elevators**.
- Search by violation number, device number, address or BIN. Select the violation, click **+Add** and then **Save** the application. Complete the **Statements & Signature** section and then select **Proceed to Pay** to complete the payment. Only one violation can be paid per application.

Civil Penalty Waiver

- Select **DOB NOW: Safety** and then the **Violations** portal.
- From the dashboard select **+Civil Penalty Waiver** and then **Elevators**.
- Search by violation number, device number, address, or BIN. Select the device number and associated violation (select up to five violations) and click **+Add**. Only 1 device and 5 violations can be submitted per application.
- Select the Waiver Request Reason and then **Save** the application. See [1 RCNY §103-02](#) for waiver information.
- Upload any required supporting documentation on the **Documents** tab.
- Complete the **Statements & Signature** section and **Save** the application again.
- Select the **Pay Now** button to submit the payment of **\$35.00** in the CityPay portal.

If the waiver is granted for any of the violations on the device, the violation status in DOB NOW will be updated to dismissed.

All payments are made in DOB NOW and can be paid by eCheck, credit card, PayPal, or Venmo. There is a 2% surcharge for credit card, PayPal, and Venmo payments. Payments made by eCheck may take up to 10 business days to process. **In-person and mail-in payments will not be accepted.**

For more information, visit nyc.gov/buildings and search for **Elevator FAQs**. For further assistance, submit an inquiry at nyc.gov/dobhelp.