

Business Requirements

- ☐ Filing Receipt or Certificate of Good Standing from the New York State Department of State (*required for all new business that are not registered with the Department*)
 - If any amendments have been made to the business you **must** submit the original filing receipt with the filing receipt for the amendments
- ☐ Certificate of Incorporation (for Corporations) or Articles of Organization (for LLCs) (*required for all new business that are not registered with the Department*)
 - If any amendments have been made to the business you **must** submit the original Certificate of Incorporation/Articles of Organization with the Certificate of Amendment for the changes made to the business
 - These documents **must** be certified by the New York State Department of State
- ☐ [Insurance Certificates](#) – required for all new businesses not registered with the Department, or in the event that a registered business' insurance is not up to date
- ☐ Current Department of Buildings License card
- ☐ Business telephone bill at the approved business address
 - If the phone service for your business is Voice Over IP (Time Warner/Spectrum, Fios, Cablevision), or a non-traditional phone service (landline) you **must** submit a utility bill (electricity, gas, water) in addition to the phone bill
 - New businesses that are not registered with the Department **must** submit a [LIC33](#) application for address approval before submitting for a change of business
- ☐ \$50.00 Reissuance Fee

*NOTE: If a Private Elevator Inspection Agency Director is stepping down, the elevator agency **must** appoint a new Director in order to conduct inspections. The notarized letter from the current Director and their card **must** be returned before a new Director will be appointed.*

Required Documentation

To make changes to your Private Elevator Inspection Agency Director, Co-Director, or Inspector License, the following documentation is required:

Elevator Directors

- ☐ Original, typewritten [LIC2](#) Application
- ☐ A notarized affidavit on company letterhead from the President of the previous company stating that you will no longer be the Elevator Director for the company
- ☐ A notarized affidavit on company letterhead from the President of the new company stating that you will be the new Elevator Director for the company

Elevator Co-Directors and Inspectors

- ☐ Original, typewritten [LIC2](#) Application
- ☐ A notarized affidavit on company letterhead from the President or Elevator Director of the previous company stating that you will no longer be the Elevator Co-Director or Inspector for the company
- ☐ A notarized affidavit on company letterhead from the President or Elevator Director of the new company stating that you will be the new Elevator Co-Director or Inspector for the company

Submitting Your Documents

To make changes to your Private Elevator Inspection Agency Director, Co-Director, or Inspector License, you **must** submit documentation by mail or drop-off to the Department's Licensing & Exams Unit located at:

New York City Department of Buildings
Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007