SERVICE UPDATE

Filing Requirements: Changes to Elevator Door Monitoring System

Effective May 20, 2018, elevator door monitoring work performed per Section 3.10.12 of chapter K3 of Appendix K of the New York City Building Code:

- The application must be filed by an elevator agency director approved by the Buildings Department, rather than a design professional.

- Design drawings, including approval letter(s) from the controller manufacturer or registered design professional, are not required to be submitted to the Department, but must be kept in the premises' machine rooms and made available to the Department upon request.

- Tests and inspections must be performed by an approved elevator inspection agency (applicant) and witnessed by an approved elevator inspection agency not affiliated with the agency performing the test.

Permit Applications

Applications must still be filed with the Department in **DOB NOW: *Build*** (using the PPN process).

Test Notification

Elevator agency directors must notify the Department at least 48 hours prior to inspection and test by sending an email to **notification@buildings.nyc.gov**.

Inspection/Test Report

Submit the ELV3 form to the Department by email to **doormonitoring@buildings.nyc.gov**.

Please refer to **1RCNY Section 101-02** and **1RCNY Section 101-07** for more information

POST UNTIL: December 31, 2018