

DOB NOW: *Licensing*
SUMMER 2022 RELEASE
ELEVATOR LICENSING TRAINING
Industry Session

BEST PRACTICES FOR THE VIRTUAL CLASSROOM

DOB
NOW



Chat Feature



Mute Microphones



Ask Questions



Parking Lot



Feedback



Participate

- Overview of Elevator Agency Licenses
- Overview of Elevator Agencies
- Steps to Get an Elevator Agency License
- How to Log In
- Exam Fees
- New License Applications
- License Applications Review Process
- Objections
- Business Application Request
- Getting the License
- Renewal and Reissuance of Licenses
- Additional Transactions
 - Manage Profile
 - Manage License
- Connection to DOB NOW: *Build* and DOB NOW: *Safety*

WHICH LICENSES ARE PART OF THIS RELEASE?



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

- Currently, all Elevator Agency Licenses are filed through **DOB NOW: *BIS Options***.
- As of June 25th 2022, all Elevator Agency License related transactions must be submitted in **DOB NOW: *Licensing***.

Filing Date	Process
Prior to June 25, 2022	DOB NOW: <i>BIS Options</i>
On or after June 25, 2022	DOB NOW: <i>Licensing</i>

- Each Elevator Agency License has two components, both of which must be valid and active for the license to be active:
 - The **License**
 - The associated **Agency**
- The **Director** is the highest-ranking license amongst all the elevator agency licenses.
 - The Director is the one who **establishes the Agency**, and then once established, the other elevator agency licenses will be able to associate themselves to the Agency.



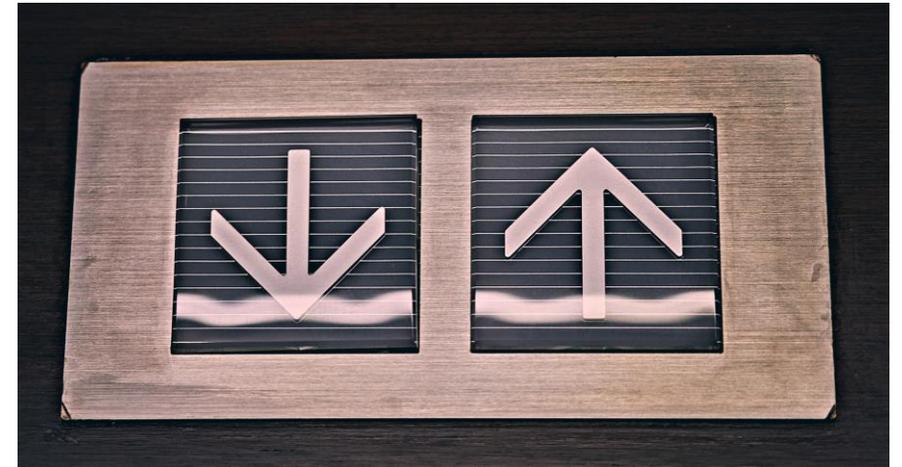
▪ Directors

- There can be only one Director per Agency.
- This license is valid for **three years**.

▪ Co-Directors

- There can be **more than one Co-Director** registered under an Agency.
- Co-Directors cannot create an Elevator Agency within DOB NOW: *Licensing*.
- This license is valid for **three years**.

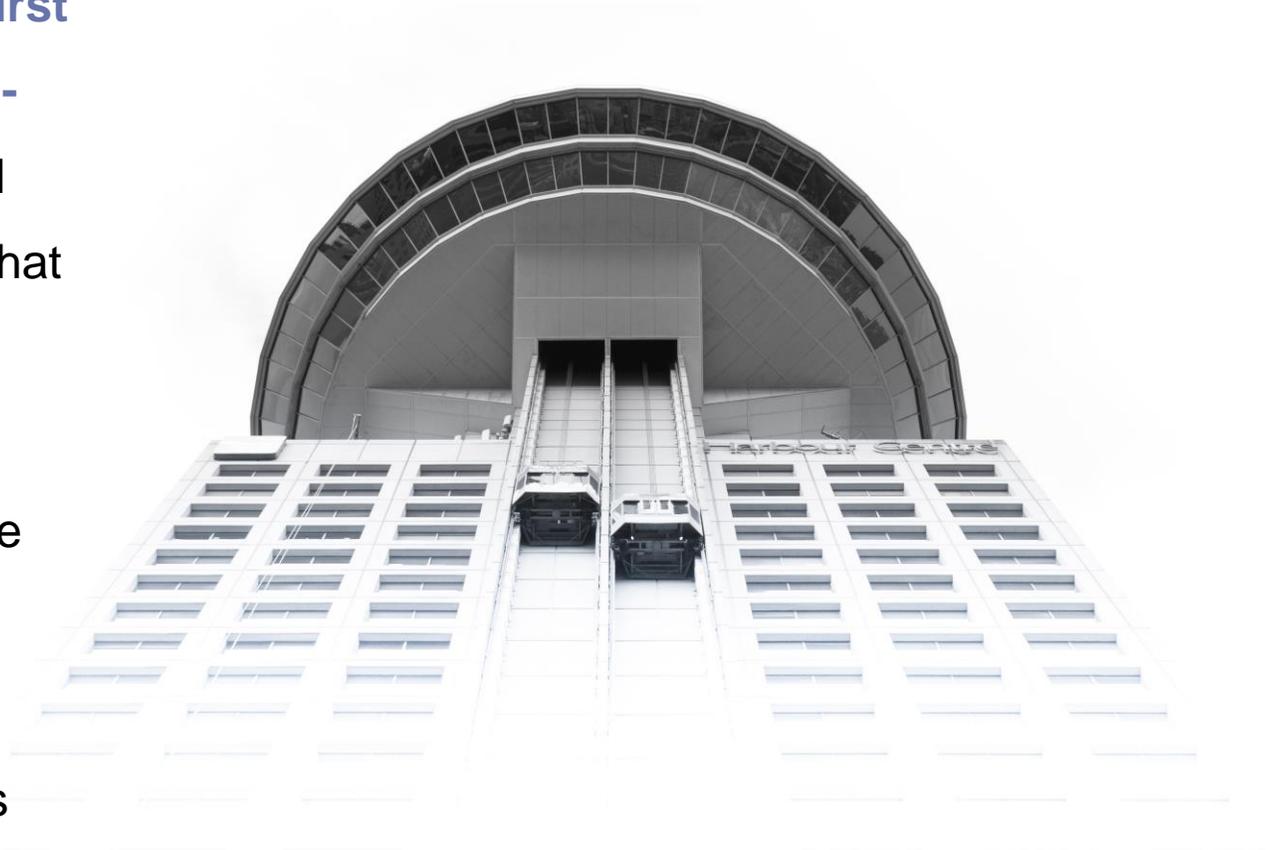
- **Inspector**
 - Inspectors **perform inspections** on elevators and related equipment.
 - This license must be associated to a specific Agency.
 - This license is valid for **three years**.
- **Technician**
 - Technicians **perform general maintenance and installation** of elevators and related equipment.
 - This license must be attached to a specific Agency.
 - This license is valid for **two years**.





- **Restricted Technician** (Accessibility Technician)
 - The Restricted Elevator Agency Technician license is restricted to performing **work involving platform lifts** including those installed in private residences which are covered by the provisions of ASME A18.1.
 - This license must be attached to a specific Agency.
 - This license is valid for **two years**.
- **Helper**
 - Helpers work under the supervision of the Technicians and **assist or help with maintenance or installations** of elevators and related equipment.
 - This license must be attached to a specific Agency.
 - The license does not expire.

- In order to **create an Agency**, the Director must **first submit their License Qualification Application - LQA**. Once the LQA is approved, the system shall then prompt the Director to establish the Agency that will be tied to their license.
 - Agency can be established by submitting the **Business Approval Request – BAR** after the LQA is approved.
 - The process for submitting the LQA and the Business Approval Request (BAR) will always be **two separate transactions**.

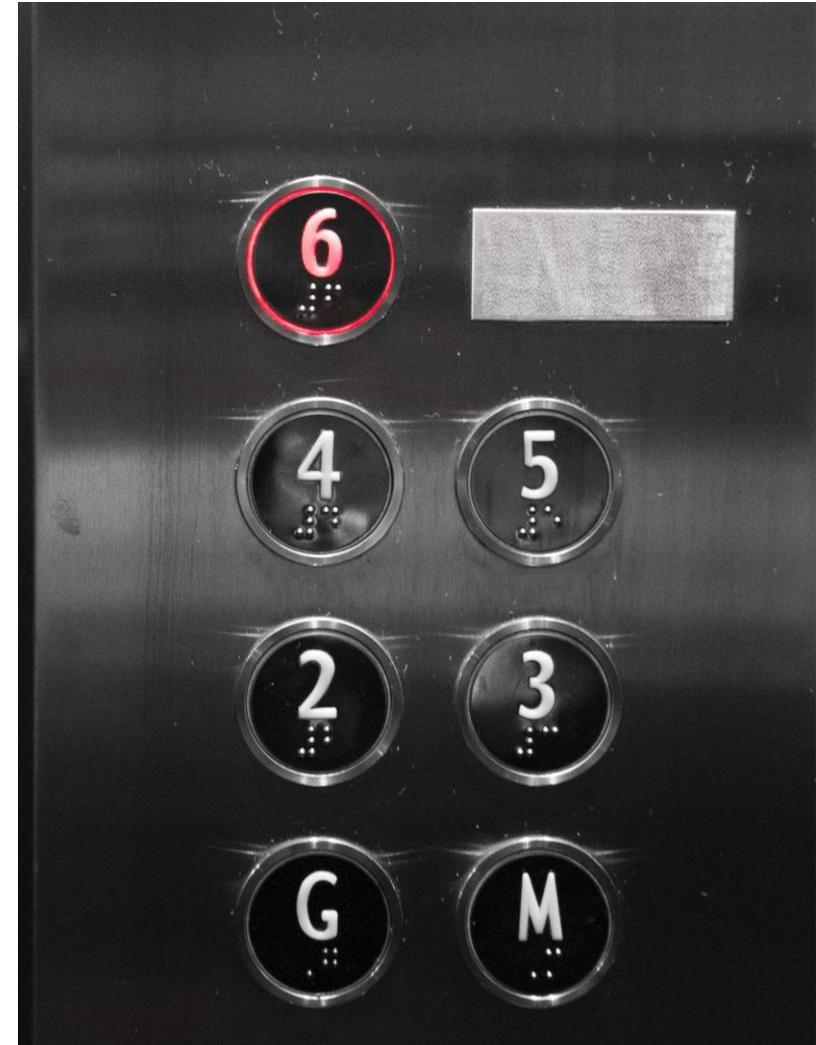


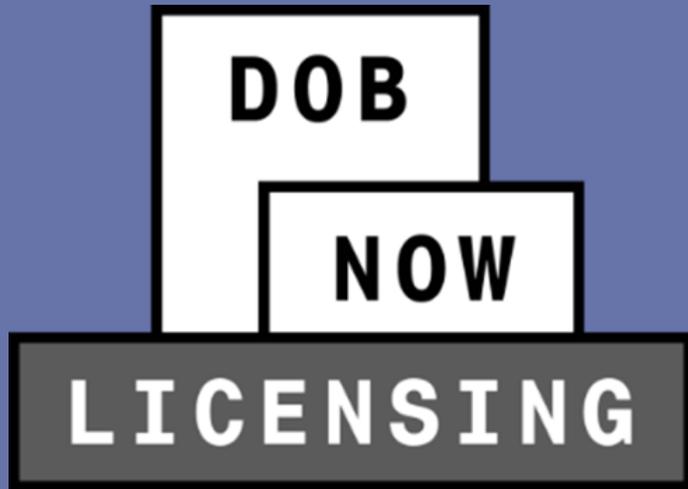
- A Director can create a brand-new Agency, or they can join an existing Agency that has already been approved by DOB.
 - If they are **creating a new Agency**, they will have to provide all the data for the fields and all the relevant documents.
 - If they are **associating themselves to an existing Agency**, they can search for the Agency by number. Once they find the Agency, the Director can choose to edit the data fields of the Agency record or leave them as they are.



- After the Agency is approved, any subsequent updates or changes that need to be made to the Agency will only be able to be made by the associated Director.
- **An Agency must have one and only one Director associated with it.** Without a Director, an Agency is considered inactive. An Agency can have, but need not have, any number of the remaining elevator license types.

- **Other elevator agency licenses** must submit their LQA and the Agency together in the same request.
 - They need to **select the (already approved) Agency** that they are associating themselves to.
 - These users can search by Agency number from the existing Agencies.





OVERVIEW OF ELEVATOR AGENCIES

Requirements to qualify as a valid Agency

License Type	Elevator Agency Relationship
Elevator Agency Director	<ul style="list-style-type: none">▪ Can file New Agency Business Approval Request (BAR)▪ Can Update Agency Information
All other Elevator Agency licenses (Co-Director, Inspector, Technician, Restricted Technician, and Helper)	Must submit LQA to become part of existing Elevator Agency



For an elevator Agency to be established as a valid Agency, **only one type of insurance is required: General Liability.**

- The Director **can choose to waive** either one of the other two insurances: **Workers' Compensation** and/or **Disability.**
- If a Director does not include all three insurances for the Agency, no other licensees can join the agency since **the wavier of the insurance(s) implies that the Director is working by themselves.**

- **For all other elevator license types, all three insurances must be active** at the time that the prospective applicant chooses the Agency.
- **At the time of the issuance of the license, the license expiration date shall not be impacted by the expiration date(s) of the insurance(s).**
- If any of the insurances that are associated to an Agency become expired, then **all the elevator licenses that are associated to that Agency shall become Inactive-Agency Insurance Expired.** Once the insurances are all made active again, then all the licenses associated to that Agency will revert to their original status.

- An Agency must meet the following criteria for it to be considered active:
 - Have a **Director** with an active license
 - Have **General Liability** insurance that is active
 - Have **Workers' Compensation** insurance that is active, unless it's waived
 - Have **Disability** insurance that is active, unless it's waived

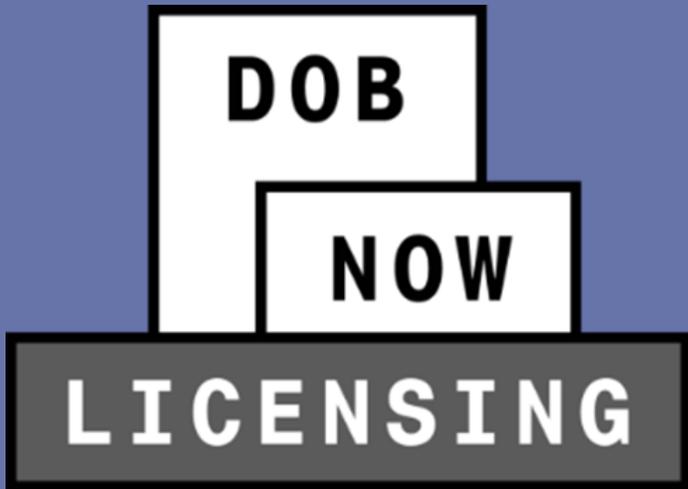


ELEVATOR AGENCY INSURANCE UPDATES



- **Currently**, Elevator Agency Directors email DOB with updates to insurance information for their Agencies.
- **In the future**, Elevator Agency Directors will need to sign into DOB NOW: *Licensing* to enter updated insurance information.

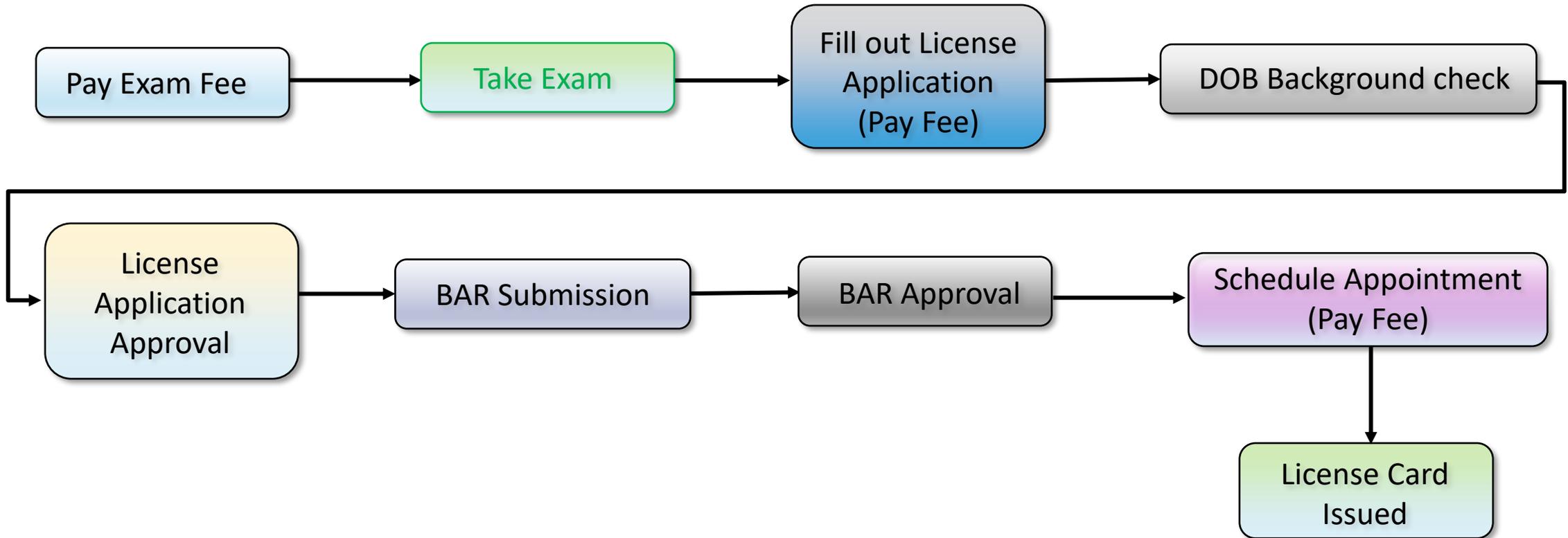
Date	Process
Prior to June 25	Email updates to ElevatorAgencyInsurance@buildings.nyc.gov
On or after June 25	Use Update Insurance Information option in DOB NOW: <i>Licensing</i>



STEPS TO GET AN ELEVATOR LICENSE

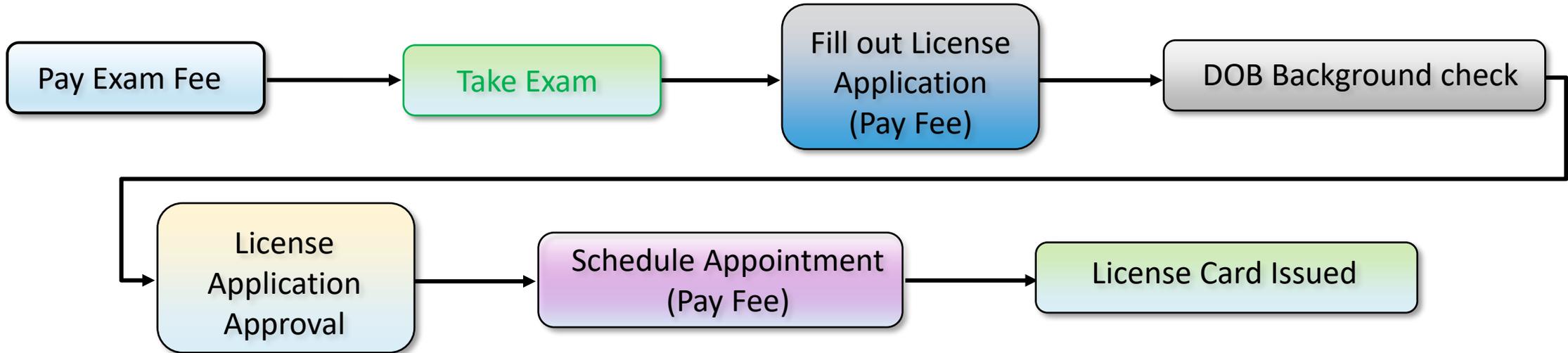
STEPS TO GET A NEW LICENSE FOR DIRECTOR

- These are the steps for applying for a license for an Elevator Agency Director.



STEPS TO GET A NEW LICENSE FOR CO-DIRECTOR OR INSPECTOR

- These are the steps for applying for a license for an Elevator Agency Co-Director or Inspector.



STEPS TO GET A NEW ELEVATOR LICENSE

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License Type	Exam Fee Paid	License Application Submission	Background Check	License Application Approval	BAR Approval
Director	Y	Y	Y	Y	Y
Co-Director	Y	Y	Y	Y	N
Inspector	Y	Y	Y	Y	N

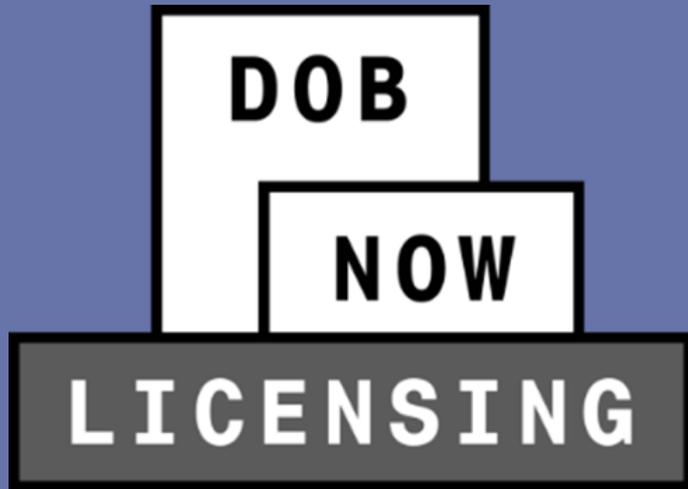
- **Note:** Details for Technicians, Restricted Technicians and Helpers can be found in that presentation.

- **New License Application Fee Structure:**
 - The **Exam Fee** is due prior to initiating a License Qualification Application.
 - The **Background Fee** is due prior to submitting a License Qualification Application
 - The **License Issuance Fee** is due after the license application is approved and before the user comes into DOB to collect the license card.

ELEVATOR AGENCY LICENSE FEES

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License Type	Exam Fee	Background Fee	License Issuance Fee
Director	\$525	\$500	\$100
Co-Director	\$525	\$500	\$100
Inspector	\$525	\$500	\$50



HOW TO PAY FOR THE LICENSE EXAM

Directors, Co-Directors, and Inspectors

HOW TO MAKE AN EXAM PAYMENT

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- In order to begin a new License application, applicants for *Elevator Director*, *Elevator Co-Director* or *Elevator Inspector* will first be required to pay the **Exam Fee**.
- Users **do not need to log in** to pay the Exam Fee.
- On the main login page, users can click **Pay Exam Fee**.

Pay Exam Fee

HOW TO MAKE AN EXAM PAYMENT

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Pay Exam Fee

Department Of Buildings exam fee.

If you are paying for new please click on **New Payment**, for Existing please enter the receipt number and click on **Pay Existing Fee**.

<h3>New Payment</h3> <p>For new, please fill the form with required details and pay the fee.</p> <p>New Payment</p>	<h3>Existing Payment</h3> <p>Enter Receipt Number</p> <input type="text" value="Enter Receipt Number"/> <p>Pay Existing Fee</p>
--	---

- Users can either make a **New Payment** or **Enter Receipt Number** for an existing payment.

HOW TO MAKE AN EXAM PAYMENT

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Exam Fee Details

License Type
Elevator Agency

License Class*

Select Type: 

Are you taking the exam for the first time?*

Yes No

Email*

example@XXXX.com

Last Name*

First Name*

Middle Initial

Address*

City*

State*

Select State 

Zip*

Phone #*

Date of Birth*

Social Security Number*

Create

Cancel

- Choosing New Payment will open the **Exam Fee Details** pop-up.

HOW TO MAKE AN EXAM PAYMENT

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- Fill out the required fields.
- If users select **No** for “Are you taking the exam for the first time?”, they will need to enter the **date of the last exam taken**.

Are you taking the exam for the first time?*

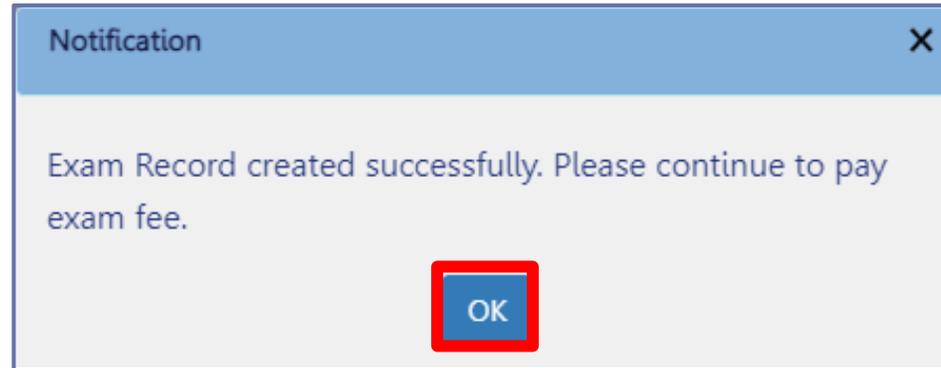
Yes No

What is the date of the last exam taken?*



- Once all required fields are filled out, click **Create**.

- A pop-up notification will state that the record was created. Click **OK** to continue.



- A new **Proceed to Pay** button will appear. Clicking on it will take the user to the CityPay site to pay the Exam Fee.



HOW TO MAKE AN EXAM PAYMENT

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- The system will verify **Exam Application Eligibility**.
- Applicant can now schedule the Exam.
- Once Applicant passes the Exam, they can now submit a **License Qualification Application**.

To be eligible to take the **Written Examination**, Applicants cannot have taken the exam:

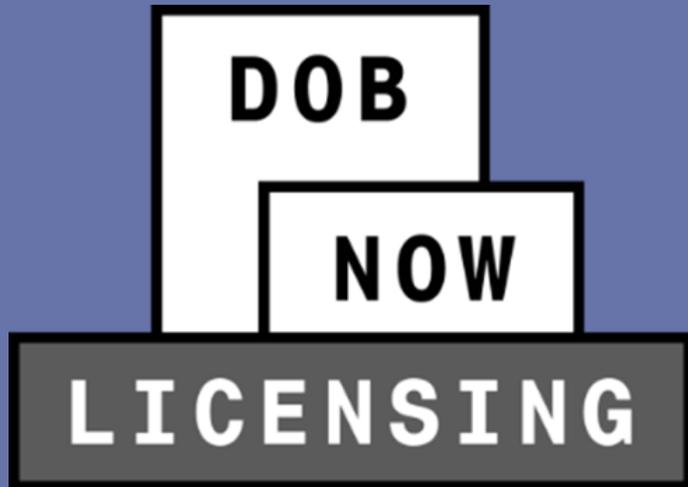
- In the last **14 days**
- **Three or more times in the past six months**

Exams are not given by the Department of Buildings but must instead be scheduled through an approved **Exam Vendor**. Applicants must upload their score report as part of the LQA.

HOW TO MAKE AN EXAM RE-PAYMENT

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- If an Applicant does not pass the Exam the first time, they will need to make a Re-Payment and re-take the exam.
- **The process for Re-Payment is the same as the process for the original payment.**



HOW TO LOG IN TO DOB NOW: LICENSING

- Aspiring Licensees
- Existing Licensees

HOW TO LOG IN: EXISTING LICENSEE OR ASPIRING?



Existing Licensee?

Process

Aspiring Licensee

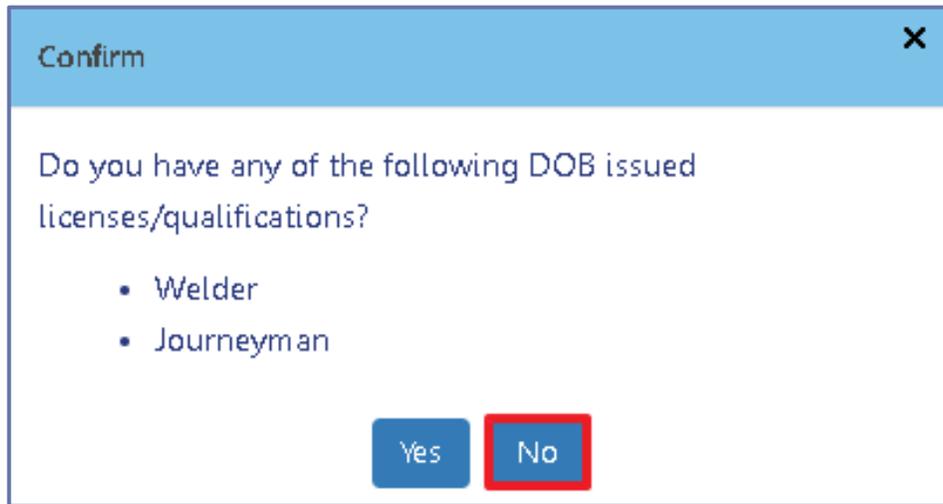
- Users must create a new profile for DOB NOW.
- They can then use the new profile to apply for a license.

Existing Licensee

- Existing licensees who already have an eFiling account as of June 25th, 2022, can access DOB NOW: *Licensing* directly with the same email address and password, as their profile will be migrated to DOB NOW automatically.
- Existing licensees who do not already have an eFiling account must create one in eFiling before June 25th, 2022, so that their profile can be migrated to DOB NOW: *Licensing* automatically.
- Existing Elevator Licensees need not create an account in DOB NOW.

HOW TO LOG IN: ASPIRING LICENSEE

- Aspiring licensees must begin by creating a **new DOB NOW: Licensing profile**.
- Click where the red box indicates to create a new profile.
- The system will ask if you have an existing license/qualification. Click **No**.



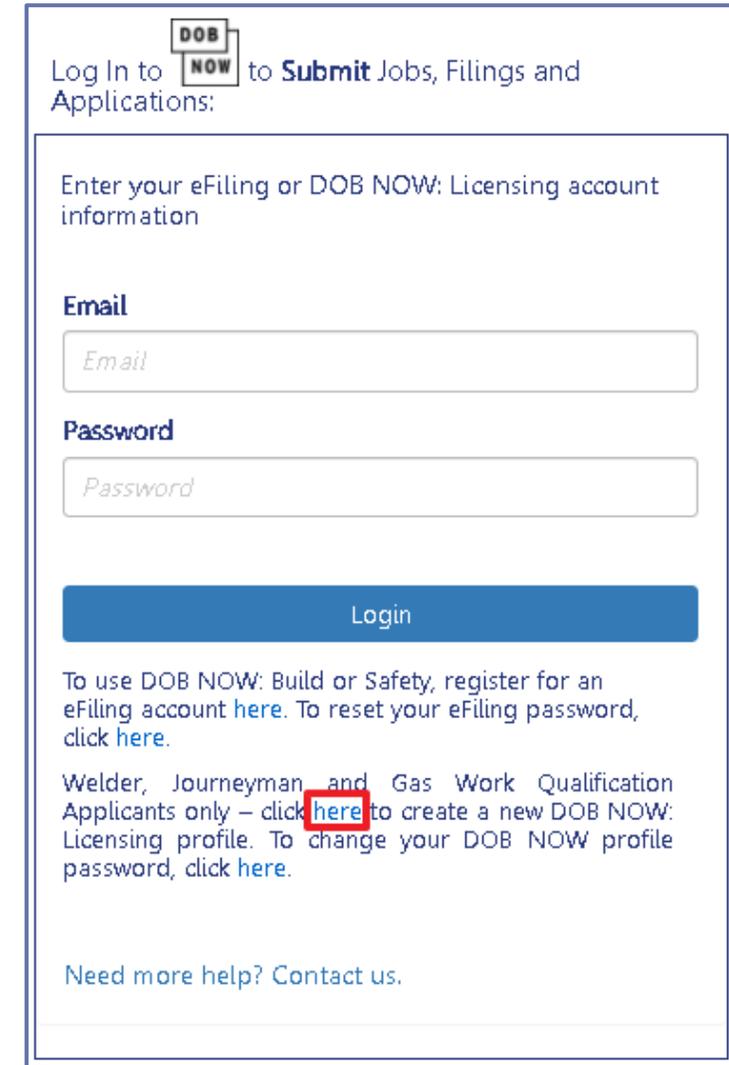
Confirm

Do you have any of the following DOB issued licenses/qualifications?

- Welder
- Journeyman

Yes No

A dialog box with a blue header and a close button. It contains a question and a list of two items. At the bottom, there are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a red border.



Log In to **DOB NOW** to **Submit** Jobs, Filings and Applications:

Enter your eFiling or DOB NOW: Licensing account information

Email

Password

Login

To use DOB NOW: Build or Safety, register for an eFiling account [here](#). To reset your eFiling password, click [here](#).

Welder, Journeyman, and Gas Work Qualification Applicants only – click [here](#) to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click [here](#).

Need more help? [Contact us](#).

The login page features a header with the DOB NOW logo and a main heading. Below is a form with fields for Email and Password, and a Login button. A paragraph of text provides links for registration and password reset. Another paragraph provides a link for creating a new profile, with the word 'here' highlighted in a red box. At the bottom, there is a link for contact information.

HOW TO LOG IN: ASPIRING LICENSEE

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Create Profile – DOB NOW Licensing

First Name*	Middle Initial	Last Name*	Password Requirements
<input type="text" value="First Name"/>	<input type="text" value="MI"/>	<input type="text" value="Last Name"/>	
Email*			
<input type="text" value="example@XXXX.com"/>			
Password*			✓ Must contain at least 8 characters
<input type="text" value="Combination of A-Z, a-z, 0-9 and any special characters (! @ # \$)"/>			✓ Must contain one lower and uppercase letter
Re-enter Password*			✓ Must contain one non-alpha and special character
<input type="text" value="Match Password"/>			✓ Must match with password
<input type="checkbox"/> By checking this box and clicking Create (below) you are affirming that you have read and agree to the terms of the New York City Department of Buildings.*			
Name*	Date*		
<input type="text"/>	<input type="text"/>		
<input type="button" value="Create"/> <input type="button" value="Cancel"/>			

- Create a profile by filling out all the required fields in the **Create Profile** screen.

- Create a profile by filling out all the required fields in the **Create Profile** screen.

Statements & Signature

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also 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. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.*

- Click the Confirm button to complete the process and create the New Profile

New Profile Confirmation

Are you sure you want to submit your profile creation request? Please confirm.

- Users will receive an email with an **activation link**.
- Click the link, and you will then be able to log into DOB NOW and see Licensing as an option.

DOB NOW donotreply <CRMBuildNYCDev@buildings.nyc.xxx>

to me ▾

Click the below link to activate your Profile.

[Click here to activate.](#)

After you click this link, you will receive an email confirming your Profile activation.

This profile activation link is valid for the next 30 days.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.

Sincerely,

NYC Department of Buildings

NYC[™]
Buildings

HOW TO LOG IN: EXISTING ELEVATOR LICENSEE



EXISTING eFiling LOGIN?

PROCESS

Existing Elevator Licensees with existing **eFiling** *login* as of June 25th, 2022

The **DOB NOW: *Licensing*** module will *automatically be added* to their login.

Existing Elevator Licensees *without* **eFiling** *login*

Users will need to **sign up for an eFiling account** using the link on the main DOB NOW login page June 25th, 2022. Once created, this account **will be linked to their license**.

HOW TO LOG IN: EXISTING LICENSEE

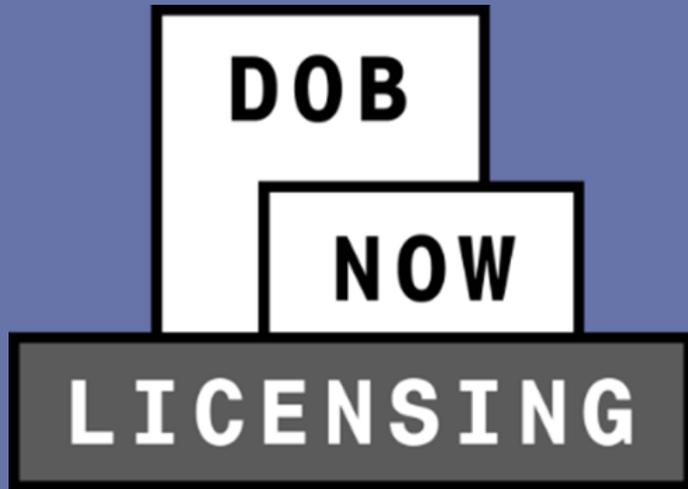
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- After logging in, users will need to select the **Licensing Module**.
- This will take them to the **DOB NOW: *Licensing* Dashboard**.

The screenshot shows the DOB NOW Licensing Dashboard. At the top, there is a navigation bar with 'NYC Buildings' on the left, '311 Search all NYC.gov websites' on the right, and a user profile section on the far right that says 'Welcome, Elevator License03 elevatorlicense03@gmail.com Last Login: 4/1/2022 11:50:25 AM' with links for 'Need Help?' and 'Sign Out'. Below the navigation bar is a header area with the 'DOB NOW LICENSING' logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A secondary navigation bar contains buttons for 'Home', '+ New License', 'Manage My Profile', and '+ Business Approval'. Below this are tabs for 'My Applications', 'My Requests', and 'Business Approval'. A 'Refresh' button is located on the right side of the dashboard. The main content area is a table with the following columns: 'Application Number', 'Application Type', 'License Type', 'License Class/Class Type', 'Application Status', 'Applicant of Record', and 'Pay'. Each column has a dropdown arrow and a corresponding input field below it.

Application Number	Application Type	License Type	License Class/Class Type	Application Status	Applicant of Record	Pay
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



HOW TO APPLY FOR A NEW LICENSE

License Qualification Application Process

HOW TO APPLY FOR A NEW LICENSE

- In order to create a new license application, click the **+ New License** button to begin the process.

The screenshot displays a user interface for license applications. At the top, there is a navigation bar with four buttons: a home icon, a red-bordered button labeled '+ New License', a button with a person icon labeled 'Manage My Profile', and a button labeled '+ Business Approval'. Below this is a secondary navigation bar with three tabs: 'My Applications', 'My Requests', and 'Business Approval'. The main content area features a form with three columns, each with a dropdown menu and an input field below it. The columns are labeled 'Application Number', 'Application Type', and 'License Type'.

Application Number	Application Type	License Type
<input type="text"/>	<input type="text"/>	<input type="text"/>

HOW TO APPLY FOR A NEW LICENSE

- Select the **Elevator Agency** radio button and then click **Next**

License Types

Welder

Gas Work Qualification Only

Journeyman

Elevator Agency

Next Cancel

HOW TO APPLY FOR A NEW LICENSE

- Select the appropriate radio button from the list of choices in the License Class/Class Type list, then click the **Next** button to proceed.
- Elevator Directors may be created before an Elevator Agency is established or may be associated to an existing Agency.
- All other License Class/Class Types **MUST** be associated to an existing **Elevator Agency**.

The screenshot shows a window titled "License Class/Class Type" with a list of radio button options. The "Elevator Director" option is selected and highlighted with a red box. Below the list are two buttons: "Next" and "Cancel", with the "Next" button also highlighted by a red box.

License Class/Class Type

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

Next Cancel

HOW TO APPLY FOR A NEW LICENSE

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- Click the **Yes** radio buttons to all the questions asked on the *Supplemental Investigation Questionnaire*, and then click the **Submit** button to proceed.
- If any question is answered **No**, the **Submit** button will not be active and the License Qualification Application will not be able to proceed.
- Depending on the License Type, different questions may appear.

Supplemental Investigation Questionnaire

Are you at least eighteen (18) years old?*

Yes No

Are you fit to perform the work authorized by this license/qualification?*

Yes No

Are you able to speak and write the English language?*

Yes No

Are you of good moral character?*

Yes No

I have a minimum of ten years of satisfactory experience within 15 years immediately preceding the exam appln date supervising the assembly, installation, maintenance, repair, design or inspection of elevators*

OR

I am a New York State-licensed professional (Registered Architect or professional engineer) who has 5 years satisfactory experience within 15 years immediately preceding the exam appln date supervising the assembly, installation, maintenance, repair, design or inspection of elevators*

Yes No

Submit **Cancel**

HOW TO APPLY FOR A NEW LICENSE

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- Fill in all appropriate information and then click

 Save

Application Information		
Application Type*	License Type*	License Class/Class Type*
New License	Elevator Agency	Elevator Director
Applicant of Record		
First Name*	Middle Initial	Last Name*
Elevator		License
Email*		
elevatorlicense06@gmail.com		
Address		
House Number*	Street Name*	Apartment/Building Number
280	Broadway	
City*	Borough*	State*
New York	Manhattan	New York
Zip Code*	Home Telephone*	Mobile Telephone
10007	(212) 874-8774	

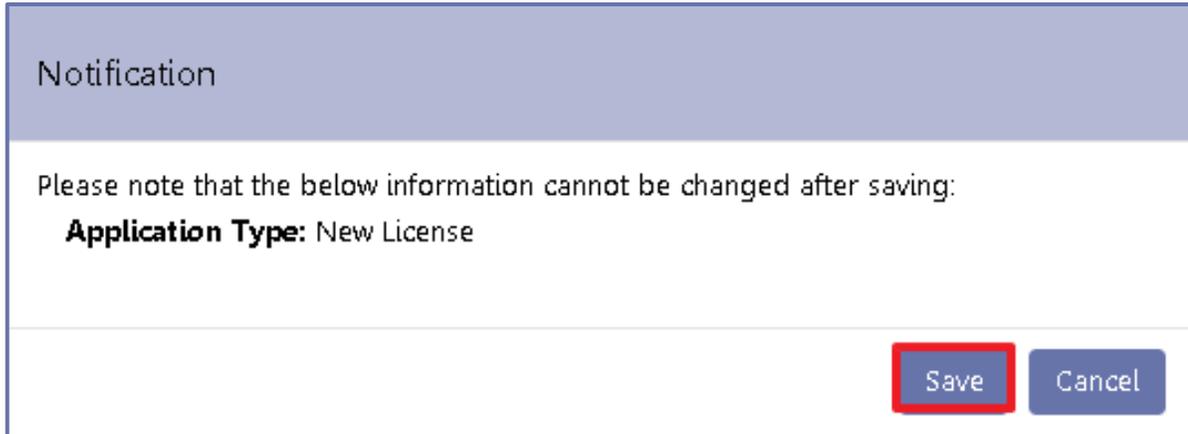
HOW TO APPLY FOR A NEW LICENSE

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Personal Information		
Date of Birth*	SSN/ITIN*	
<input type="text" value="02/06/2001"/> 	<input type="text" value="XXX-XX-1111"/>	
Agency Information		
<input type="text" value="055720"/>	Agency Name	Address
	<input type="text" value="GUARDSMAN ELEVATOR CO INC"/>	<input type="text" value="276,EAST 150TH STREET,BRONX,NY 10451"/>
City	State	Zip Code
<input type="text" value="BRONX"/>	<input type="text" value="New York"/> ▼	<input type="text" value="10451"/>
City Employee		
Are you a city employee?*		
<input type="radio"/> Yes <input checked="" type="radio"/> No		

- All license types other than Elevator Director must enter the **Agency Number** for an approved Elevator Agency.

HOW TO APPLY FOR A NEW LICENSE



- After clicking Save, users will see a **Notification** that the Application Type cannot be changed after saving. Click **Save** again.
- Click **OK**.



L00001632

General Information

Background Investigation

Qualifications/Experience

Documents

Statements & Signature

- A License Application number will be assigned.
- Four more tabs will appear:
 - Background Investigation
 - Qualifications/Experience
 - Documents
 - Statements & Signature

HOW TO APPLY FOR A NEW LICENSE

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The screenshot shows a web interface for applying for a license. On the left is a vertical navigation menu with the following items: 'L00001632', 'General Information', 'Background Investigation' (highlighted with a red border), 'Qualifications/Experience', 'Documents', and 'Statements & Signature'. The main content area is titled 'License History*' and contains a '+ Add History' button (also highlighted with a red border). Below the button is the instruction: 'List all licenses, certifications, or registrations issued to you, by any City or State.' Underneath this is a table with three columns: 'Name', 'Type', and 'License Nu'. The table is currently empty.

- Go to the **Background Investigation** tab and then click the **+ Add History** button to enter details of any license, certification, or registration issued to the applicant by any City or State.
- At least one License, Certification, or Registration must be listed in this section.

HOW TO APPLY FOR A NEW LICENSE

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- For each license, **enter**:
 - Name
 - Type
 - License/Certification/Registration Number
 - Current Status
 - Expiration Date
 - Then click **Save**.

License History

Name*	Type*	License/Certification/Registration Number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Status*	Expiration Date*	
<input type="text" value="Select"/>	<input type="text"/> 	

HOW TO APPLY FOR A NEW LICENSE

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Do you currently have a valid Driver's License? * Yes No

State where Issued* Driver's License Number*

Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended or have you or your related business(es) ever been disqualified from performing inspections? If Yes please indicate the type of license/certification/registration with the reason for the suspension, restriction, surrender, revocation, or disciplinary action in the **Comments.** * Yes No

- If the applicant has a **Driver's License**, they must enter the state and number of the license.
- If any licenses or government-granted privileges have ever been rescinded, revoked, surrendered, suspended or disqualified, the details have to be explained in the **Comments**.

HOW TO APPLY FOR A NEW LICENSE

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- In the **Personal Information** section, users are asked if they have ever been known by any other names. If yes, click the **+ Add History** button to enter any prior names.
- Click **Save** when done.

Personal Information*

+ Add History

List of other names you are known by:

Last Name	First Name

Personal Information

Last Name*

First Name*

Middle Name

Social Security Number*

Save **Cancel**

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

Have you ever been employed by a city, state or federal govt agency? *

Yes No

Are you related to any DOB employee(s) including through marriage? *

Yes No

If you answer YES to any of the questions in this section, you must provide complete details, specifying the date, agency, reason, disposition, etc. in the Comments box.

Comments

500 characters remaining

- Answer the **Yes/No questions** about whether the Applicant has worked for a city, state or federal government agency and whether they are related to any DOB employee(s).
- Any **YES** answers, either here or above, must be explained in the **Comments** field.

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

- Applicants must enter the full address of all residences where they have lived for 3 or more months in the past 10 years (or since they graduated high school, whichever is less).
- Click the **+ Add Residence** button.
- Enter the most recent address information and click **Save**.
- Click **OK** to complete the process.
- Repeat as many times as necessary.

Residence*

Starting with your present address and working back, list the full address of every place you have resided for more than a three (3) month period. List only your residences over the past ten (10) years or since you left high school, whichever is less.

+ Add Residence 1

From	To	Street Address

Residence

From* To*

This is my current address

Street Address* City* State*

Zip Code*

Save **Cancel** 2

Notification

Residence has been added.

OK 3

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

- Click on the **Qualifications/Experience** tab.
- Answer the three Yes/No questions about **Convictions and Fines**.

 Save  Preview to File

L00001632

General Information

Background Investigation

Qualifications/Experience

Documents

Statements & Signature

Convictions and Fines

Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor, or felony)?* Yes No

Do you owe any penalties or fines to the City of New York?* Yes No

Does any company or business you have been associated with under your Department-issued license owe any fines, penalties or fees to the City of New York that were incurred during your association with that company or business?* Yes No

Employment History*



HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

- Applicants must enter employment history for each job they wish to use as **Qualifying Experience**.
- Click the **+ Add Employment History** button and enter work history, starting with the current job and then going in *reverse chronological order*.



Applicants must provide a valid **Supervisor(s) Telephone Number** for experience verification.

Employment History*

+ Add Employment History

Start with your current job and list the employment history for each job you intend to use as a **Qualifying Experience**. You must provide a valid **Supervisor(s) Telephone Number** for experience verification:

Company Name	Street Address	Date of Employment Began ▾

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

- Enter all required information on the **Employment Information** tab.

Employment History Information

Employment Information Wages Detail

Date Employed From* 

Date Employed To* 

This is my current job

Company Name*

Street Address*

City*

State*

Zip Code*

Country*

Ownership Interest (%)*

Is the company still in business?

Supervisor(s) Name*

Supervisor(s) Title*

Supervisor(s) License Type*

Supervisor(s) License Number*

Supervisor(s) Telephone Number*

Supervisor(s) Email Address*

Reason for leaving*

250 characters remaining

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

Employment History Information

Employment Information **Wages Detail**

Applicant Title* Time Period* Wages Per Hour*

Hours Per Week*

Describe Type of Work Performed*

250 characters remaining

Add

Applicants Name	Time Period	Hours Per Week	Wages Per Hour ...	Actions
-----------------	-------------	----------------	--------------------	---------

- On the **Wages Detail** tab, enter Title, Time Period, Wages per Hour, Hours per Week, and Description of Type of Work Performed.
- Click **Add**.
- Repeat for other titles held at that company.
- Click **Save** to complete entry.

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

- On the **Documents** tab, click **+ Add Document** to see the list of documents.
- All potential documents can be seen in the drop-down menu under **Document Type**.
- Enter a **Document Name** and select the appropriate **Document Type** for each document to be uploaded.

L00001632

General Information

Background Investigation

Qualifications/Experience

Required Documents/Qualifications

+ Add Document

Document Name

Upload a Document

Document Name*

Document Type*

Select

Select

Apprenticeship Program Certification

Apprenticeship Program Registration

Completion of 16 hour training program for limited gas

Demonstrated an understanding of and proficiency and competency with gas work

Experience Verification Affidavit

Experience Verification Letter/Social Security History of Earnings

NYS-Recognized Training Program Affidavit

Upload Cancel

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

Upload a Document

Document Name*
Experience Affidavit

Document Type*
Experience Verification Affidavit

Document
Choose File No file chosen

Upload Cancel

- Click **Choose File** to navigate to the document on your computer.
- Click **Upload** to complete the upload process for the document.

HOW TO APPLY FOR A NEW LICENSE

- The document will appear in **Pending** status on the Documents tab.
- The **Actions** buttons allow users to view or delete an uploaded document.
- Repeat the process for all required documents.

Required Documents/Qualifications

+ Add Document

Document Name	Document Type	Document Status	Actions
Experience Affidavit	Experience Verification Affidavit	Pending	 

L00001632

General Information

Background Investigation

Qualifications/Experience

Documents

Statements & Signature

Applicant of Record - Statements & Signature

License Application*

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also 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. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.*

Name

Date

- On the **Statements & Signature** tab, the Applicant must click the checkbox to **Sign** the application.

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

- Click the **Pay Now** button at the bottom of the toolbar on the right to make the fee payment.

The screenshot displays the NYC Buildings license application interface. At the top, a progress bar shows five stages: Pre-filing (active), Pending Background Review, Approval Letter Sent, Approved, License Issuance Pending, and License Card Issued. Below the progress bar are 'Save' and 'Preview to File' buttons. On the left is a navigation menu with the license number 'L00001632' and categories: General Information, Background Investigation, Qualifications/Experience, Documents, and Statements & Signature (selected). The main content area is titled 'Applicant of Record - Statements & Signature' and contains a 'License Application*' section with two paragraphs of text. On the right is a vertical toolbar with icons for Dashboard, Application Highlights, View Filing, Trace History, Payment History, and a red-bordered button labeled '\$500.00 Pay Now'.

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

- Click on the **Preview to File** button to submit your License Qualification Application.

Note: You may have to go back and fill in any information you might have missed.

The screenshot displays a progress bar at the top with two stages: 'Pre-filing' (indicated by a blue circle) and 'Pending Background Review' (indicated by a grey circle). Below the progress bar are two buttons: 'Save' and 'Preview to File'. The 'Preview to File' button is highlighted with a red border. Below the buttons, the application ID 'L00001632' is shown. A sidebar on the left contains 'General Information' (highlighted) and 'Background Investigation'. The main content area shows 'Application Information' with a dropdown menu for 'Application Type*' set to 'New License'. Below this, the 'Applicant of Record' section is partially visible.

HOW TO APPLY FOR A NEW LICENSE

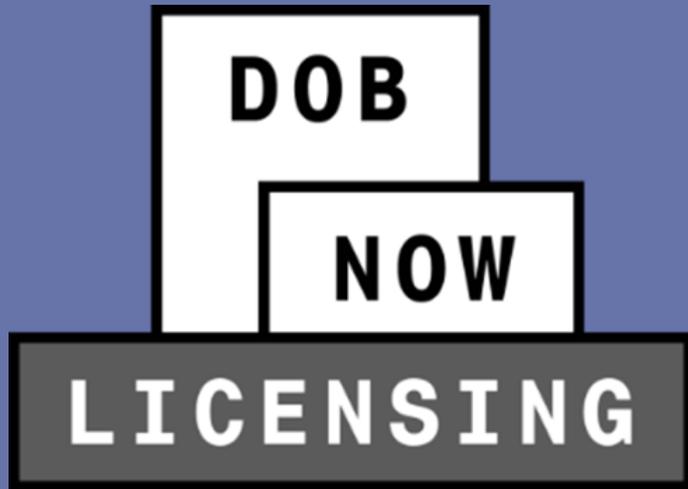
- After the Application Preview window opens, review the entire application and page through the preview by clicking the **Next** button.
- Click the checkbox to sign the filing, and then click **File**.



Name: Elevator License09 (Electronically Signed) Date: 11/18/2021

I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name: Elevator License09 (Electronically Signed) Date: 11/18/2021



LICENSE REVIEW PROCESS

LICENSE REVIEW PROCESS

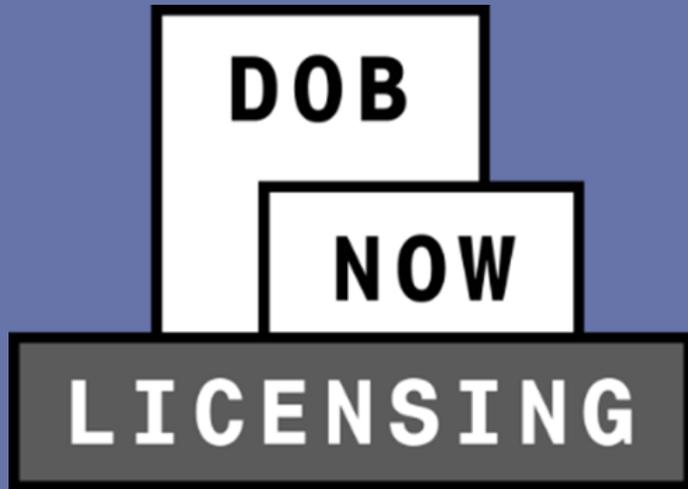
- The License Review Process for **Elevator Directors** includes the **Business Application** process by default.
- Directors can choose to attach themselves to **existing Elevator Agencies** or to create **new Elevator Agencies**.



- The steps are:
 - Pre-filing
 - Pending Background Review
 - Qualification Approved – Business Application Pending
 - Approval Letter Sent
 - Approved, License Issuance Pending
 - License Card Issued

- The License Review Process for **Elevator Co-Directors** and **Elevator Inspectors** goes through:
 - Pre-filing
 - Pending Background Review
 - Approval Letter Sent
 - Approved, License Issuance Pending
 - License Card Issued





RESPONDING TO OBJECTIONS

- The Inspections Unit has three options for responses to License Applications
 - **Non-Adverse:** This means that the License Application can move forward to the next step in the process.
 - **Adverse:** The License Application cannot be granted with the information given. This decision is final, and the Applicant must submit a new License Application to be considered again.
 - **Objections:** This response means that there is some issue with the License Application that must be addressed by the Applicant before the Application can move forward.

- If there is an **Objection** raised on a License Application, the Applicant will receive a **notification email**.

Background Review of License Application# L00009528 - Status Incomplete Inbox x

 **DOBNOW donotreply** <CRMBuildNYCDev@buildings.nyc.xxx>
to me ▾

A DOB Investigator reviewed your Elevator Agency license application# L00009528 and provided the following comments:

More details about child support obligations needed.

Log in to [DOB NOW: Licensing](#) to make the required changes in the Application and click Resubmit for your application to be reviewed again.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.

Sincerely,
NYC Department of Buildings

NYC Buildings

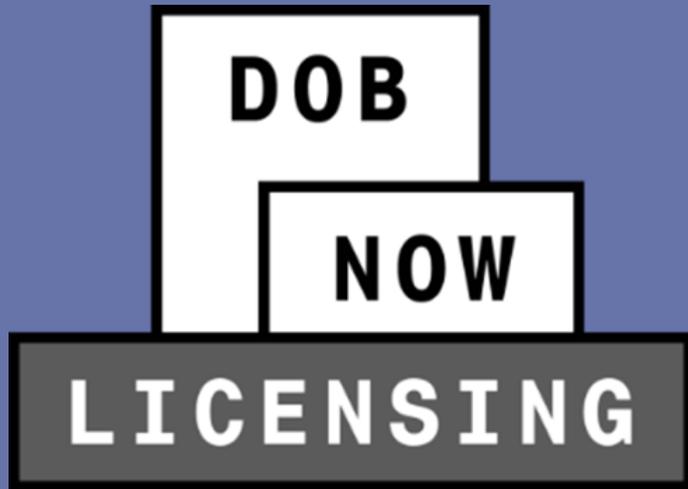
- A new **Objections** tab will display the Objection(s) raised by the Licensing Investigator. Click the drop-down arrow to see comments.

The screenshot shows a web application interface. On the left is a sidebar with several tabs: 'L00009528', 'General Information', 'Background Investigation', 'Qualifications/Experience', 'Documents', 'Objections', and 'Statements and Signature'. The 'Objections' tab is highlighted with a red box. The main content area has a header 'Objections' and a table below it. The table has two columns: 'Objection' and 'Action'. There is one row in the table with a red box around a drop-down arrow in the 'Objection' column. The text next to the arrow reads 'Further documentation required, Supplemental documentation requested.' The 'Action' column for this row contains a blue 'Edit' link with a pencil icon.

Objection	Action
Further documentation required, Supplemental documentation requested.	Edit

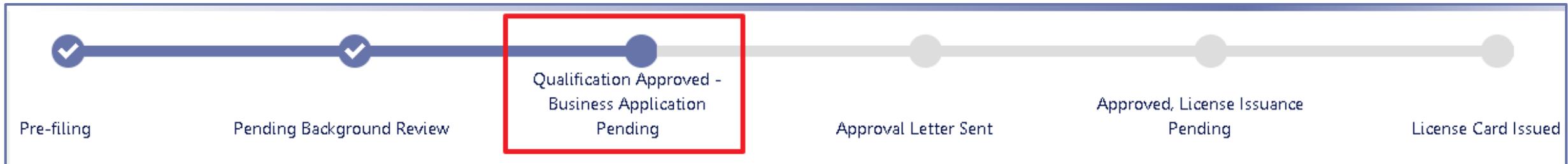
- Add any additional **Comments** in the Comments box.
- Click **Update**.
- Add documents or otherwise update License Application as needed.
- **Resubmit** updated License Application.

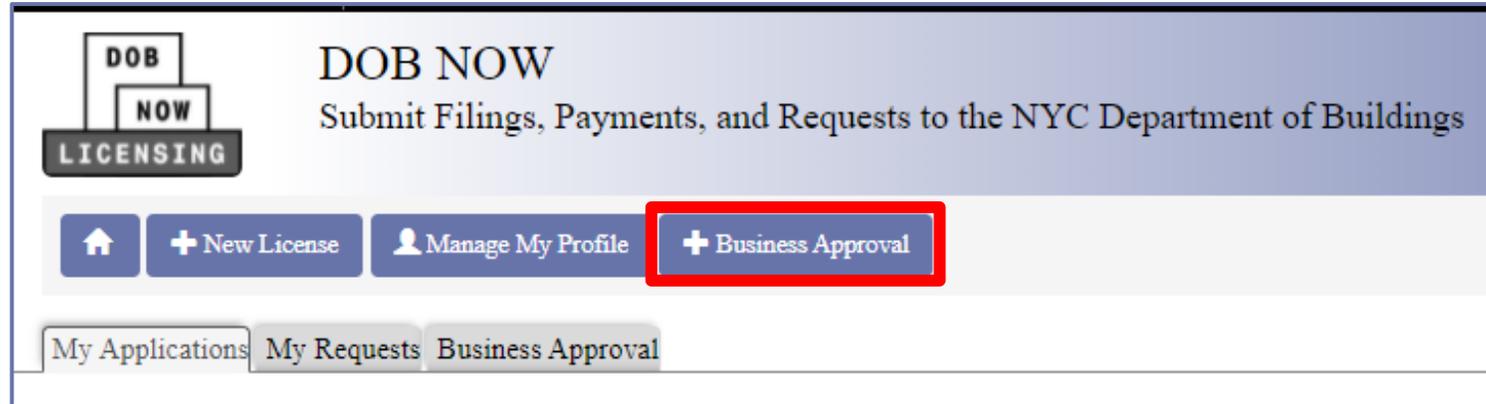
Objection	Action
^ Further documentation required, Supplemental documentation requested.	
Objection Details	
Comments*	
<input type="text" value="Add supplemental documentation about Child Support obligations."/>	
192 characters remaining	
Objection History	



BUSINESS APPROVAL REQUEST

- Elevator Agency License Types other than Directors will join an existing **Elevator Agency**.
- An Elevator Director's License Qualification Application contains an additional step: **Qualification Approved – Business Application Pending**.
- When the license request reaches that point, the Elevator Director can begin the process to either establish a new Elevator Agency or join an existing Agency.





- On the DOB NOW: *Licensing* main dashboard, click **+ Business Approval** and enter the approved License Qualification number.

- Applicants are first asked if they are joining an existing agency or establishing a new agency.

New or Existing Agency

Are you creating a new agency or are you joining an already approved existing agency? *

New Agency Existing Agency

- If they are joining an existing Agency, they can search by **Agency Number**.

Agency Search

Search by Agency Number: *

Agency Information

BUSINESS APPROVAL REQUEST

DOB
NOW

Agency Information

Agency Name*

Agency Number

Agency Address*

City*

State*

Zip*

Business Telephone*

Business Type*

- If they are creating a **new Agency**, they must fill in all information about the Agency.

Business Type*

Select Type: ▼

- Select Type:
- Corporation
- Limited Liability Company (LLC)
- Partnership
- Sole Proprietor
- Individual

- The Business Type can be:
 - Corporation
 - Limited Liability Company (LLC)
 - Partnership
 - Sole Proprietor
 - Individual

- Click **Save**.
- Then click **Yes** to confirm.

Save

General Information

Documents

Statements & Signature

Confirm

Are you sure you want to create a Business Approval Request?

Yes No

- Click **+ Add** to enter **Partner or Officer Information**.

Partner or Officer Information*

+ Add

Partner or Officer Information

Name*	Street Address*	City*
<input type="text"/>	<input type="text"/>	<input type="text"/>
State*	Zip*	Phone*
Select: <input type="text"/>	<input type="text"/>	<input type="text"/>
License Number	% Control*	Title(s)*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save **Cancel**

- Enter all required information and then click **Save**.

- Continue until all required **Partners** or **Officers** have been added.

Partner or Officer Information*

[+ Add](#)

Name	Street Address	License Number	% Control	Actions
<input type="text"/>				
Elevator License02	280 Broadway		50	 
Other Director	280 Broadway		50	 

BUSINESS APPROVAL REQUEST

DOB
NOW

Insurance Information*

General Liability Insurance*

General Liability Insurance Policy Number*

Policy Start Date*

General Liability Insurance Expiration Date (mm/dd/yyyy)*

Broker Information*

- Enter **General Liability Insurance** Information. General Liability Insurance is always required for Elevator Agencies.

- If they are not waived, **Workers Compensation Insurance** and **Disability Insurance** information must be entered.

Workers' Compensation Insurance

Is the Workers' Compensation Insurance waived?*

Yes No

Disability Insurance

Is the Disability Insurance waived?*

Yes No



Workers Compensation Insurance and **Disability Insurance** may only be waived for Sole Proprietorship Elevator Agencies. If there is more than one worker, the Agency must have both types of insurance along with General Liability Insurance.

BUSINESS APPROVAL REQUEST

DOB
NOW

Workers' Compensation Insurance

Is the Workers' Compensation Insurance waived?*

Yes No

Workers' Compensation Insurance Policy Number*

Workers' Compensation Insurance Start Date (mm/dd/yyyy)*

Workers' Compensation Insurance Expiration Date (mm/dd/yyyy)*

Broker Information*

Disability Insurance

Is the Disability Insurance waived?*

Yes No

Disability Insurance Policy Number*

Disability Insurance Start Date (mm/dd/yyyy)*

Disability Insurance Expiration Date (mm/dd/yyyy)*

Broker Information*

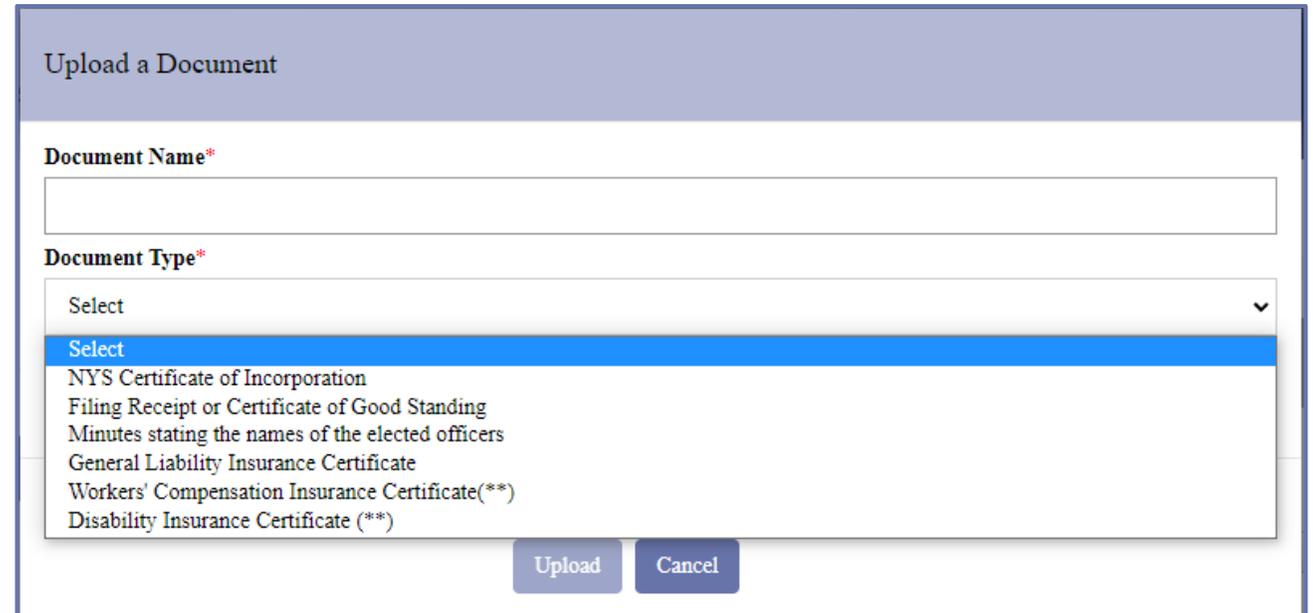
- Enter **Policy Number**, **Start Date**, **Expiration Date**, and **Broker Information** for each Insurance.

Comments

500 characters remaining

- There is an optional **Comments** field at the bottom of the **General Information** tab.
- Click **Save** before moving to the **Documents** tab.

- In the **Documents** tab, users may upload:
 - NYS Certificate of Incorporation
 - Filing Receipt or Certificate of Good Standing
 - Minutes stating the names of the elected officers
 - General Liability Insurance Certificate
 - Worker's Compensation Insurance Certificate or Waiver
 - Disability Insurance Certificate or Waiver



The screenshot shows a web form titled "Upload a Document". It contains two main input fields: "Document Name*" and "Document Type*". The "Document Type*" field is currently open, displaying a dropdown menu with the following options: "Select", "NYS Certificate of Incorporation", "Filing Receipt or Certificate of Good Standing", "Minutes stating the names of the elected officers", "General Liability Insurance Certificate", "Workers' Compensation Insurance Certificate(**)", and "Disability Insurance Certificate (**)". At the bottom right of the form, there are two buttons: "Upload" and "Cancel".

- The applicant must click the checkbox to sign the Business Approval Request in the **Statements & Signature** tab.

Statements & Signature

Applicant's Statement*

I have read and I understand all the items contained in this application. 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.

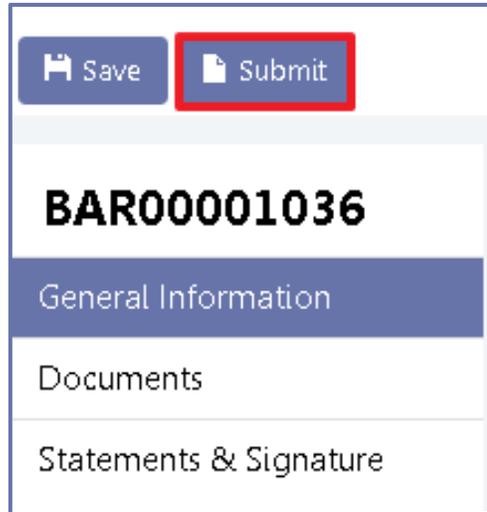
I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.

Name

Date

BUSINESS APPROVAL REQUEST

DOB
NOW



The screenshot shows a web interface for a Business Approval Request. At the top, there are two buttons: 'Save' and 'Submit'. The 'Submit' button is highlighted with a red border. Below the buttons, the identifier 'BAR00001036' is displayed. Underneath, there are four menu items: 'General Information' (highlighted in blue), 'Documents', and 'Statements & Signature'.

- There is **no fee** to submit a Business Approval Request.
- Click **Submit** and then click **Yes** to confirm.



The screenshot shows a confirmation dialog box titled 'Confirm'. The text inside the dialog asks, 'Are you sure you want to submit a Business Approval Request?'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red border.

BUSINESS APPROVAL REQUEST

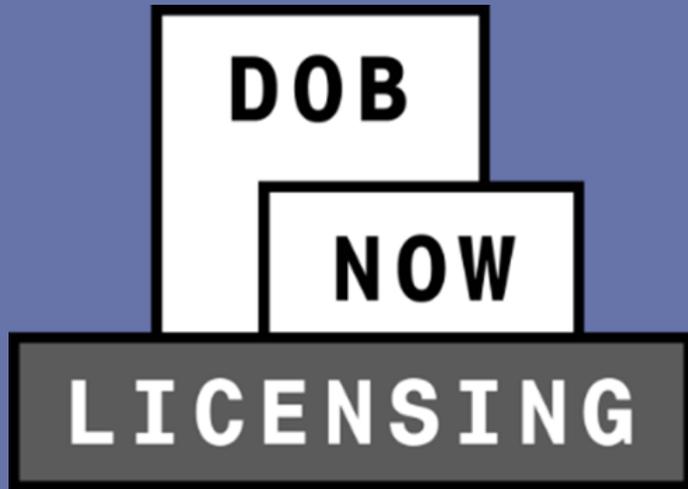
DOB
NOW

My Applications My Requests **Business Approval**

[Refresh](#)

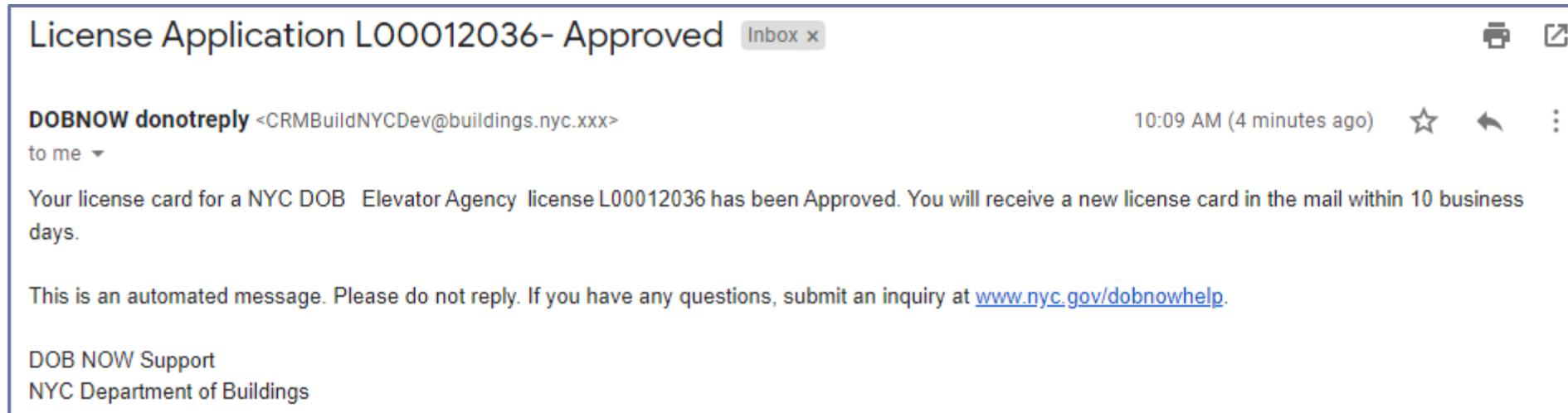
Actions	Tracking Number	Business Type	Request Type	Business Approval Request Status	Created Date	Modified Date
 	BAR00001053	Corporation	New Agency	Approved	01/27/2022	01/27/2022

- The request will show up on the **Business Approval** tab of the Licensing Dashboard.
- Once the **QA Review** is complete, the applicant will be notified, and the License Request will move forward to allow the applicant to schedule an appointment to come to DOB to receive their license.



GETTING THE LICENSE

- Once the License Qualification Application is **approved**, the Applicant will receive a letter notifying them of that fact.



GETTING THE LICENSE

DOB
NOW

Home + New License Manage My Profile + Business Approval + Exam Payment

My Applications My Requests Business Approval Refresh

Application Number	Application Type	License Type	License Class/Class Type	Application Status	Applicant of Record	Payment Status	Mod
L00001638	New License	Elevator Agency	Elevator Technician	Approval Letter Sent	Elevator License09	Due	11/18/20...

- The Application Status will be **Approval Letter Sent**.
- If a payment is due at this time, it will be visible on the DOB NOW: *Licensing Dashboard*.
- Double-click on the License details on the dashboard to open the application in order to make the payment. Click **OK** on the popup.

Application Information

Application Number: L00001638
Application Type: New License
License Type: Elevator Agency

OK Cancel

- Dashboard
- Application Highlights
- View Filing
- Trace History
- Payment History
- \$50.00 Pay Now**

- Click the **Pay Now** button at the bottom of the right toolbar to make a payment.
- Next, schedule an appointment by clicking on the **Appointments** tab and then clicking the **+Schedule Appointment** button.

L00008604

Appointments

+ Schedule Appointment

Subject	Time	Status	Action
---------	------	--------	--------

General Information

Background Investigation

Qualifications/Experience

Documents

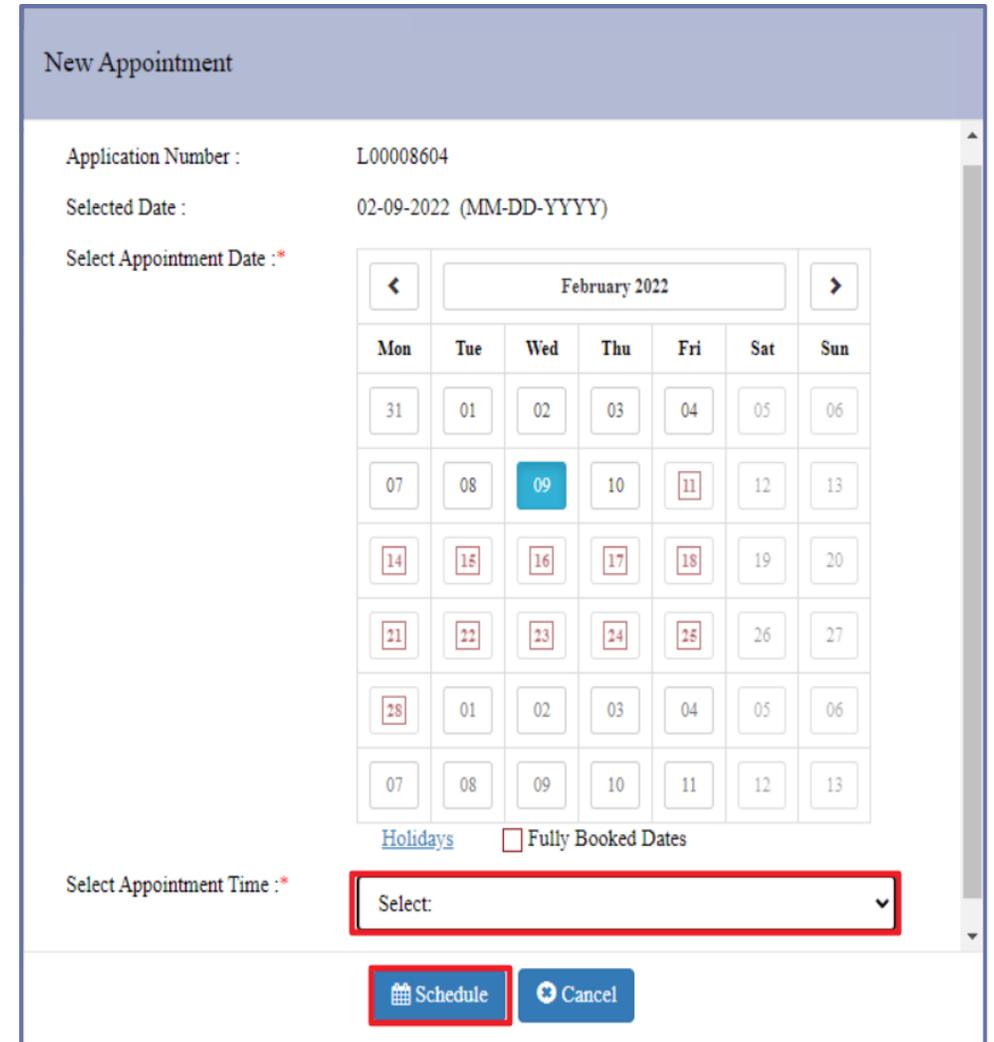
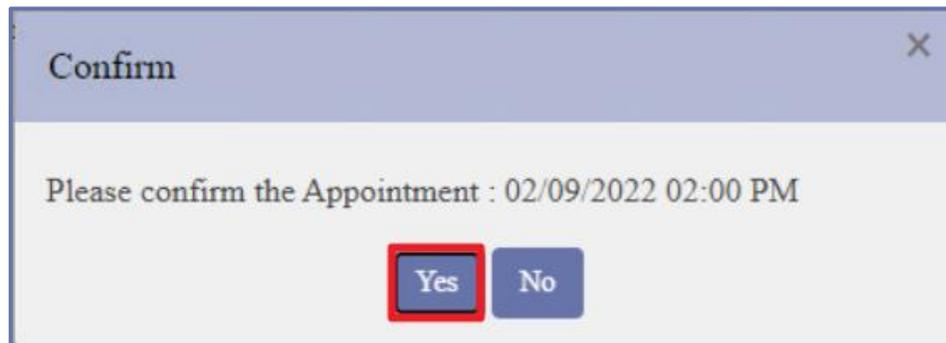
Appointments

Statements and Signature

GETTING THE LICENSE

DOB
NOW

- The **New Appointment** window will open.
- Select an **Appointment Date** from the calendar and then select an **Appointment Time** from the drop-down menu.
- Click **Schedule**.
- Click **Yes** to Confirm.



The "New Appointment" window displays the following information:

- Application Number : L00008604
- Selected Date : 02-09-2022 (MM-DD-YYYY)
- Select Appointment Date :*

A calendar for February 2022 is shown, with the 9th of February selected. The calendar grid is as follows:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	01	02	03	04	05	06
07	08	09	10	11	12	13

Below the calendar, there are links for "Holidays" and "Fully Booked Dates".

Select Appointment Time :*

A dropdown menu is shown with "Select:" and a downward arrow.

At the bottom, there are two buttons: "Schedule" (highlighted with a red border) and "Cancel".

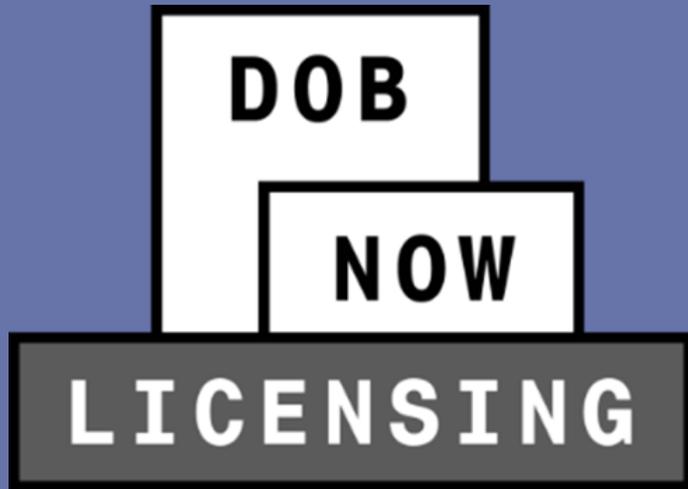
Appointments

+ Schedule Appointment

Subject	Time	Status	Action
 L00008604	2/9/2022 2:00:00 PM	Scheduled	 Cancel
Start Time 2/9/2022 2:00:00 PM	End Time 2/9/2022 2:30:00 PM	Duration 30 Minutes	

- The appointment details will be listed on the tab. If there is a need to cancel the appointment, it can be done from here.

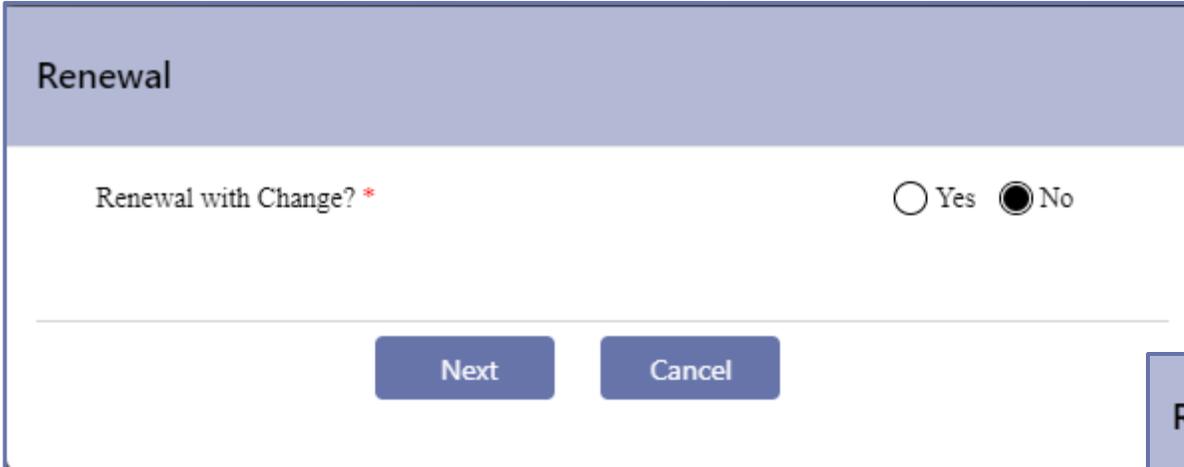
- Your card will be issued at the appointment scheduled with DOB. If a picture is necessary, it will be taken during that appointment.



**RENEW LICENSE, REISSUE LICENSE,
UPDATE INSURANCE AND MORE**

- Licenses can be renewed. To do so, License Holders will hover over the **Manage My Profile** button on the main DOB NOW: *Licensing* dashboard and choose **Manage License**.
- This will take them into a screen where they can see any licenses they have that are issued by DOB, and choose **Renew**, **Reissue** or **More**.
- Licenses can be renewed:
 - **Starting 60 days before expiration**
 - **Up to 1 year after expiration**





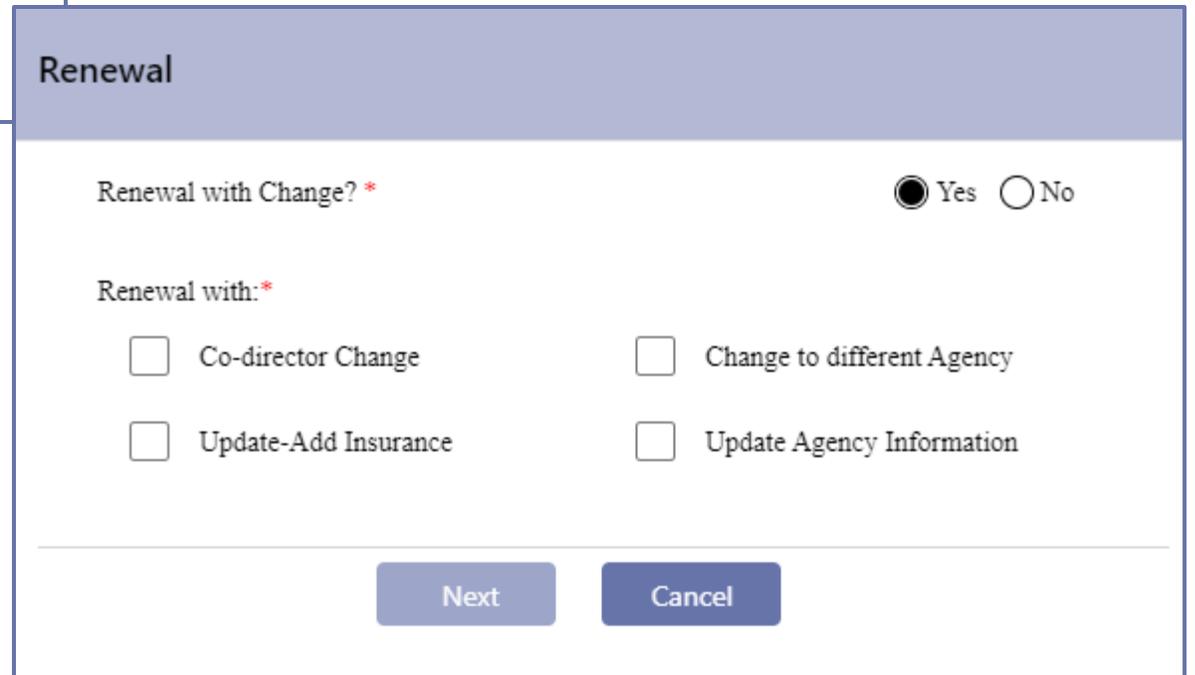
Renewal

Renewal with Change? * Yes No

Next Cancel

- The system first asks if this is a **Renewal With Change**.

- If **Yes**, identify the change(s):
 - **Co-Director Change** (Director only)
 - **Change to different Agency**
 - **Update – Add Insurance** (Director only)
 - **Update Agency Information** (Director only)



Renewal

Renewal with Change? * Yes No

Renewal with:*

<input type="checkbox"/> Co-director Change	<input type="checkbox"/> Change to different Agency
<input type="checkbox"/> Update-Add Insurance	<input type="checkbox"/> Update Agency Information

Next Cancel

Supplemental Investigation Questionnaire

Are you at least eighteen (18) years old?* Yes No

Are you fit to perform the work authorized by this license/qualification?* Yes No

Are you able to speak and write the English language?* Yes No

Are you of good moral character?* Yes No

- Next, the **Supplemental Investigation Questionnaire** appears, with the same questions as are seen on the initial license application.
- All questions must be answered **Yes** in order for the Submit button to become active.

The screenshot shows a web application interface for renewing a license. At the top left, there is a 'Save' button with a floppy disk icon, highlighted by a red rectangular box. Below this is a tabbed interface with 'General Information' selected. To the right of the tabs is the 'Application Information' section, which contains two fields: 'Application Type*' with a dropdown menu showing 'Renewal with Change' and a downward arrow, and 'License Number*' with a text input field containing the value '610769'.

- The Application will appear with the **Application Type** identified as either **Renewal without Change** or **Renewal with Change**.
- All fields in the **General Information** tab will be auto filled with the information from the prior license.
- Click **Save** to continue.

- A pop-up Notification will inform the Applicant that the **Application Type** cannot be changed after saving.
- Click **Save**.

Notification

Please note that the below information cannot be changed after saving:
Application Type: Renewal with Change

L00009479

General Information

Background Investigation

Qualifications/Experience

Documents

Statements and Signature

- An **Application Number** will be assigned, and four more tabs will appear on the left:
 - **Background Investigation**
 - **Qualifications/Experience**
 - **Documents**
 - **Statements and Signature**
- The information from the initial License Application will be auto-filled. Users should **fill in all new or updated information**, including **uploading any required documents** and **Signing** the Application.

- The fee for a License Renewal is:
 - **\$150 for Director or Co-Directors**
 - **\$75 for Inspectors**
 - **\$50 Late Fee** if renewed under 30 days before expiration
- Once the fee has been paid, users can click **Save** and then **Preview to File**.
- Review the Application and then **Submit**.

A vertical sidebar menu with five items, each with an icon and text label. The items are: Dashboard (house icon), Request Highlights (lightbulb icon), View Filing (document icon), Trace History (circular arrow icon), and Payment History (circular arrow icon). The bottom item, \$150.00 Pay Now (credit card icon), is highlighted with a red border.

 Dashboard
 Request Highlights
 View Filing
 Trace History
 Payment History
 \$150.00 Pay Now



- The review process for a License Renewal is:
 - **Pre-Filing**
 - **Pending Background Review**
 - **Pending QA Review**
 - **Approved**
 - **License Card Issued**

Elevator Agency 611558

License Expiry Date : 06/17/2025
License Class/Class Type : Elevator Director
Agency Number : 56122
License Status : Active

Buttons: Renew, Update/Add Insurance, More, Show info

Dropdown menu options:
Reissue (highlighted)
Co-director Change
Change to different Agency
Update Agency Information

- To Reissue a license, click the **Reissue** button on the **Manage License** page.

Supplemental Investigation Questionnaire

Are you at least eighteen (18) years old?*

Are you fit to perform the work authorized by this license/qualification?*

Are you able to speak and write the English language?*

Are you of good moral character?*

I have a minimum of seven (7) years of satisfactory experience within the ten (10) years immediately preceding the exam application date in the assembly, installation, repair, design or inspection of elevators or as an elevator mechanic.*

Buttons: Submit (highlighted), Cancel

- A **Supplemental Investigation Questionnaire** will pop up.
- All questions must be answered **Yes** for the Submit button to become active.

- Applicants will be brought into a **Reissue Request**, where they must identify why they are requesting Reissue. Options are:
 - Their ID Card was stolen
 - They lost their ID Card
 - They never received their ID Card in the mail

The screenshot shows a web form for a license reissue application. The form is divided into sections: 'Application Information', 'License Number', 'Applicant of Record', and 'Reason for Reissue'. The 'Application Information' section contains two dropdown menus: 'Application Type*' set to 'Reissue' and 'License Type*' set to 'Elevator Agency'. The 'License Number*' field contains the value '610751'. The 'Reason for Reissue*' dropdown menu is open, showing three options: 'Select', 'Their ID Card was stolen', and 'They lost their ID Card'. The 'Applicant of Record' section shows the 'First Name*' field.

Application Information	
Application Type*	License Type*
Reissue	Elevator Agency
License Number*	Reason for Reissue*
610751	Select
	Select
	Their ID Card was stolen
	They lost their ID Card
	They never received their ID Card in the mail
Applicant of Record	
First Name*	

L00001665

General Information

Background Investigation

Qualifications/Experience

Documents

Statements & Signature

- The other details on the **General Information** tab will be auto filled from the original license request and cannot be changed.
- Once the user clicks **Save**, a **Request Number** will be generated, and new tabs will be added:
 - Background Information
 - Qualifications/Experience
 - Documents
 - Statements & Signature
- All information will be auto filled from the original license request, but the Reissue Request must be **signed** by the applicant.

REISSUE LICENSE

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- There is a **\$50 fee** for Reissuing a license.
- Once the request is filled out and the fee has been paid, the applicant can click **Preview to File** to submit the Reissuance Request.
- The approval process for Reissuing a license is as follows:
 - Pre-filing
 - Pending Background Review
 - Reissue Approved
 - License Card Reissued

- Users will see a new **License Application** on the **My Applications** tab of DOB NOW: *Licensing*.

The screenshot displays the 'My Applications' tab in the DOB NOW Licensing system. At the top, there are navigation buttons: Home, + New License, Manage My Profile, + Business Approval, and + Exam Payment. Below these are tabs for 'My Applications', 'My Requests', 'Business Approval', and 'Exam Payment'. A 'Refresh' button is located in the top right corner of the table area. The table has five columns: Application Number, Application Type, License Type, License Class/Class Type, and Application Status. Two rows of data are visible, with the first row highlighted in red.

Application Number	Application Type	License Type	License Class/Class Type	Application Status
L00001665	Reissue	Elevator Agency	Elevator Inspector	Pending QA Review
L00001632	New License	Elevator Agency	Elevator Inspector	License Card Issued

REISSUE LICENSE

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- The reissue request must go through QA approval first.
- Once the request has reached the **Reissue Approved** status, the applicant must schedule an appointment to come to DOB to get their new card.
- The appointment process is the same as for getting a new license.

The screenshot shows a license record for an Elevator Agency with ID 611558. The record includes the following details:

- License Expiry Date: 06/17/2025
- License Class/Class Type: Elevator Director
- Agency Number: 56122
- License Status: Active

Below the record are four buttons: Renew, Update/Add Insurance, More (with a dropdown arrow), and Show info. The 'More' dropdown menu is open, showing the following options:

- Reissue
- Co-director Change (highlighted with a red box)
- Change to different Agency
- Update Agency Information

- Options in the **More** drop-down will depend on the **License Class**.
- Directors have the most options. They can opt for:
 - **Co-director Change**
 - **Change to Different Agency**
 - **Update Agency Information**
 - **Update/Add Insurance**

- The three options can be combined. Which options are shown depends on the initial selection.
- Click **Next** to continue.

Change

Change with:

Co-director Change

Change to different Agency

Update Agency Information

Next Cancel

Supplemental Investigation Questionnaire

Are you at least eighteen (18) years old?*

Yes No

Are you fit to perform the work authorized by this license/qualification?*

Yes No

Are you able to speak and write the English language?*

Yes No

Are you of good moral character?*

Yes No

I have a minimum of seven (7) years of satisfactory experience within the ten (10) years immediately preceding the exam application date in the assembly, installation, repair, design or inspection of elevators or as an elevator mechanic.*

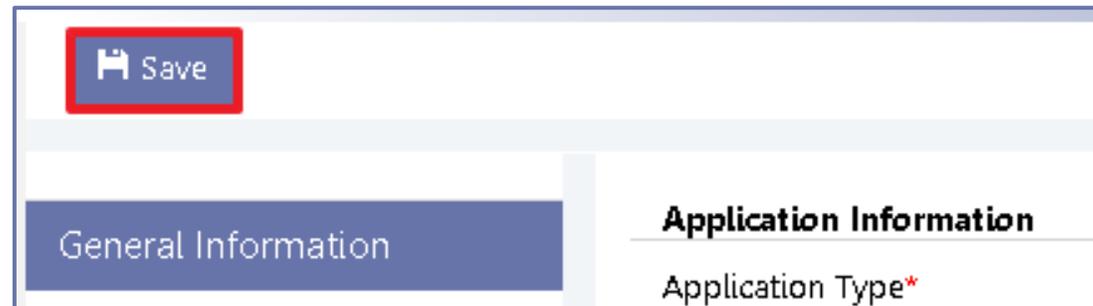
Yes No

Submit

Cancel

- The **Supplemental Investigation Questionnaire** window will appear.
- All questions must be answered **Yes** in order for the **Submit** button to become active.

- For **Change to a different Agency**, the license information will appear.
- For **Co-Director Change** or **Update Agency Information**, the Agency information will appear.
- All information in the **General Information** tab will be pulled from the original license and it will be read only. No changes can be made.
- Click **Save**.



The screenshot shows a web form interface. At the top left, there is a blue button with a white floppy disk icon and the text "Save", which is highlighted with a red rectangular border. Below the button, there are two tabs. The first tab, "General Information", is highlighted with a dark blue background. The second tab, "Application Information", is currently selected and has a white background. Under the "Application Information" tab, the text "Application Type*" is visible, indicating a required field.

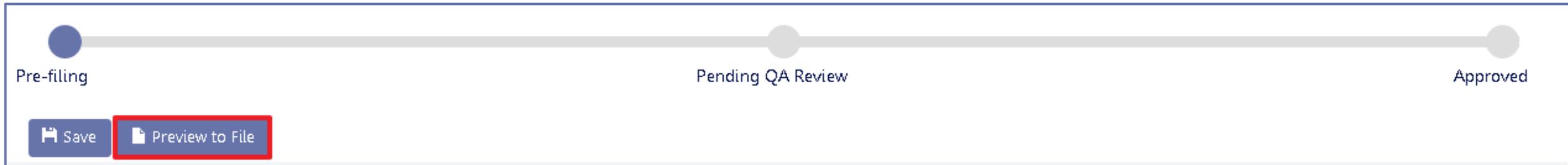
- A notification window will pop up. Click **Save**.
- The rest of the License Request or Agency Information tabs will appear.
- The applicant must re-attest in the **Statements & Signatures** tab, as well as updating all other information that needs to be updated.

Notification

Please note that the below information cannot be changed after saving:
Application Type: Change

Save **Cancel**

- There is no fee for these changes.
- Click **Preview to File**, page through the application, and attest by clicking the checkbox. Then click **File**.
- The request goes through QA review before approval.



- A Director can also create a new agency in the **Change to Different Agency** transaction.

New or Existing Agency

Are you creating a new agency or are you joining an already approved existing agency? *

Change to different Agency

New Agency
 Existing Agency

- The last option in the **More** drop-down menu is **Update/Add Insurance**.
- This must be used to update or add insurance for the Elevator Agency.

Elevator Agency	611558		
License Expiry Date :	06/17/2025		
License Class/Class Type :	Elevator Director		
Agency Number :	56122		
License Status :	Active		
Renew	Update/Add Insurance	More ▾	Show info

CHANGES: UPDATE/ADD INSURANCE

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- In the **General Information** tab, enter the information on the insurance policies.
- The **Elevator Agency Director** must attest in the **Statements & Signature** tab.

General Information

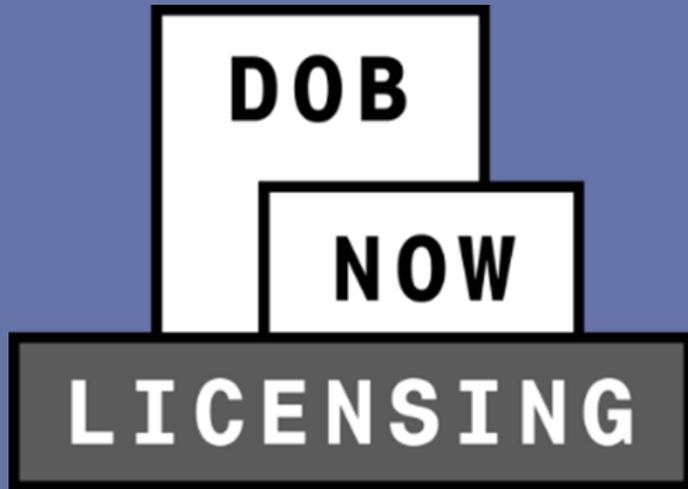
Documents

Statements & Signature

Update Insurance

Agency Information

Agency Name*	Agency Number	Agency Address*
ELV & CO	55747	100 PARK PLACE

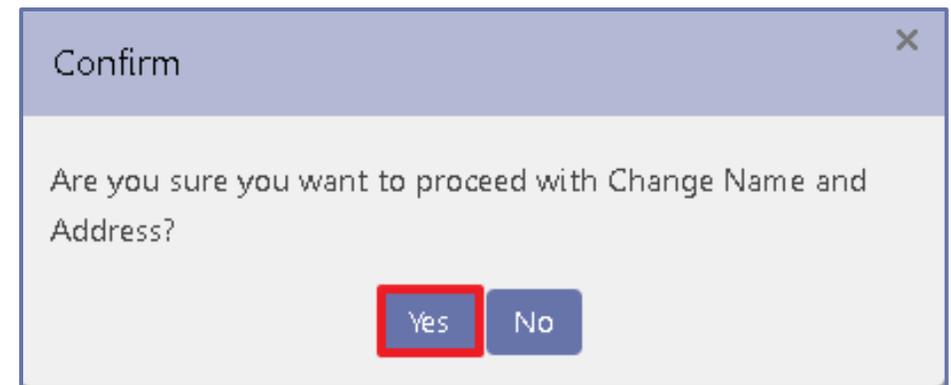
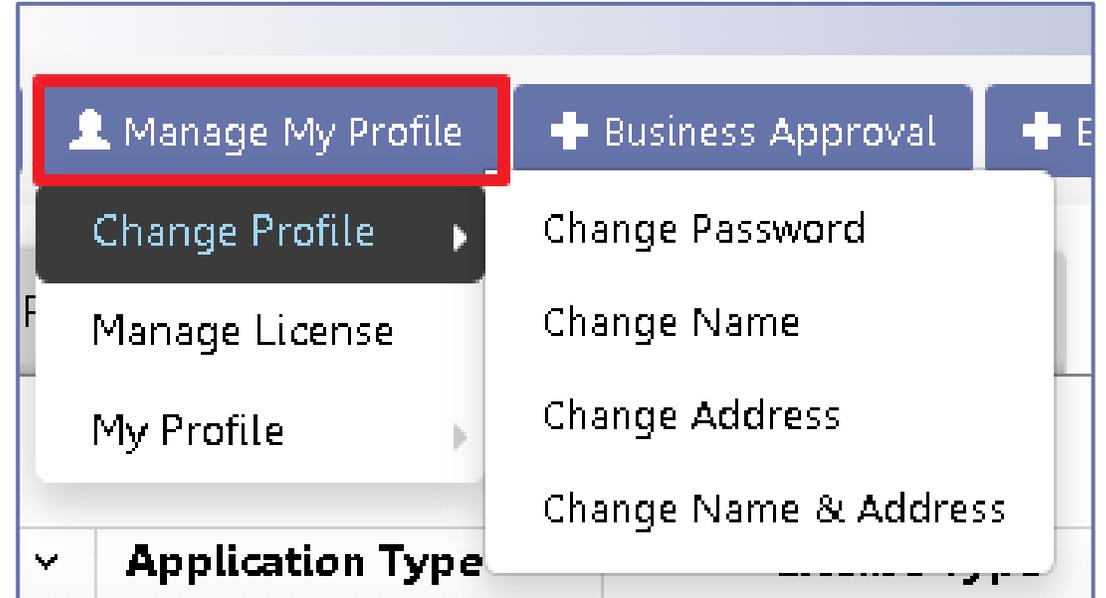


UPDATING LICENSE HOLDER INFORMATION

UPDATING LICENSE HOLDER INFORMATION

DOB
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- To update the user's **name** and/or **address**, hover over the **Manage My Profile** button on the dashboard and select **Change Profile**.
- From there, users can select:
 - Change Password
 - Change Name
 - Change Address
 - Change Name & Address
- Choosing one of the options will result in a confirmation pop-up window. Click **Yes**.



UPDATING LICENSE HOLDER INFORMATION

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Licensee Existing Name Elevator License12	Licensee Existing Address 280 BROADWAY, GOTHAM CITY MANHATTAN New York, 10007	
Licensee New Name/Address		
First Name*	Middle Initial	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email*		
<input type="text" value="elevatorlicense12@gmail.com"/>		
House Number*	Street Name*	Apartment/Building Number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
City*	Borough*	State*
<input type="text"/>	Select	Select
Zip Code*	Home Telephone*	Mobile Telephone*
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Users will be brought into a new window where they will see the existing information as well as blank boxes to enter new information.

Save

General Information

Licensee Existing Name
Elevator License12

Licensee Existing Address
280 BROADWAY, GOTHAM CITY
MANHATTAN New York, 10007

Licensee New Address

House Number*
280

Street Name*
Broadway

- Once all information has been updated, click **Save**.

- A **Request Number** and two more tabs will appear:
 - Documents
 - Statements & Signature

The screenshot displays a web interface with a dark blue header bar at the top containing two buttons: 'Save' and 'Preview to File'. Below the header, the request number 'CR00000241' is prominently displayed in large, bold, black text. Underneath the request number, there is a vertical navigation menu with three tabs: 'General Information' (highlighted in dark blue), 'Documents', and 'Statements & Signature'.

UPDATING LICENSE HOLDER INFORMATION

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Upload a Document

Document Name*

Document Type*

Select

Select

Proof of Name Change

Proof of Residence (utility bill, lease, or deed) or a typed notarized letter and bill from the person you are residing with

Choose File No file chosen

Upload Cancel

- In the **Documents Tab**, users must upload **Proof of Name Change** and/or **Proof of Residence**.

- The License holder must **attest** to their update request by clicking the checkbox.

Statements & Signature

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also 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. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.*

Name

Date

UPDATING LICENSE HOLDER INFORMATION

DOB
NOW

 Save  Preview to File

CR00000241

- **Save** the request.
- There is a fee of **\$50** that must be paid before the change request can be submitted. Click on the **Pay Now** button on the bottom of the right menu bar to make the payment.

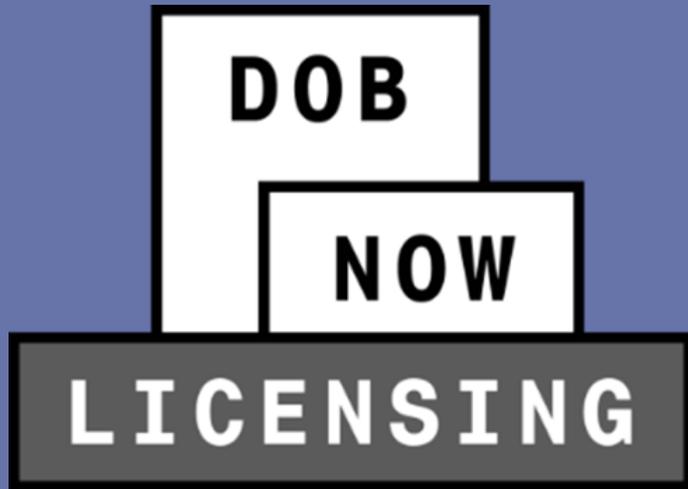
-  Dashboard
-  Request Highlights
-  View Filing
-  Trace History
-  Payment History
-  \$50.00 Pay Now

UPDATING LICENSE HOLDER INFORMATION

DOB
NOW



- Click **Preview to File** to submit the Request.
- The applicant must review the filing and re-attest to complete the submission process, just as we saw in the initial License application.
- The request must go through **QA Review** before a new License Card can be issued.



ELEVATOR JOB APPLICATIONS AND INSPECTIONS REPORTS

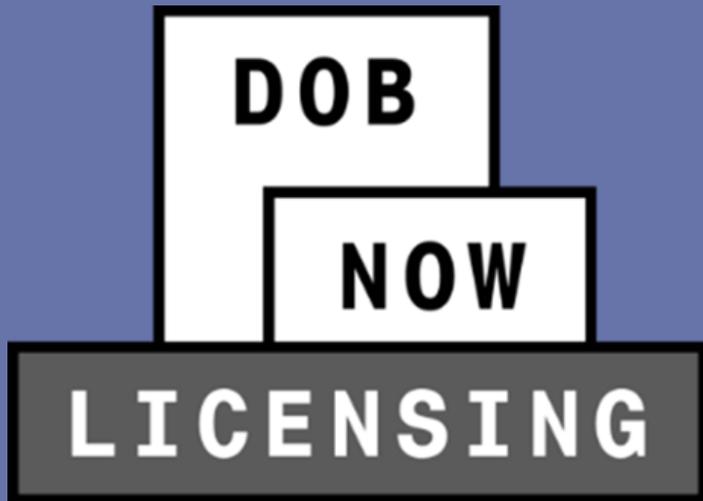
ELEVATOR APPLICATIONS AND ELEVATOR INSPECTIONS REPORTS



- When filing **Job Applications** in DOB NOW: *Build* or **Inspection Reports** in DOB NOW: *Safety*, the system will pull information about existing **Elevator Agency Licensees** from DOB NOW: *Licensing* with this release.
- This means, for example, when entering the details of the **Elevator Inspector** who will be responsible for the Inspection Report, all relevant data about their license will be automatically pulled over from their entry in DOB NOW: *Licensing*.
- Therefore, it is vital that all license holders **keep their information up-to-date** in DOB NOW: *Licensing* in order to make sure that their Job Applications and Inspection Reports have the correct data.

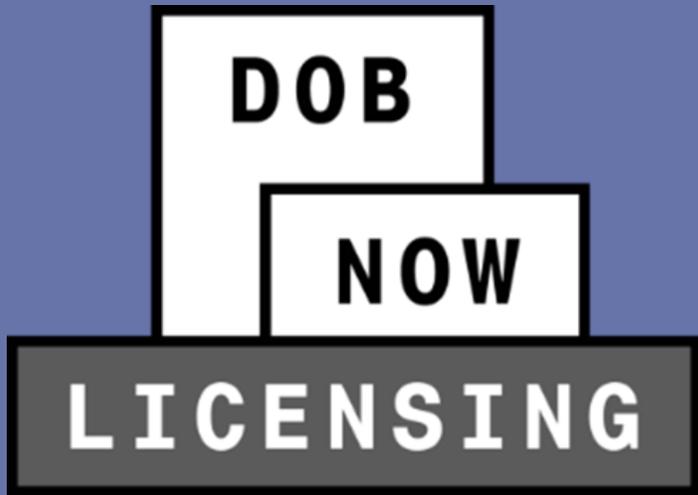
ELV1: Elevator Application <i>Please file three (3) copies Application must be typewritten</i>	Application Number:
	Filing Rep. Name:
	Filing Rep. Reg.:
	Filing Rep. Email:

ELV3: Elevator Inspection / Test Report <i>Must be typewritten</i>	Date DOB notified of:	
	1 Year Escalator Test	
	3 Year / Water Hydraulic Elevator Test	
	5 Year Elevator Test	
	Hoist Jump/Down & 90DayTemp Renewal	



THANK YOU!

NO PAPER. NO LINES.



NO PAPER. NO LINES.

QUESTIONS?