

DOB NOW: *Licensing*
SPRING 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
- 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**

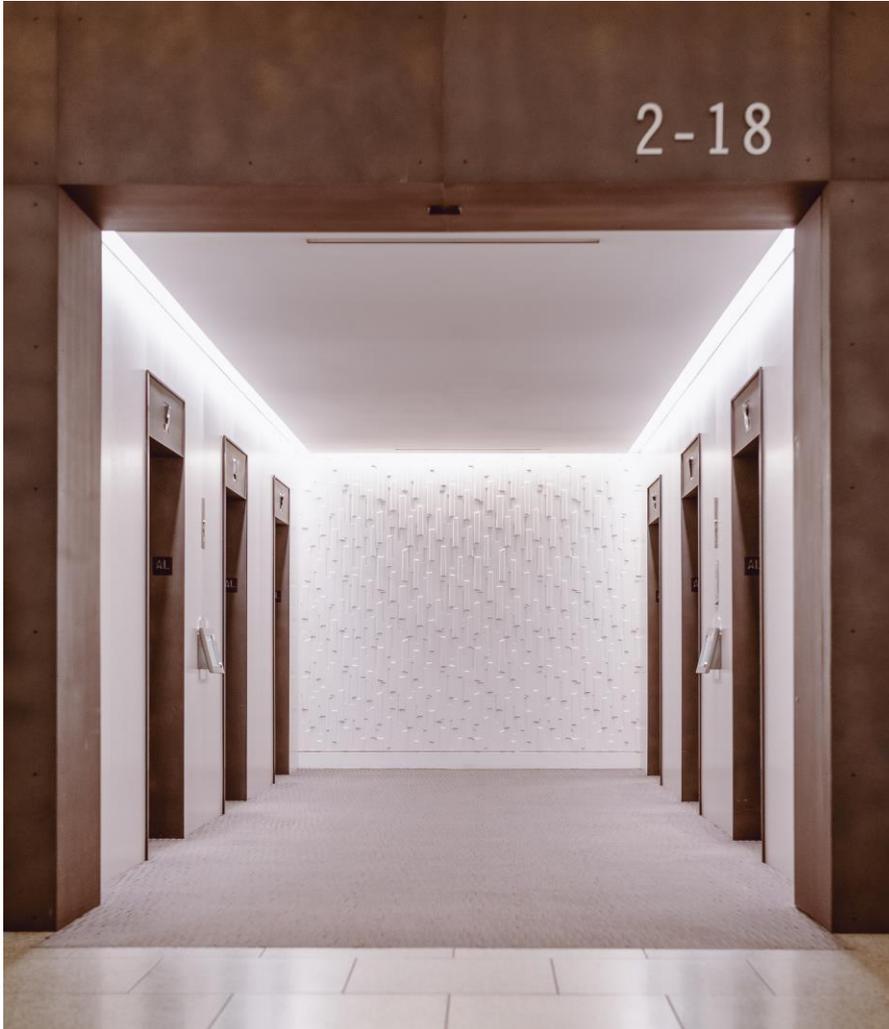
ELEVATORS – CURRENT LICENSE PROCESS



- Currently, all Elevator Agency Licenses are filed through **DOB NOW: *BIS Options***.
- As of June 25, 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**.

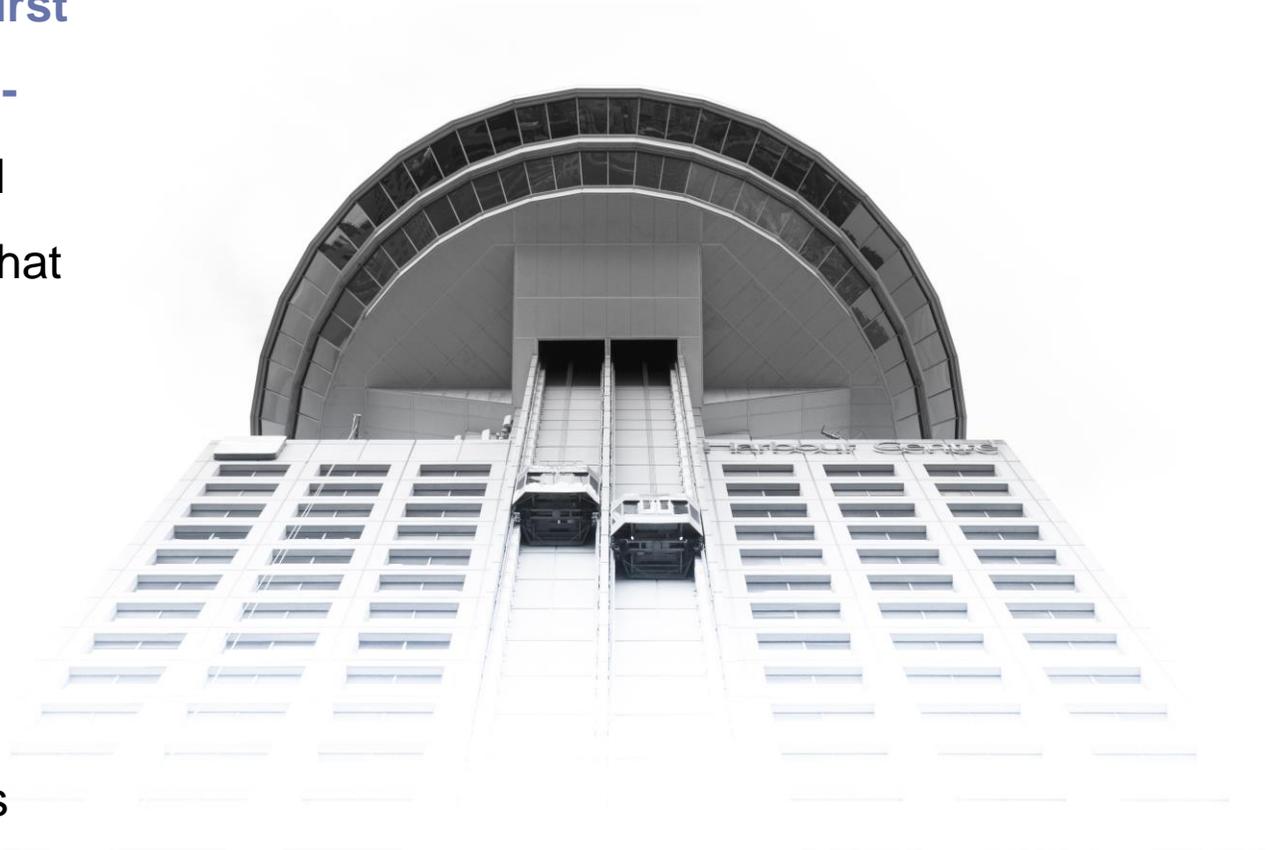
- **Inspector**
 - Inspectors **perform inspections** on elevators and related equipment.
 - This license must be associated to a specific Agency.
 - This license is valid for **three years**.
- **Technician**
 - Technicians **perform general maintenance and installation** of elevators and related equipment.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

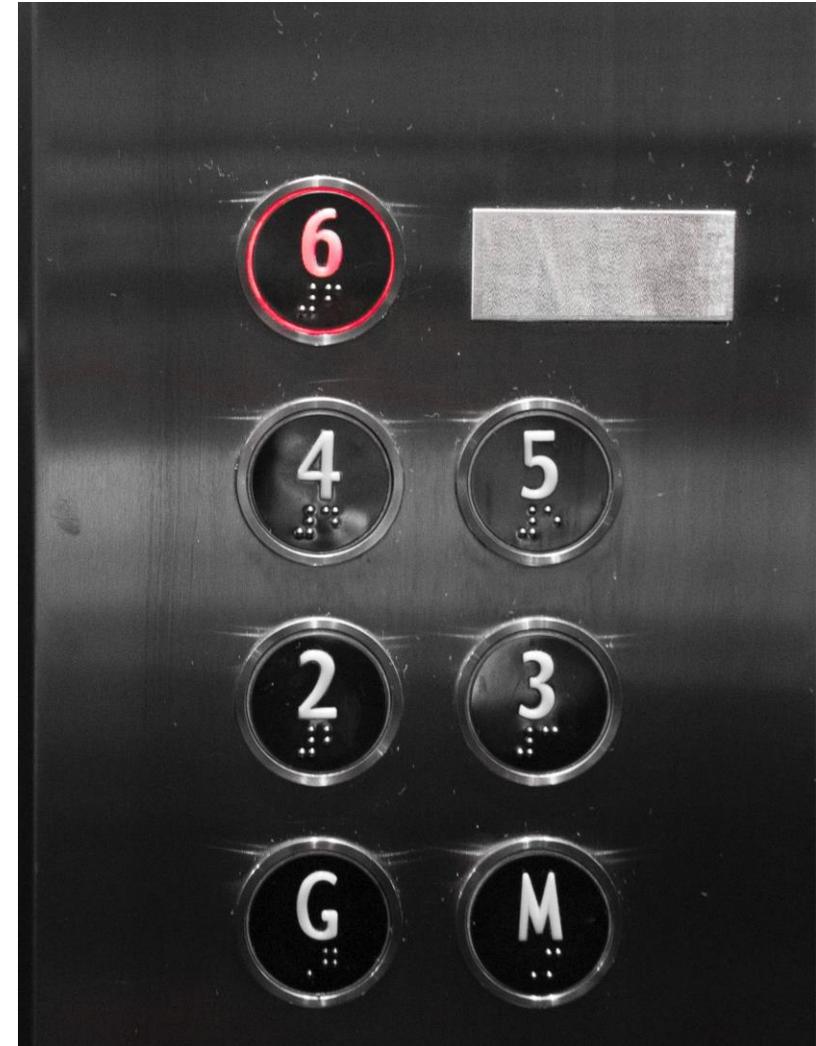


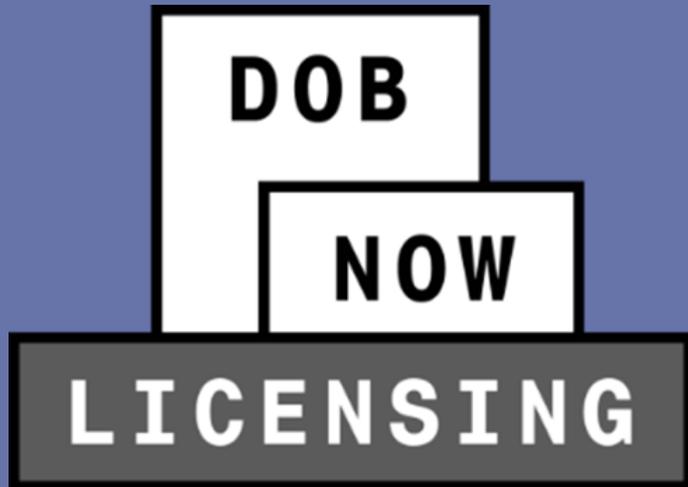
- A Director can create a brand-new Agency, or they can join an existing Agency that has already been approved by DOB.
 - If they are **creating a new Agency**, they will have to provide all the data for the fields and all the relevant documents.
 - If they are **associating themselves to an existing 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 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



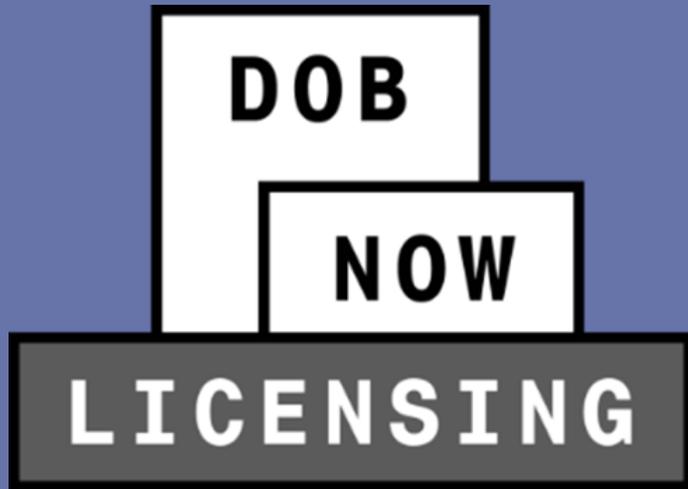
For an elevator Agency to be established as a valid Agency, **only one type of insurance is required: General Liability.**

- 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



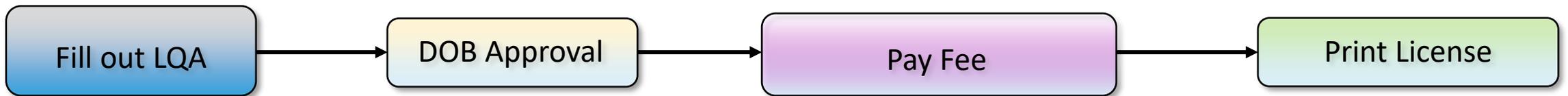


STEPS TO GET AN ELEVATOR LICENSE

STEPS TO GET A NEW LICENSE FOR TECHNICIAN, RESTRICTED TECHNICIAN OR HELPER

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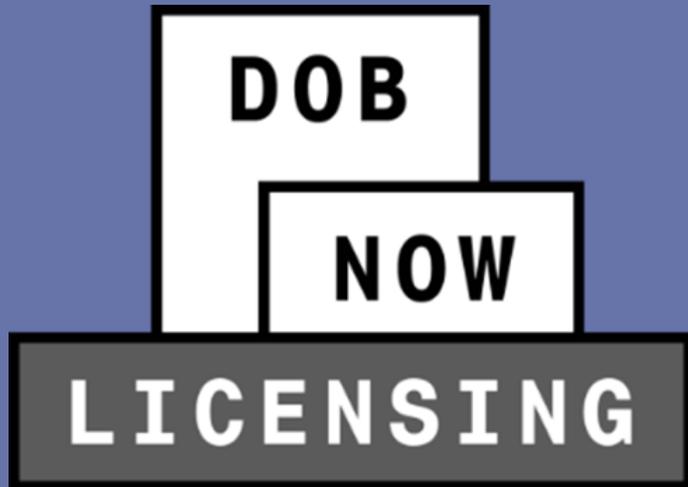
- These are the steps for applying for a license for an Elevator Agency Technician, Restricted Technician or Helper.



ELEVATOR AGENCY LICENSE FEES

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License Type	Card Issuance Fee
Technician	\$50
Helper	\$50
Restricted Technician	\$50



HOW TO LOG IN TO DOB NOW: LICENSING

- Aspiring Licensees
- Existing Licensees

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 25, 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 25, 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

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

Enter your eFiling or DOB NOW: Licensing account information

Email

Password

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](#).

HOW TO LOG IN: ASPIRING LICENSEE

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Create Profile – DOB NOW Licensing

First Name*	Middle Initial	Last Name*	Password Requirements ✓ Must contain at least 8 characters ✓ Must contain one lower and uppercase letter ✓ Must contain one non-alpha and special character ✓ Must match with password
<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*	<input type="text" value="Combination of A-Z, a-z, 0-9 and any special characters (! @ # \$)"/>		
Re-enter Password*	<input type="text" value="Match 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.

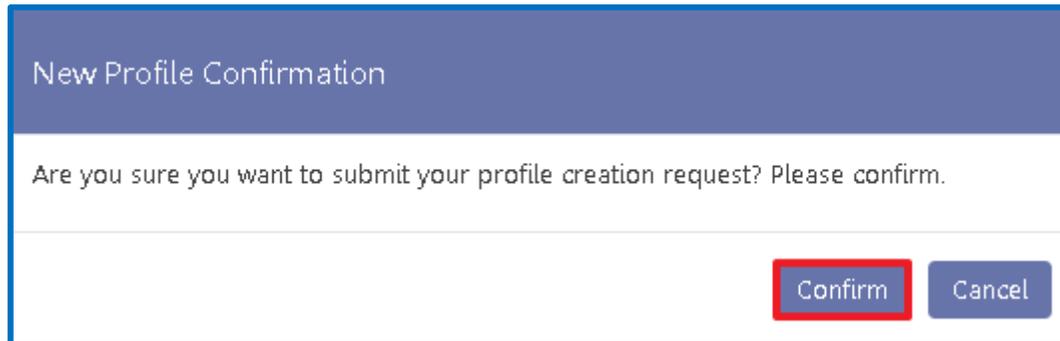
- Create a profile by filling out all the required fields in the **Create Profile** screen.

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.

Confirm Cancel

The image shows a 'New Profile Confirmation' dialog box. It has a dark blue header with the title 'New Profile Confirmation'. Below the header is a white area with the text 'Are you sure you want to submit your profile creation request? Please confirm.'. At the bottom right of the dialog, there are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with a red rectangular border.

- 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 25, 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 25, 2022. Once created, this account **will be linked to their license.**

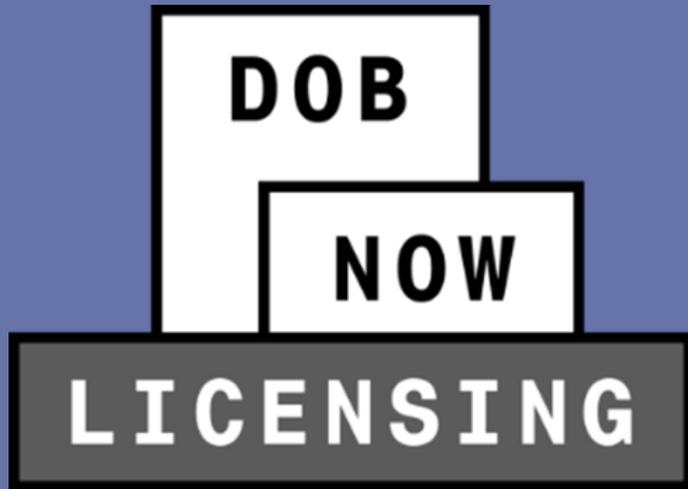
HOW TO LOG IN: EXISTING LICENSEE

DOB
NOW



- 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' in the center, and 'Search all NYC.gov websites' on the right. Below this, the 'DOB NOW LICENSING' logo is on the left, and the user's name 'Elevator License03' and email 'elevatorlicense03@gmail.com' are on the right. The main header area contains the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings' and a 'Welcome, Elevator License03' message with the last login time '4/1/2022 11:50:25 AM'. Below the header, there are several navigation buttons: 'Home', '+ New License', 'Manage My Profile', and '+ Business Approval'. A tabbed interface shows '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'. The table is currently empty.



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 with a plus icon labeled 'Business Approval'. Below this bar are three tabs: 'My Applications', 'My Requests', and 'Business Approval'. The main content area features three dropdown menus: 'Application Number', 'Application Type', and 'License Type', each with a downward arrow icon and an empty input field below it.

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

- Select the appropriate radio button from the list of choices in the License Class/Class Type list, then click the **Next** button to proceed.

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

DOB
NOW

- 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.

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?*

Yes No

Yes No

Yes No

Yes No

Submit **Cancel**

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

- 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

DOB
NOW

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		

- Enter the **Agency Number** for an approved Elevator Agency.

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

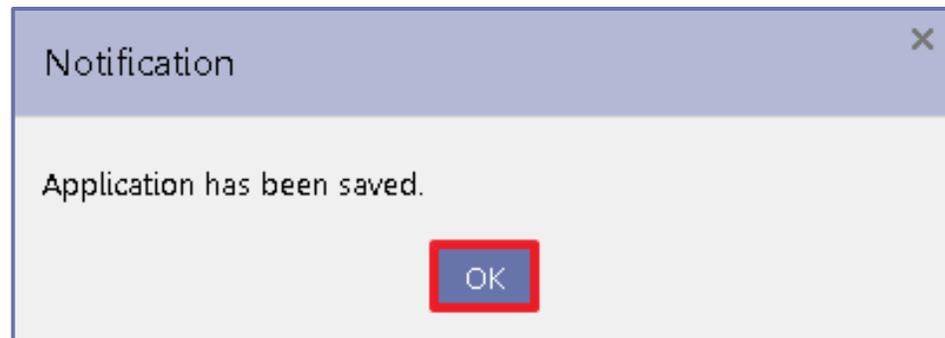


Notification

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

Save Cancel

A notification dialog box with a light blue header and a white body. The header contains the word "Notification". The body contains the text "Please note that the below information cannot be changed after saving:" followed by "Application Type: New License". At the bottom right, there are two buttons: "Save" (highlighted with a red border) and "Cancel".



Notification

Application has been saved.

OK

A notification dialog box with a light blue header and a light gray body. The header contains the word "Notification" and a close button (X). The body contains the text "Application has been saved.". At the bottom center, there is an "OK" button (highlighted with a red border).

- 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

DOB
NOW

The screenshot shows a web interface for a license application. 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

DOB
NOW

- 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" value=""/>	

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

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

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

- If they appear, 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

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

L00009640	Convictions and Fines
General Information	Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor, or felony)?* <input type="radio"/> Yes <input type="radio"/> No
Background Investigation	Do you owe any penalties or fines to the City of New York?*
Qualifications/Experience	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?*

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

Documents

Status

Required Documents/Qualifications

+ Add Document

Document Name

Upload a Document

Document Name*

Document Type*

Select

- Select
- NYS Elevator Mechanic License
- Affidavit from Elevator Director (this is a new form that needs to be created by the Licensing Unit)
- Current Government-Issued Photo ID
- Social Security/ITIN Card
- Child Support Certification Form

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.

- The applicant may also click the checkbox to choose to allow **Service of Process by Email**.

Voluntary Authorization for Service of Process by Email

hereby voluntarily agree to accept the service of Notices of Violation (NOV)/ Summonses issued by the New York City Department of Buildings (DOB) by the email address listed above. I agree that email service of the NOV shall be deemed valid service of the NOVs/ Summonses under New York City Charter 1049-a. Section 6-08 of the rules of OATH Hearings Division and other applicable laws to allow for the docketing of judgments. I further agree not to raise any defect with respect to service for any NOVs/ Summonses received from DOB at the email address above, in any forum, including before a hearing officer of OATH or the Environmental Control Board (ECB) itself or in any court of law.

Name

Date

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 in blue) 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

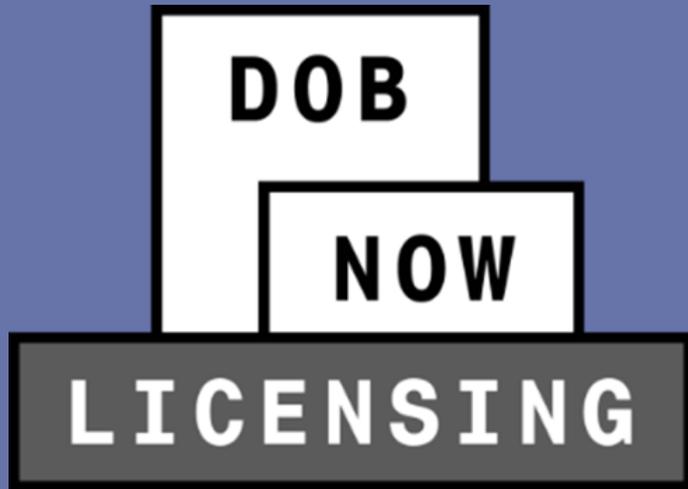
- After the Application Preview window opens, review the entire application and page through the preview by clicking the **Next** button.
- Click the checkbox to sign the filing, and then click **File**.



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

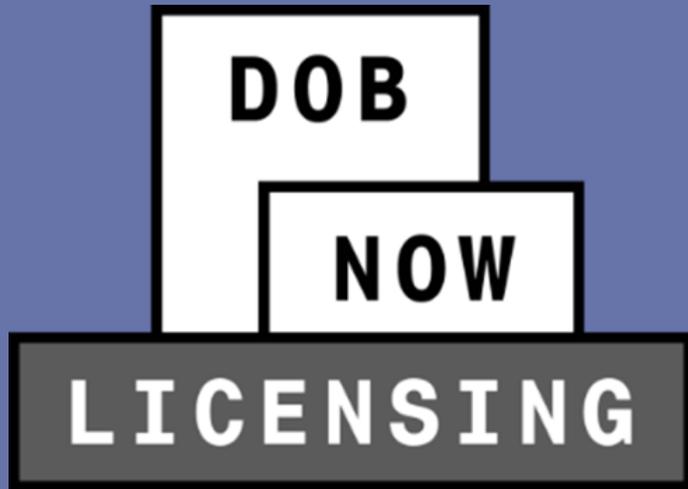


LICENSE REVIEW PROCESS

- The Status Bar for **Elevator Technicians, Elevator Helpers** and **Elevator Restricted Technicians** contains the following steps:

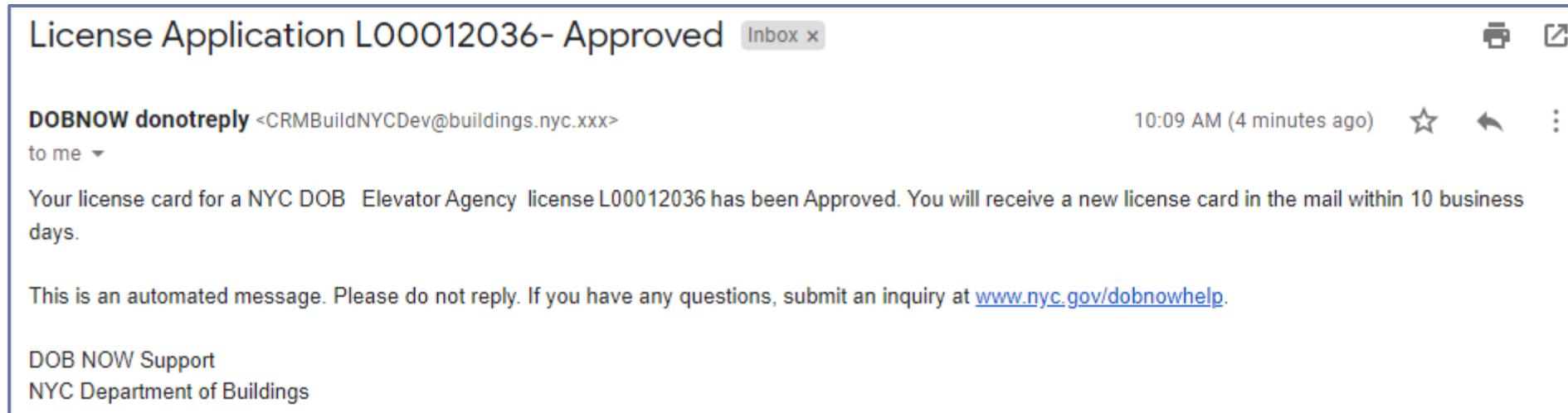


- Pre-filing
- Pending QA Review
- Approved, License Issuance Pending
- License Card Issued



GETTING THE LICENSE

- Once the License Qualification Application is approved, the applicant will receive an email 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**.
- 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.
- You will be able to **print your license card** from the completed application.

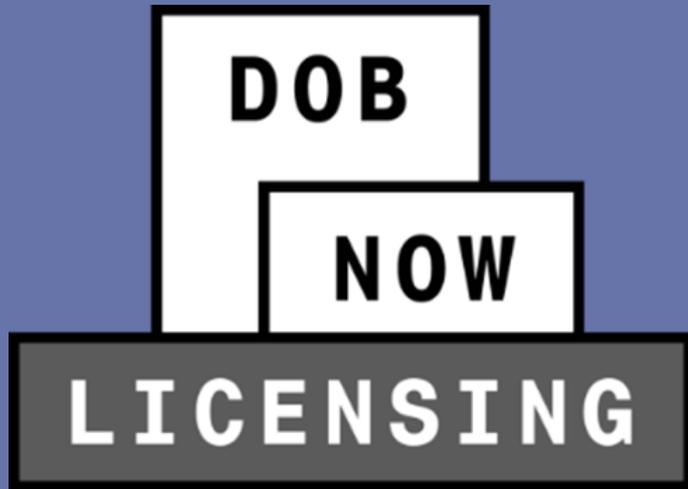


GETTING THE LICENSE

DOB
NOW

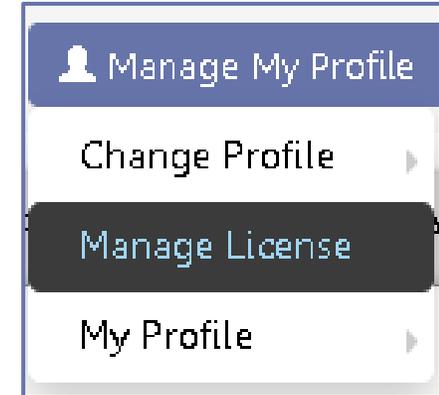
- The printed card will be your official license.

 Elevator Agency Technician	Name Elevator License07
	Business Name
Name: Elevator License07	Business Address
License No: 611033	This license is only valid in conjunction with a Valid NYS Elevator Mechanic License/Elevator Accessibility Technician License
Issue Date: 03/09/2022	
Exp. Date: 04/21/2022	NYS License Number 984168676516
 Commissioner's Signature	



RENEW LICENSE AND CHANGE AGENCY

- 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**



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

Renewal

Renewal with Change? * Yes No

Next Cancel

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

- If **Yes**, identify the change:
 - **Change to different Agency**

Renewal

Renewal with Change? * Yes No

Renewal with:*

Change to different Agency

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.

Save

General Information

Application Information

Application Type*

Renewal with Change

License Number*

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

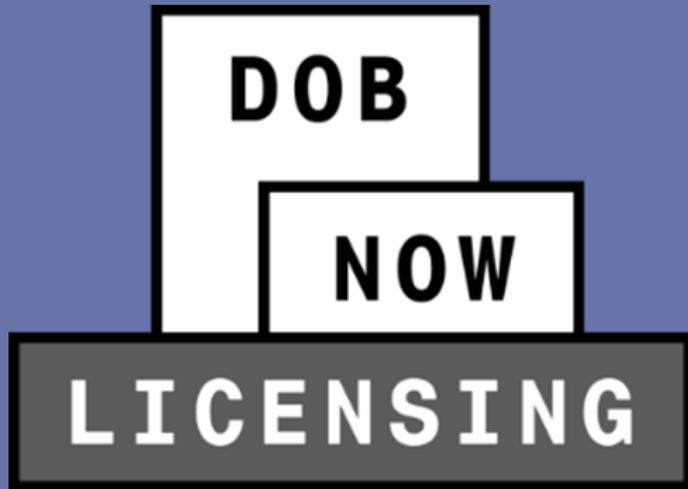
- An **Application Number** will be assigned, and four more tabs will appear on the left:
 - **Background Investigation**
 - **Qualifications/Experience**
 - **Documents**
 - **Statements and Signature**
- The information from the initial License Application will be auto-filled. Users should **fill in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

- The fee for a License Renewal is:
 - **\$50 for Technician or Restricted Technician**
 - **\$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**.

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



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

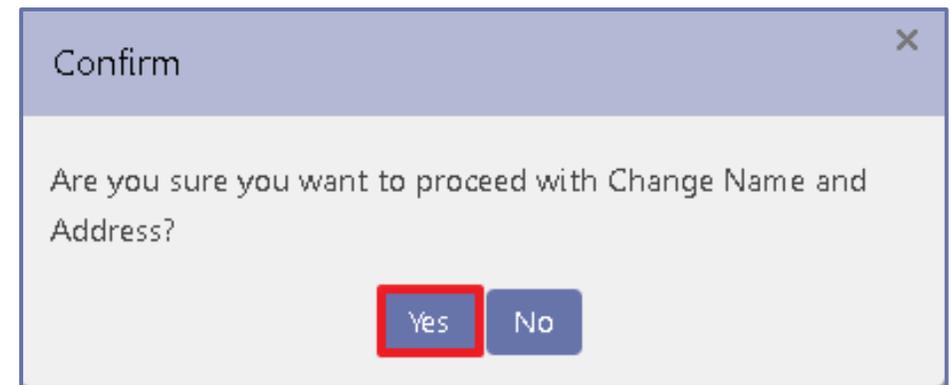
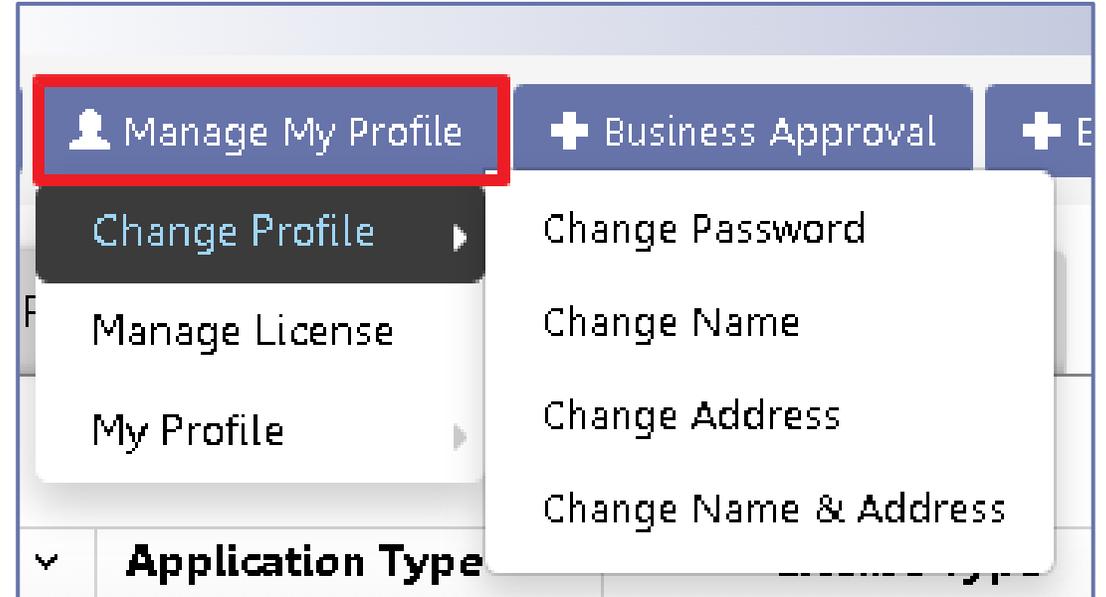


UPDATING LICENSE HOLDER INFORMATION

UPDATING LICENSE HOLDER INFORMATION

DOB
NOW

- 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

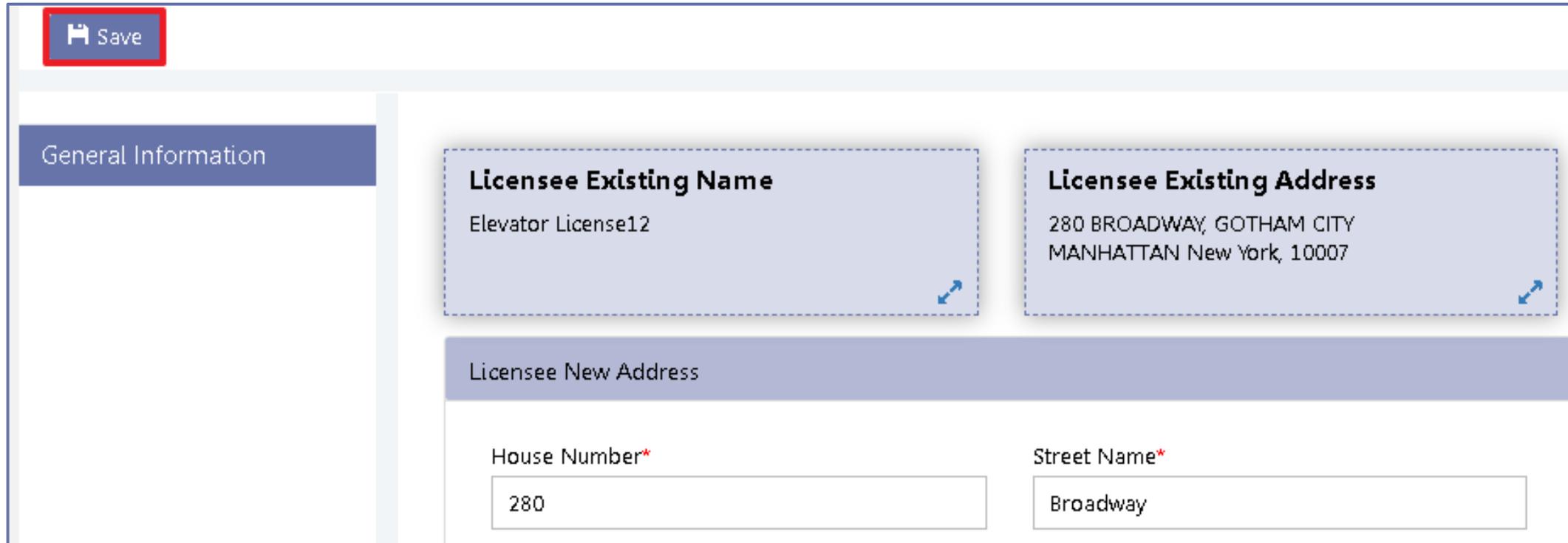
DOB
NOW

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.

UPDATING LICENSE HOLDER INFORMATION

DOB
NOW



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
- For Name Changes, **Proof of Name Change** must be uploaded in the Documents tab.



- 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
<input type="text"/>	<input type="text"/>

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

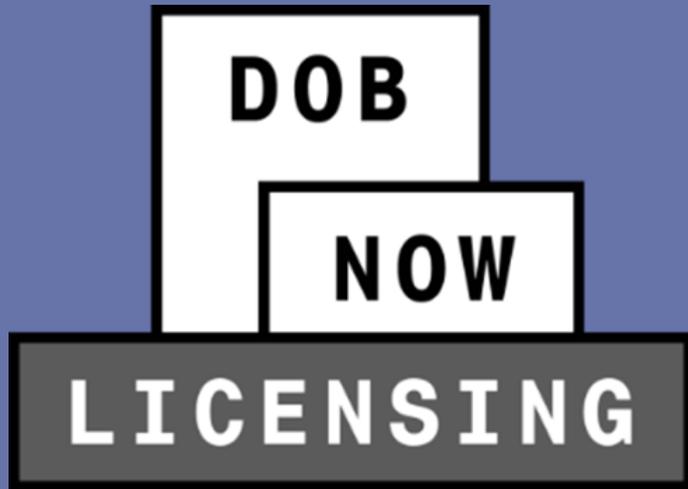
 \$50.00 Pay Now

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

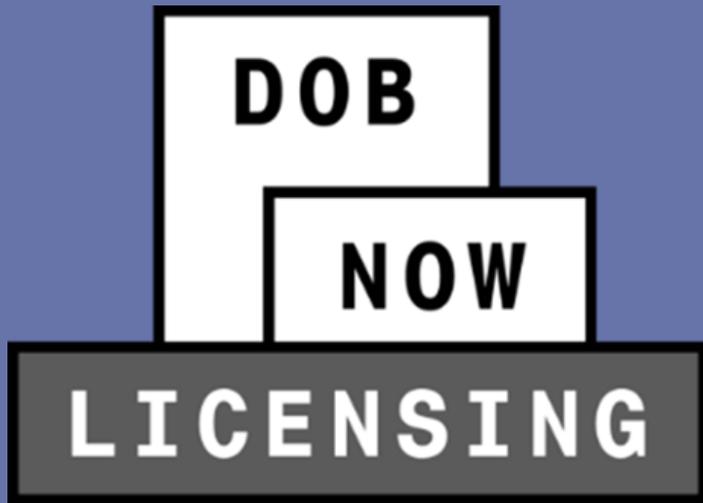
ELEVATOR APPLICATIONS AND ELEVATOR INSPECTIONS REPORTS



- 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 Technician** who will be responsible for the Elevator Application, 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.

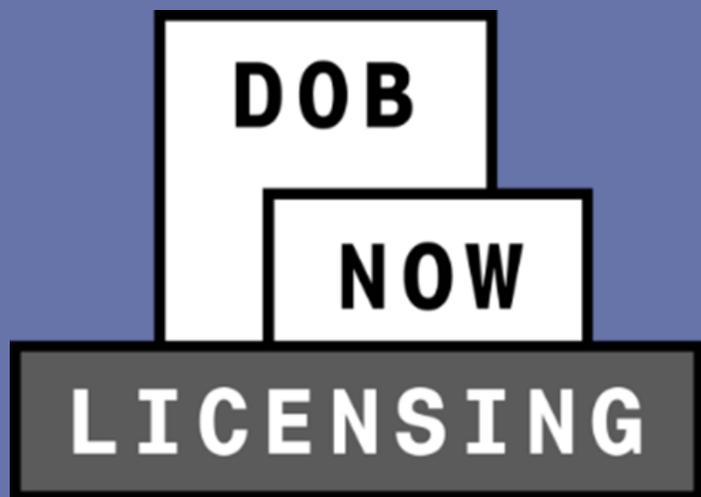
ELV1: Elevator Application <i>Please file three (3) copies Application must be typewritten</i>	Application Number:
	Filing Rep. Name:
	Filing Rep. Reg.:
	Filing Rep. Email:

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?