

SERVICE NOTICE

Violations for 2018-2022 Failure to File Category 1 Elevator Test Report

The Department of Buildings will issue violations in August 2023 for not filing a category 1 elevator test report in years 2018, 2019, 2020, 2021, and 2022.

The violations will stay on the properties until civil penalties are waived or the penalties are paid, and current test reports have been filed. Payments for failure to file category 1 test reports or requests to waive civil penalties resulting from failing to file are submitted in DOB NOW: *Safety*. Use an eFiling account to log into DOB NOW at nyc.gov/dobnow. If you need to create an eFiling account, visit nyc.gov/efilingtips.

Search Violations & Make Payments

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

The violation will not be dismissed unless an accepted current category 1 test report has been submitted by a licensed professional in DOB NOW.

Civil Penalty Waiver

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

Once the request is submitted, an email notification will be sent with the status of the review. If the waiver is granted for all of the violations on the device, the violation status in DOB NOW will be updated to dismissed.

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

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