SERVICE UPDATE

Inspection Ready: Pre-2014 Elevator Application (EA) or Elevator Building Notice (EBN) Applications

Some elevator applications submitted prior to January 1st, 2014 may not include all related devices on the Inspection Ready system.

If you are unable to locate devices on your elevator applications submitted prior to January 1st, 2014 in Inspection Ready, please follow the steps below:

- If you do not see your device in Inspection Ready, email the Elevator Inspection Ready team at elevatorIR@buildings.nyc.gov with the subject line “Pre-2014 Application”.
- In that email, provide the EA or EBN for which you need an inspection. The Elevator Unit will give you a new EA or EBN number for your application.
- Once you receive the new application number you will be able to request inspections on your devices within 24-48 hours.
- Note: Requests for expedited appointments must follow the existing process. You must bring the email verification of your appointment to the 4th Floor with payment to see if the expedited request can be accommodated.

Note: EAs or EBNs reinstated or renewed after December 2015 were already issued a new number.

For information about Inspection Ready, please see http://www1.nyc.gov/site/buildings/industry/inspection-ready.page.

POST UNTIL: May 31, 2016