

# FREQUENTLY ASKED QUESTIONS

## NEW Elevator License Requirements

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**Q1. What are the new license requirements for elevator work in New York City?**

A1. Beginning January 1, 2022, the New York State Elevator Safety Act requires both a New York City and New York State License to perform elevator work. Two Elevator Agency Technician Licenses and an Elevator Agency Helper Registration Card are available to qualified applicants.

An **Elevator Agency Technician License** is required to perform alteration, assembly, installation, maintenance, repair, replacement, and modernization of elevators. A **Restricted Elevator Agency Technician** licensee can only perform work on platform lifts including those in private homes. An **Elevator Agency Helper** registration is required to perform elevator work under the general direction of a licensed Elevator Agency Technician or Restricted Elevator Agency Technician.

**Q2. I accidentally created two accounts. I have paid the fee for both to avoid any issues. The system will not allow me to close either. What do I need to do?**

A2. Submit a service request to [www.nyc.gov/dobhelp](http://www.nyc.gov/dobhelp) for assistance.

**Q3. I have been approved for my New York State Elevator Mechanic License although I have not yet received it. What can I submit as proof of acceptance for the State License so that I can receive my New York City Elevator Agency Technician License?**

A3. A PDF of the New York State issued 45-Day Temporary Mechanic License can be uploaded as proof of issuance of the State License.

**Q4. The company I work for does not have a Licensed Elevator Director, what do I do?**

A4. Submit a service request to [www.nyc.gov/dobhelp](http://www.nyc.gov/dobhelp) and include the name of your employer for instructions.

**Q5. In addition to the LIC2-EL does an LIC2 also need to be submitted?**

A5. No, the LIC2 does not need to be submitted.

**Q6. I lost my Social Security Card. What can I submit instead?**

A6. If you lost your Social Security Card, submit a letter from the Social Security Administration confirming that you applied for a new Card. This letter should include your Social Security Number.

**Q7. I am applying for an Elevator Helper Registration. Do I also need a New York State Mechanic License?**

A7. No.

**Q8. I am a New York City Licensed Elevator Agency Director. Do I need an Elevator Agency Technician License to work in the field?**

A8. No, Licensed Elevator Agency Directors do not need an Elevator Agency Technician License to perform elevator work.

**Q9. I am a New York City Licensed Elevator Agency Inspector. Do I need an Elevator Agency Technician License to work in the field?**

A9. Yes, Licensed Elevator Agency Inspectors need an Elevator Agency Technician License to perform elevator work.

**Q10. Can the application be completed by hand, or does it need to be typed?**

A10. Information must be typed into the application. Handwritten applications will not be accepted.

**Q11. Which documents need to be notarized?**

A11. For Elevator Agency Technician, Restricted Elevator Agency Technician, and Elevator Agency Helper applicants, the [LIC2-EL](#) and the [Elevator Worker Attestation Form](#) from the Licensed Elevator Agency Director is required to be notarized.

**Q12. I live in New Jersey. Can I apply with an out of State identification?**

A12. While there is no residency requirement to obtain New York City licenses and registration, valid New York State identification is a requirement to obtain a New York State Mechanic License, which is required to obtain the New York City Technician License. Get information on applying for a [New York State Mechanic License](#).

**Q13. How come I am being told when I get rejected that photo is not acceptable?**

A13. Be sure all documents are of a sufficient quality (clear and legible). Scanned PDFs provide the best clarity and document security.

**Q14. Which forms need to be completed by my employer?**

A14. The Licensed Elevator Agency Director completes and notarizes the [Elevator Worker Attestation Form](#).

**Q15. If I change employers am I required to update my license?**

A15. Yes, you must submit a new application and check the **Change** box in Section 1 of the [LIC2-EL](#).

**Q16. Will I be issued a license if I have a criminal background?**

A16. There is no background investigation performed for the Elevator Agency Technician/Restricted Elevator Agency Technician licenses or the Elevator Agency Helper registration.

**Q17. Can a Licensed Elevator Agency Technician conduct Category 1 and Category 5 inspections?**

A17. No, only a Licensed Elevator Agency Inspector or Licensed Elevator Agency Director can perform Category 1 and Category 5 inspections.

**Q18. Where do I apply for New York State Mechanic License?**

A18. Find information on applying for a New York State Mechanic License online at the State's [Business Express](#) site.

**Q19. Do I need to submit the Child Support Certification Form if it does not apply to me?**

A19. Yes, all license applicants must complete and submit the [Child Support Certification Form](#) as required by General Obligation Law, Section 3-503(2).

**Q20. Do you need to have your license or registration on you when you are working?**

A20. Yes, you are required to have your New York State and New York City license, or NYC-issued registration card in your possession at all times when working on an elevator.

**Q21. Does the State's Elevator Inspector license allow inspection of elevators in New York City?**

A21. No, you must also have the [New York City Elevator Agency Inspector License](#).

**Q22. Does an Elevator Agency Technician/Restricted Elevator Agency Technician License or Helper Registration expire?**

A22. Yes. The Elevator Agency Technician/Restricted Elevator Agency Technician License and Helper Registration expires after two years and must be renewed to continue to perform elevator work.

**Q23. What is the fee for an Elevator Agency Technician/Restricted Elevator Agency Technician License or Helper Registration?**

A23. The issuance and renewal fee are **\$50**.

**Q24. I have a separate license with DOB and DOB NOW is not allowing me to apply for an Elevator Agency Technician License. What do I do?**

A24. Submit a service request to [www.nyc.gov/dobhelp](http://www.nyc.gov/dobhelp) for assistance.

**Q25. What enforcement action will be taken against unlicensed elevator work?**

A25. DOB Inspectors will be check to verify all elevator workers have the appropriate license or registration card. Failure to show the appropriate license or registration card will result in the issuance of a summons to the unlicensed elevator worker and the permit holder.

In addition to the issuance of a summons, if the purpose of the inspection is to determine compliance with any elevator work performed, the inspection will not pass until such time as the elevator workers are appropriately licensed.

**Q26. What enforcement action will be taken if the elevator work is being performed by a New York State Mechanic License and the New York City Elevator Agency Technician License has not been obtained?**

A26. Individuals who are licensed by New York State and not by New York City, will receive a summons which can be resolved in forty days without penalty by obtaining their New York City Elevator Agency Technician License and certifying corrections with DOB.

**Q27. What are the penalties for unlicensed elevator work?**

A27. A **Class 1 Violation** for unlicensed work carries a penalty of **\$5,000**. A **Class 2 Violation** for unlicensed work carries a penalty of **\$1,250**.

**Q28. Where can I receive more information about elevator license requirements?**

A28. Read the Department's [November 2021 Service Notice](#) for additional information on elevator license requirements.