

# SERVICE NOTICE

## Instructions to Remedy a Notice of Violation for Failure to File an Elevator Inspection and Test Report are Available

A current inspection and test report is required to remedy violations received for failure to file mandatory Category 1 and Category 5 periodic elevator inspection and test reports.

Please follow the instructions provided to remedy a notice of violation for failure to file an inspection and test report:

1. Provide a letter and proof of compliance, such as a copy of the filed inspection and test report(s) for the applicable cycle year; **or**
2. Submit to the Department, payment of the appropriate civil penalties per device for such violation **and**, pursuant to [1 RCNY §103-02](#), filing of a **current inspection and test report(s)** in DOB NOW: *Safety* at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow).

Initial Inspection Report (ELV3)	Buildings Containing 1 or 2 Single Residential Units	Commercial Buildings, Mixed Use Buildings, or Buildings Containing more than 2 Residential Units	
	CAT 1 and CAT5	CAT 1	CAT 5
Failure to file penalty per year per device	\$1,000	\$3,000	\$5,000

For issues submitting an elevator compliance filing in DOB NOW: *Safety*, please use the DOB NOW Help Form at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp) and provide the specific device number and the type of report you are attempting to file (CAT1 or CAT5).

Civil penalty payments can be made in-person or by mail to the address listed below in one of the following forms: money order; certified check; or credit card (*2% surcharge applied; in-person payment only*).

NYC Department of Buildings  
 Elevator Unit  
 280 Broadway, 1<sup>st</sup> Floor  
 New York, NY 10007

**POST UNTIL: April 30, 2020**