



SAFETY: ELEVATOR

Industry

Session Introduction



Kimberly Patrick-Barker

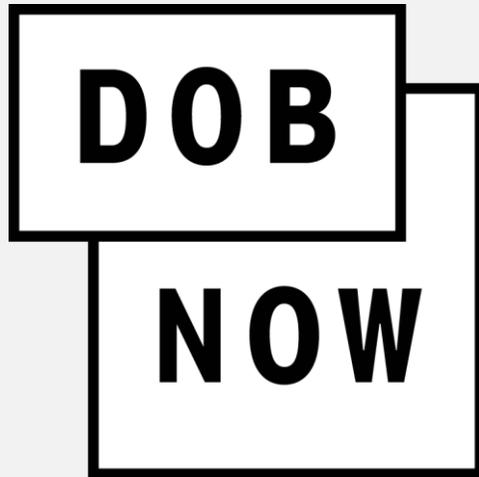
Trainer

DOB NOW TRAINING TEAM

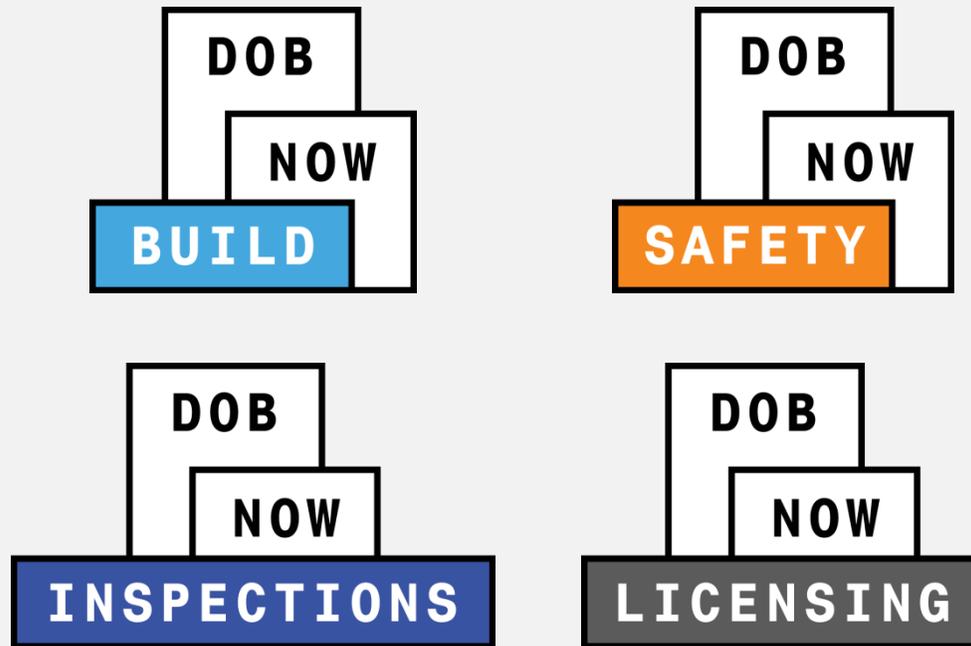
- Introduction
- Ground Rules
- Learning Objectives
- DOB NOW: OVERVIEW
 - Features and Benefits
 - Roles and Responsibilities
 - Registering for E-Filing
- Future Process
 - Identification Process
 - Filing Status
- Industry Process Demonstration
- Safety: Elevator Release Overview
 - Demonstration
- Session Closing
 - Material to Help You Back on the Job
 - Helpful Links
 - DOB NOW Resources
 - Questions & Answers

At the end of this session, you will be able to:

- Describe DOB NOW.
- List the modules included in DOB NOW.
- List the actions available in DOB NOW.
- List the benefits of DOB NOW.
- Access and navigate the DOB NOW: Safety - Industry Portal.

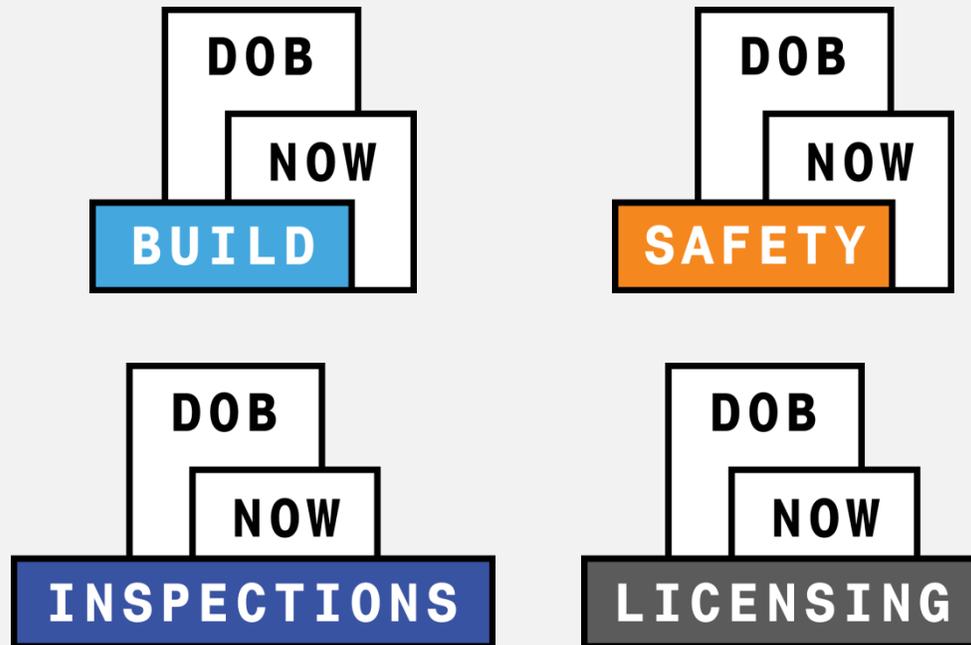


DOB NOW is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online. The largest benefit of filing online is you can file from your computer and do not have to come to DOB.



DOB NOW includes:

- Build
- Safety
- Inspections
- Licensing



Actions available in DOB NOW

- Submit applications
- Make payments
- Schedule appointments
- Check the status of an application
- Pull permits
- Renew Permits

DOB NOW ACCESS – PUBLIC PORTAL / INDUSTRY / INTERNAL



Address

House Number: Enter House Number

Street Name: Enter Street Name

Borough: Select Borough

Search

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Public Portal

Open to Public

DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings

Submit jobs for: Antenna, Subwalk Sheds, Canopy Signs, Electrical, Elevators, Firearm, Plumbing, etc.

Submit Compliance Filing for: Facades, Boilers

Search the Public Portal for Filings and Permits Submitted in

Address: House Number, Street Name, Borough

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Log in to [DOB NOW] to Submit and Filings:

Enter your e-Filing account information:

Email: [input]

Password: [input]

Login

Need more help? Contact us.

Industry Portal

Registered Industry applicants

DOB NOW: SAFETY

Technical Reports (T...)

SAVE AS NEW SET AS DEFAULT REFRESH ALL

Boiler BIR Main Dashboard

Boiler Inspection Reports Dashboard View

Search for records

Tracking #	Boiler ID	Boiler Make	Boiler Model	House No	Street Name	Bo
2016-10000003999N0006-271	10000003999N0006	ERIE CITY IRON...		1190	5 AVENUE	MAN
2017-100000080405N0001-270	100000080405N0001	FEDERAL	FST 300	270	WEST 38 STREET	MAN
2016-20000165136N0002-248	20000165136N0002	RENTECH/WT/H...		17-19	HAZEN STREET	BRO
2017-10000012345N0123-242	10000012345N0123			274	BROADWAY	MAN
2016-100000001111N0001-245	100000001111N0001			274	BROADWAY	MAN
2016-50000068012N0004-238	50000068012N0004	VAPOR PHAS	CB-200-700	475	SEAVIEW AVEN...	STAT
2016-50000068012N0003-237	50000068012N0003	CLEAVER BR	CB-200-700	475	SEAVIEW AVEN...	STAT
2016-50000068012N0004-236	50000068012N0004	VAPOR PHAS	CB-200-700	475	SEAVIEW AVEN...	STAT

Internal CRM

Department Of Buildings



Submit a job filing online

Customers do not have to travel to the DOB office for filings.



Real time job filing information online

Real time access to job status and information



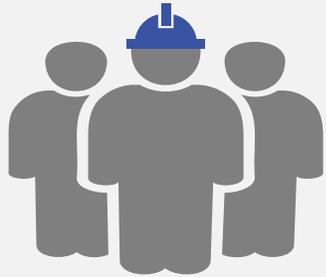
Greater Transparency of the filing process

Filing status can be viewed at any time



Faster Processing time

Digital filing allows for quicker turnaround time for submitted filings



Inspectors

- Inspectors
- Elevator Inspectors
- Special Inspectors
- Progress Inspectors



Design Professionals

- Registered Architects
- Registered Landscape Architects
- Professional Engineers



Other Stakeholders

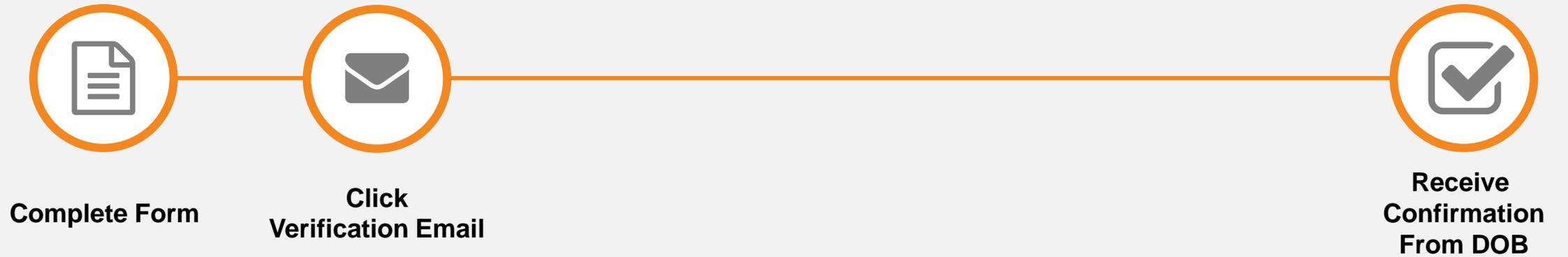
- Property Owners
- Filing Representatives
- General Contractors
- Sign Hangers
- Lessee



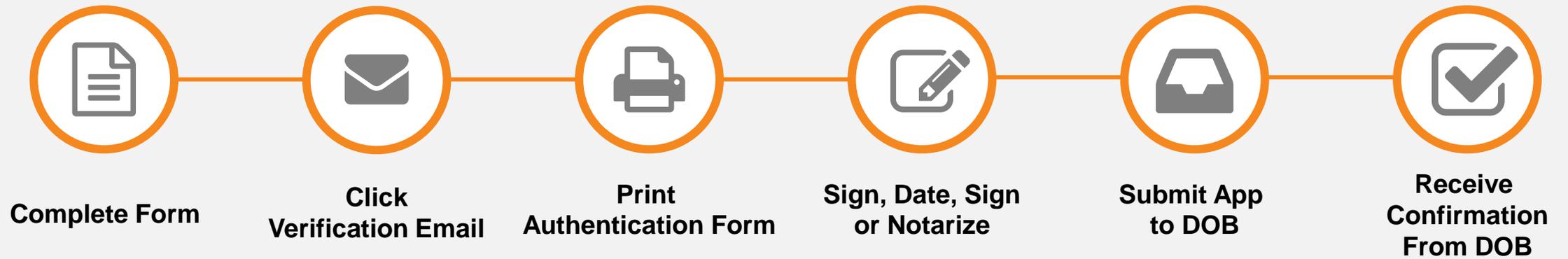
Site Safety Teams

- Site Safety Managers
- Site Safety Coordinators
- Construction Superintendents

Owner



All Others





Pre-Filing

Report created but not yet filed



Accepted

Filing accepted by DOB



QA Supervisor Review

Pending Assignment by the DOB QA



Accepted – Civil Penalties Due

Filing Accepted by DOB; Civil penalties (e.g., late fees) are due



Incomplete Submission

Filing determined to be incomplete by DOB QA team



Rejected – Filing Fee Due

Fee-Exempt filing status rejected by DOB



DOB NOW: NAVIGATION

Demonstration

You should now be able to:

- Describe DOB NOW.
- List the 4 business areas in DOB NOW.
- List actions available in DOB NOW.
- List features and benefits of DOB NOW.
- Access and navigate the Safety: Industry Portal.

DOB

NOW

SAFETY

QUESTIONS?



SAFETY: ELEVATOR

Industry Process Overview

At the end of this session, you will be able to:

- Identify the 3 Filing Report Types
- Discuss key differences between the current state and future state
- Identify future processes in DOB NOW: Safety Elevator
- File an Inspection/Test Report (ELV3): CAT1 / CAT5
- File an Inspection/Test Report (ELV3): Jump Up /Down / Personnel Hoist – 90 Day Temporary Renewal
- File an Affirmation of Correction (ELV29)
- File a Test Notification (ELV36)
- Access and Navigate the Public Portal

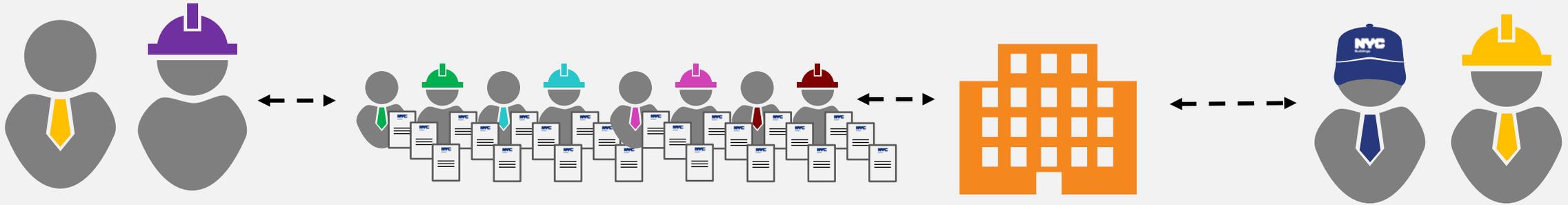


100% Electronic Filings for:

- Compliance Filings (ELV 3)
 - Category Inspections
 - Periodic Inspections
 - Jump Up, Jump Down
 - Personnel Hoist 90 Day Temporary Renewal
- Affirmation of Correction (ELV 29)
 - Category Inspections (CAT 1 only)
 - Dismiss violations issued as a result of Periodic Inspections
- Test Notifications (ELV 36)
 - Category Inspections
 - Personnel hoists

CURRENT STATE

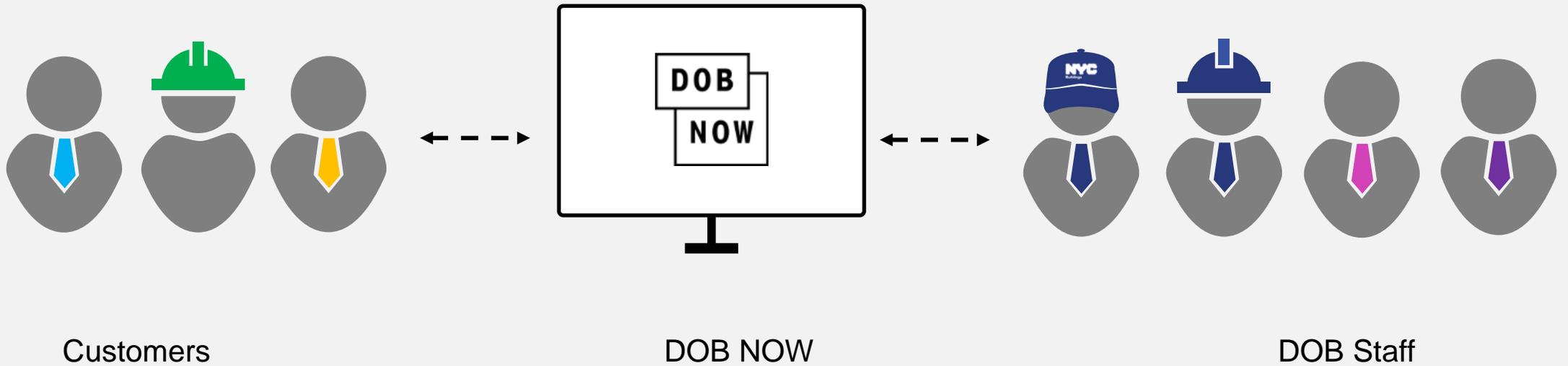
DOB
NOW



Customers

- Travel to DOB
- Long Lines
- Security Checks

DOB Staff



Device ID

1D0986132

Borough (1,2,3,4,5) + Device Type + Serial Number

Device Type: e.g. D = Dumbwaiter

1 = Manhattan 2 = Bronx 3= Brooklyn

4 = Queens 5 = Staten Island

Group Number

ELV3-M000004344

Form Name (ELV 3, ELV29, ELV36) + Borough + Sequence Number

M = Manhattan B= Brooklyn

X = Bronx Q=Queens S= Staten Island

Tracking Number

ELV3 -1P1584-0076161

Form Name + Device ID + Sequence Number

Device ID Format

1D0986132

Group Number

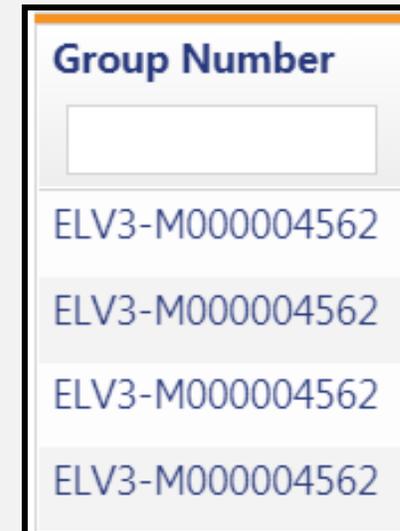
ELV3-M000004562

Form Name (ELV 3, ELV29, ELV36) + Borough + Sequence Number

M = Manhattan B= Brooklyn X = Bronx Q=Queens

S= Staten Island

On the dashboard, each of the devices added to a filing will have the same Group Number (ELV3-Borough-000000001) and clicking on any of the filings will open the entire group. Data entry, modifications or attestations will be applied across all filings in the group.



Tracking Number

ELV3 -1P1584-0076161

Form Name + Device ID + Sequence Number

Once the payment is made and report is filed, the previously submitted batch of devices will be split into individual reports and each device will have a unique tracking number. The tracking number naming convention is derived from filing type, device number and serial number (example ELV3 -1P1584-0076161).

Tracking Number
<input type="text"/>
ELV3-1P24130-0076307
ELV3-1P24129-0076306
ELV3-1P24128-0076305
ELV3-1P24127-0076304

FUTURE PROCESSES

REPORT TYPE

ACTION

ALL Fee Exempt Filings



Forwarded for Internal Review

AOC Periodic/Quality Control Inspection (based on conditions)



Forwarded for Internal Review

No or Late Test Notification (ELV36) submitted



Automatically Submitted

(ELV36) Cancel a Test Notification



Automatically Submitted

(ELV3) Inspection/Test Report



Automatically Submitted

Calculating Late Fees & Penalties



Automatically Submitted

PVT and QC inspection Reports



Automatically Submitted

No Report Filed Violations



Automatically Checked

(ELV 29) Elevator Affirmation of Correction



Automatically Submitted

FILING PROCESS FLOW

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Register for e-Filing



**Log into
Industry Portal**



**Complete Report
or Application**



Attest



Pay
Fees
Penalties
Violations



Submit
Auto Filed
Under Review

Inspection/Test Report (ELV3) – Category 1 & 5

- Pre Filing
- Pre Filing & Pending Payment
- Payment Verification in Progress
- Accepted
- Accepted with Defects

Affirmation of Correction (ELV29) – Cat1, PVT & QC

- Pre Filing
- Pre-Filing Pending Payment
- Payment Verification in Progress
- Corrections Accepted

Test Notification (ELV36)

- Pre Filing
- Submitted
- Cancelled

Inspection/Test Report (ELV3) – PVT & QC

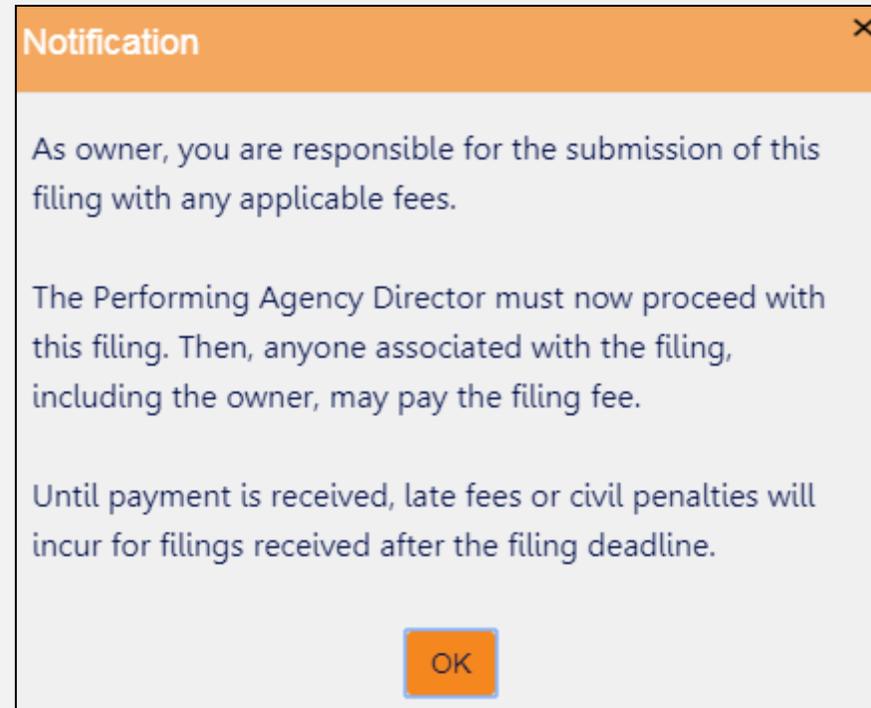
- Pre Filing
- Accepted
- Accepted with Defects

Personnel Hoist

- Pre Filing
- Received

- Payments: with the exception of Civil Penalties can be paid by:
 - Credit / Debit Card
 - E-check
- Filing Fee is calculated per Elevator device:
 - Select “Save” > Click “Proceed”
- All Filing Fees, including Late fees, must be paid in full for all devices in order to file
 - Partial Payments are not permitted
- Affirmation of Correction Reports for CAT1 and PVT/QC - **Owner Type** “Private”: Requires \$40 Filing Fee
 - For Civil Penalties for CAT1 AOC’s greater than 18 months - must be paid outside of the system

Payments can be made by anyone associated with the filing; however, after attesting the only person to receive a **Notification** to pay is the Owner.





DOB NOW: FILINGS

Inspection/Test Report (ELV3): CAT1 and CAT5

INSPECTION/TEST REPORT (ELV3): CAT1 AND CAT5 YEAR TEST

DOB
NOW



Log in

Performing Agency
Director/Co- Director



Select

Elevator Inspection
or Test Category



Search

For device



Add

Up to 5 Devices



Enter

Owner's Performing &
Witnessing Agency's Info



Add

Defects if applicable



Upload

Documents



Complete

Statements and signatures



Submit

Payment



Preview

Before Filing



Proceed

With Filing

Performing Agency Director/Co-Director



- Create and Enter Inspection Report
- Add / Delete Device
- Add Defect (if applicable)
- Upload Required Documents
- Proceed (Submit) Report
- 2nd to Attest

Performing Agency Inspector



- Create and Enter Inspection Report
- Add / Delete Device
- Add Defect (if applicable)
- Upload Required Documents
- 1st to Attest

Owner, Witnessing Agency Director or Co-Director & Witnessing Agency Inspector



- Attest after Performing Agency Inspector & Director/Co-Director

Performing Agency Director/Co-Director and Witnessing Agency Director/Co-Director Attestations:

- If the Director is also listed as the Inspector then they are able to complete both the Director attestation and the Inspector attestation.

- Filing Fee / Late Filing Fee for CAT1 & CAT5 – with **Owner Type** “Private”
- Filing Fee is calculated per Elevator device:
 - Select “Save” > Click “Proceed”
 - Performing Agency Director/Co-Director must click “Proceed”
- Performing Agency Director / Co-Director can review fee calculation information
 - Options: **Pay to File**, or **Cancel** to go back to the form
 - If **Cancel**, the report becomes read only (un-editable)
- All Filing Fees, including Late fees, must be paid in full for all devices in order to file
 - Partial Payments are not permitted
- CAT1 Filings are restricted to 1 filing per device per reporting year
- No payment is required to file Personnel Hoist, Inspection Reports
- Pay to file is recalculated based on the day of submission
- The other stakeholders (e.g. Owner) can monitor the **Pay To File** tab to know when a given filing is ready for and awaiting payment.

Category 1 Devices:

- Inspection Reports are restricted to one report per calendar year / reporting cycle (Jan 1st – Dec 31st)
- DOB NOW will not permit a second filing on the same device once “Proceed” has been selected, and the filing status is “**Pre-Filing** Pending Payment”
- If a report is in “**Pre-Filing**” status, user may delete the report, and file a new report

Category 5 Devices:

- DOB NOW will permit multiple reports within the same reporting cycle, if, and only if, they have unique inspection dates
- Duplicate filings on the same device are not permitted in DOB NOW.
 - If a filing has the same inspection date, and the same inspection type - it is considered a duplicate in DOB NOW and it will not be processed



STEP-BY-STEP GUIDE DEMO

Create an Inspection/Test Report (ELV3)

1 Year/Category 1

5 Year/Category 5



DOB NOW: FILINGS

Inspection/Test Report (EIV3): Jump Up / Jump Down / Personnel Hoist - 90 Day Temporary Renewal

INSPECTION/TEST REPORT (ELV3): JUMP UP & DOWN / PERSONNEL HOIST

DOB
NOW



Log in

Performing Agency
Director/Co- Director



Select

Select Periodic Hoist
Test Inspection



Search

For device



Add

Up to 5 Devices



Enter

Owner's Performing &
Witnessing Agency's Info



Adjust

Jump Up Insp. Date
before Saving



Upload

Documents



Complete

Statements and signatures



Submit

Payment



Preview

Before Filing



Proceed

With Filing



DOB NOW: FILINGS

Affirmation of Correction (ELV29)

AFFIRMATION OF CORRECTION (ELV29)



Log in
Agency Director/
Co-Director
or Inspector



Select
Inspection Type



Add
Up to 5 Devices



Select
AOC
Inspection Date



Enter
Owner's, Approved
Agency's Information



Upload
Documents



Complete
Statements and signatures



Submit
Payment



Preview
Before Filing



Proceed
With Filing

Approved Agency Director / Co-Director



- Complete AOC
- Upload Required Documents
- Proceed (Submit) AOC
- 2nd to Attest

Approved Agency Inspector



- Complete AOC
- Upload Required Documents
- 1st to Attest

Owner



- Attest after the Approved Agency Inspector & Director/Co-Director

Performing Agency Director/Co-Director and Witnessing Agency Director/Co-Director Attestations:

- If the Director is also listed as the Inspector then they are able to complete both the Director attestation and the Inspector attestation.

AFFIRMATION OF CORRECTION (ELV29): TIMELINE

CAT1

- Must be corrected within 180 days
- An Affirmation of Correction filed any time after 180 days will be considered late

PVT/QC

- Periodic and Quality Control violations
- Cease Use flag on the date of AOC submission

- Affirmation of Correction (ELV29) Filing Fee: \$40.00
- Any user may pay the Filing or Late Fee
- Multiple Violations within the same year only incurs a fee of \$40 on the first ELV29
- 18 months from the date of the initial inspection to file an Affirmation of Correction for a CAT1
 - Late filing fees can range between \$600 to \$1800 based on Device Status (J/A)
- Performing Agency Director / Co-Director can review fee calculation information
 - **Pay to File**, or **Cancel** to go back to the form
- If the **Cancel** button is clicked, all the information on the report will become locked and the applicant cannot make any further changes.

AFFIRMATION OF CORRECTION (ELV29): DUPLICATE FILING

In order to File an Affirmation of Correction, DOB NOW validates the following:

- Elevator Inspection Test Report has a **Status** of “**Accepted with Defects**”
- No existing Affirmation of Correction Report with a **Status** of “**Pay to File**”
- No Affirmation of Correction Report with a **Status** of “**Corrections Accepted**”

If the criteria note above is not met, DOB NOW considers the filing a **Duplicate** and will not allow the user to proceed with the filing.



STEP-BY-STEP GUIDE DEMO

Create an Affirmation of Correction (ELV29)



DOB NOW: FILINGS

Test Notification Report (ELV36)

TEST NOTIFICATION REPORT (ELV36)

DOB
NOW



Log in
Agency Director/
Co-Director



Select
Inspection Type



Add
Up to 5 Devices



Enter
Performing & Witnessing
Agency's Information



Complete
Statements and signatures



Preview
Before Filing



Proceed
With Filing

Performing Agency Director/ Co-Director



Abilities

- Create and Enter Test Notification
- Cancel Test Notification
- Single Attestation



STEP-BY-STEP GUIDE DEMO

Test Notification Report (ELV36)



DOB NOW: FILINGS

Cancel Test Notification Report (ELV36)

CANCEL A TEST NOTIFICATION (ELV36)



Log in
Agency Director/
Co-Director



Select
Test Notifications tab



Go to
Filing Actions



Select
Cancel Notification



Status
Updates to Canceled



Auto Email
Sent to all
associated applicants

PAYMENT-TEST NOTIFICATION FORM (ELV36)

DOB
NOW

- No Filing Fees/Late Filing Fees/No report Filing Fees associated with Test Notification (ELV36).



STEP-BY-STEP GUIDE DEMO

Cancel A Test Notification (ELV 36)

DOB

NOW

SAFETY

PUBLIC PORTAL

Process & Overview

- The Public Portal is accessible through the DOB website
- The Public Portal (website) is open to the public
 - No applicant ID or Password is required
- Interested parties may view:
 - Type of Application
 - Status of Application
 - Block and Lot
 - View/Print Work Permits

The screenshot shows a 'Property Profile' page with a blue header bar containing the address '2600 HYLAN BOULEVARD', 'STATEN ISLAND 10306', and 'BIN# 5168776'. Below the header, there are navigation buttons for 'Back' and 'Home'. The main content area is titled 'Property Profile' and includes a section for 'Alternate Addresses' with three entries: 'HYLAN BOULEVARD 2600 - 2600', 'HYLAN BOULEVARD 2670 - 2670', and 'EBBITTS STREET NO NUMBER'. Below this is a section for 'Building Characteristics' which contains a grid of 16 items arranged in four rows and four columns. Each item has a bold title and a value below it.

Building Characteristics			
Health Area 920	Tax Block 3969	Census Tract 12804	Tax Lot 1
Community Board 502	Condo NO	Buildings on Lot 5	Vacant NO
Cross Street(s) ROSE AVENUE, ROSS AVENUE	DOB Special Place Name	DOB Building Remarks	Landmark Status
Special Status N/A	Local Law NO	Loft Law NO	SRO Restricted NO
TA Restricted NO	UB Restricted NO	Environmental Restrictions N/A	Grandfathered Sign NO
Legal Adult Use NO	City Owned NO	Additional BINs for Building 5152062, 5055375	Special District



PUBLIC PORTAL PROCESS FLOW

Navigate the Public Portal

LEARNING OBJECTIVES MET

You should be able to:

- Identify the 3 Filing Report Types
- Discuss key differences between the current state and future state
- Identify future processes in DOB NOW: Safety Elevator
- File an Inspection/Test Report (ELV3): CAT1 / CAT5
- File an Inspection/Test Report (ELV3): Jump Up /Down
- File an Affirmation of Correction (ELV29)
- File a Test Notification (ELV36)
- Access and Navigate the Public Portal

DOB

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SAFETY

QUESTIONS?

Department of Buildings website www.nyc.gov/dobnowinfo

Here you will find helpful links to:

- Log-in and Register for DOB NOW
- Take advantage of Training Tools & Classes
- Find FAQs and Tip Sheets for DOB NOW

Click on the Links to drill down for more information in each of the categories.

HELPFUL LINKS

Building Identification Number (BIN)

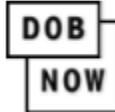
Borough, Block, Lot

Device Search

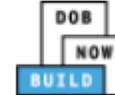
Login

To register for an account or reset your password, go to the eFiling website.

Need more help? Contact us.



Public Portal FAQ and User Manual



FAQ and Resources



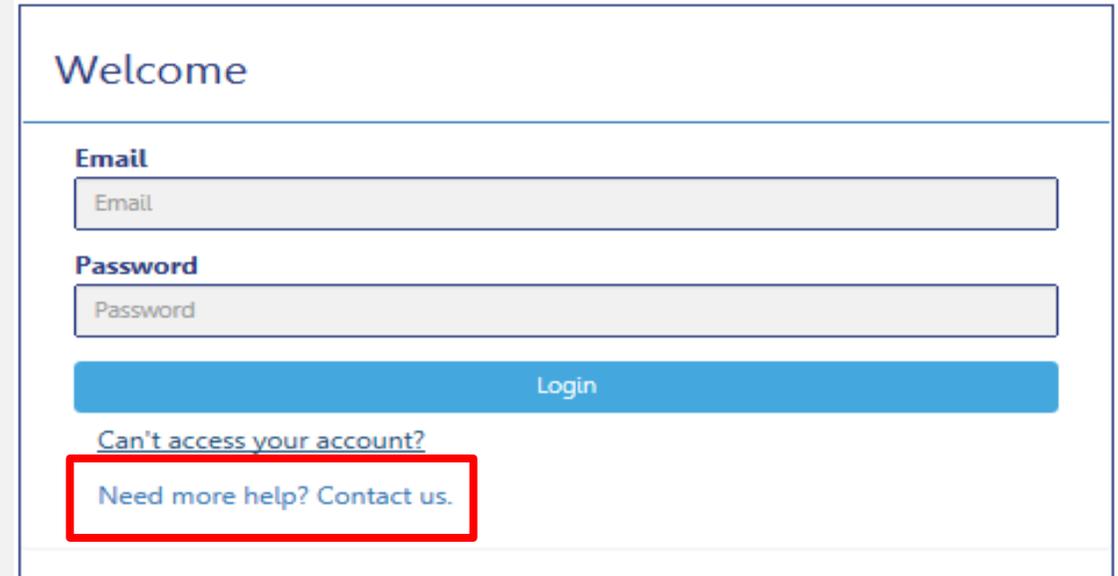
FAQ and Resources



Building Information Search

NYC OpenData

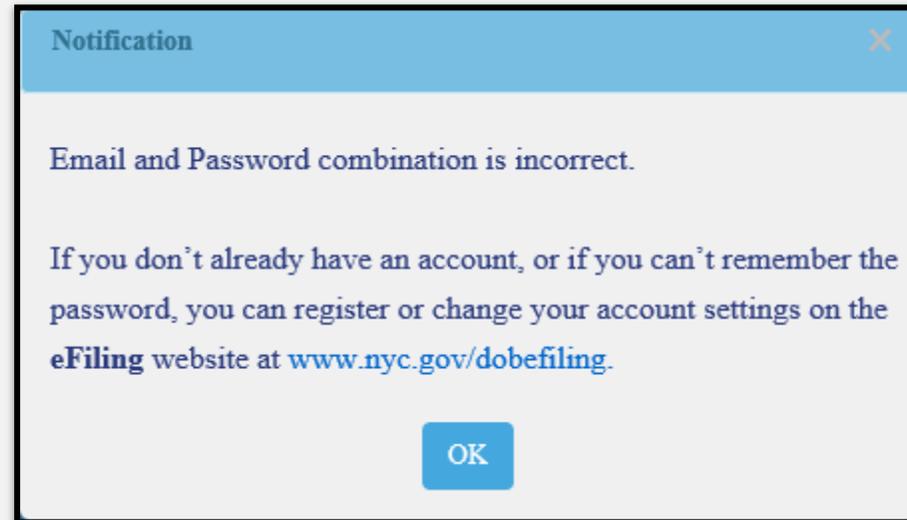
Send your questions to **DOB Customer Service** by submitting a request from the DOB NOW Home Page or by visiting the link below:



The screenshot shows a login interface with the following elements:

- Welcome** header
- Email** label above a text input field containing the placeholder "Email".
- Password** label above a text input field containing the placeholder "Password".
- A blue **Login** button.
- A blue link: [Can't access your account?](#)
- A red-bordered box containing the text: [Need more help? Contact us.](#)

www.nyc.gov/dobnowhelp



The system will direct you to the eFiling registration site at:
www.nyc.gov/dobefiling

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QUESTIONS?