

SERVICE NOTICE

Updates to Elevator Inspections in DOB NOW: *Safety*

DOB NOW: *Safety* will be updated January 24, 2022 to incorporate changes to elevator inspection and test requirements.

Key Updates for Reporting Year 2022 & Later

Periodic Inspections

- Periodic inspections must be performed by an approved Elevator Agency and submitted through DOB NOW: *Safety* (was previously performed by a contracted inspection agency on behalf of DOB).
- The inspection company cannot be the same as the owner's maintenance company.
 - The Elevator Agency Inspector must provide the eFiling account email address of the maintenance company's director, who will then be able to view the inspection report detail.
- Filing fee will be \$30.
- 14 days to file after inspection date.
 - Late filings will incur a \$150 late penalty for every 30-day period after the due date.
NOTE: Late penalties will be waived for reports with inspection dates from January 1 through January 21, 2022 when the system was not available.
 - Inspection date must be at least 90 days from the initial inspection date of an accepted Cat 1 test or periodic inspection.
 - Filings not submitted by January 14 of the following year will not be accepted and failure to file violations will be issued.
 - Any late penalties will have to be paid at time of filing.

Category Tests

- 21 days to file after inspection date (was previously 60 days)
 - Late filings will incur a late penalty for every 30-day period after the due date (was previously assessed per calendar month).
NOTE: Late penalties will be waived for reports with inspection dates from January 1 through January 21, 2022 when the system was not available.
 - Cat 1 Tests: Inspection date must be at least 6 months from the initial inspection date of another Cat 1 test and at least 90 days from the initial inspection date of any periodic inspection.
 - Cat 1 Tests: Filings not submitted by January 21 of the following year will not be accepted and failure to file violations will be issued.
 - Cat 5 Tests: Filings not submitted by the 21st day of the month following the five-year anniversary will not be accepted and failure to file violations will be issued.

Affirmation of Corrections – Periodic Inspections & Category 1 Tests

- 90 days to correct and inspect after initial inspection date (was previously 180 days for Category 1 tests).
 - Filing fee will be \$40.
 - Late filings will incur a late penalty for every 30-day period.

- 14 days to file after the affirmation of correction inspection date, otherwise inspection must be redone.
- Extension Requests may be granted (for Category 1 tests only)
 - Up to two 45-day extension requests may be submitted.
 - First request must be filed within 90 days of initial inspection date.
 - Second request must be filed before the end of the first extension request.
 - No fee for extension requests at onset but a fee may be charged in the future.

Test Notifications

- Must be submitted five days prior to test (was previously ten days prior).

Additional Information

- [Periodic Elevator Inspections Must be Performed by Approved Agency on Behalf of Owner Service Notice](#) (November 30, 2021)
- [New Requirements for Category Testing of Elevators Service Notice](#) (December 30, 2021)

Question & Answer Session

DOB will conduct an online **Q&A Session** specific to Elevator Compliance Filings. To sign up, visit the **Upcoming Events** page at www.nyc.gov/dobevents.

DOB NOW Inquiries & Support

To submit an inquiry about DOB NOW, visit the **DOB NOW Help Form** at www.nyc.gov/dobnowhelp.