



**DEPARTMENT OF BUILDINGS**

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Issuance No. #504

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**OPERATIONS  
POLICY AND PROCEDURE NOTICE #4/96**

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**TO:** Distribution

**FROM:** Richard C. Visconti, R.A., First Deputy Commissioner *RL*

**DATE:** June 26, 1996

**SUBJECT:** **PROFESSIONAL CERTIFICATION OF ELEVATOR APPLICATIONS  
AND PLANS**

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**PURPOSE:** To implement an optional plan review system for a Professional Engineer (P.E.) or Registered Architect (R.A.) to certify compliance with applicable laws and codes on elevator applications filed by him/her and to enable a contractor to request a work permit after all required information is submitted and deemed acceptable.

**EFFECTIVE:** Immediately

**SPECIFICS:**

**Restrictions:**

- For any application where a waiver must be sought from compliance with any provision of Local Law 58 of 1987, a P.E./R.A. may use the professional certification option only after obtaining both an advisory opinion from the Mayor's Office for People with Disabilities, and a determination from the Borough Commissioner that a waiver is to be granted. If such a determination is made, then a P.E./R.A. must certify that all provisions and conditions of the waiver have been satisfied. If the Borough Commissioner determines that a waiver will not be granted, the applicant must revise the application accordingly before the professional certification option can be utilized.

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**Exempt from this requirement are the following:**

- 1. The replacement of an existing elevator car whose clear depth is 48 inches or more and width is 48 inches or more but less than 54 inches and are limited by the existing car platform or hoistway shaft. The door opening shall be 32 inches.**
- 2. The replacement of an existing car need not comply with the requirements of door opening, if the clear depth and width are less than 48 inches and is limited by the existing car platform or the hoistway shaft.**
- 3. If the new car door opening is larger than the hoistway door opening, the travel of the car door shall be limited to the opening of the hoistway door.**
- 4. Freight elevators not used as combination freight and passenger elevators.**

All submissions must be complete and in accordance with code and applicable laws.

- (A) For new installations, total rehabilitation, and change of classification (EA's) the following forms must be submitted:**
  - (1) ELV-1 Application signed and sealed by the P.E./R.A. (original and four copies).**
  - (2) B Form 59MD - Inspection form**
  - (3) B Form 22 - Index Form**
  - (4) An "Affidavit of Professional Certification" signed and sealed by the P.E. or R.A. (original and four copies). The affidavit will certify the application and plans both for compliance and completeness (all required paperwork has been submitted).**
  - (5) A copy of the DoB "property profile" to be attached to the original application,**
  - (6) 2 Sets of Plans signed and sealed by the P.E. or R.A.,**
- (B) For minor alterations, repair and replacement of equipment (EBN's), not filed under OPPN 26/90, items (1) through (5) as described in paragraph (A) are required.**

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- (C) The procedure for Elevator Building Notices (EBN's) filed under Operations Policy and Procedure Notice # 26/90 will remain **unchanged**.

**APPLICATION PROCESSING:**

- (1) Both the application and a check to cover the full fee shall be submitted to the elevator division. A folder will be prepared and the application assigned a number.
- (2) The application will be stamped "Professional Certification, Elevator Div." by the Elevator Chief or his/her designee who will also initial the application and return it to the applicant who will take the folder to the cashier to pay the fee.
- (3) After payment, the applicant will have the application and all associated paperwork microfilmed. Once microfilming has been completed, the applicant will take the folder to the record room where it will be stamped "Microfilm Approved".
- (4) The application, with all associated paperwork, plans, microfilm, and proof of payment shall be returned to the elevator division and will be stamped "Permit Issued" by the Elevator Chief or his/her designee.

**Elevator Division Audit:**

A 100% audit of all fees will be performed by designated personnel. Additionally, on a regular basis an appropriate number of professionally certified applications shall be given a complete application audit and plan review. A review will also be made upon receipt of a complaint or evidence of non-compliance.

For those applications found to have serious code objections, the Director of the Elevator Division shall be notified, and at his/her discretion, a 10 day notice will be sent to the applicant and owner with a copy to the Investigations, Audit & Disciplinary Unit (IAD). At the discretion of the Director of the Elevator Division and in the interest of public safety, any application and/or permit may be revoked immediately and the applicant and owner shall be notified of such action, with a copy of such notification to IAD.

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should be issued, it shall be returned to the respective Borough Office for data entry.

Inspectors should refer to Appendix A for further guidance.

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