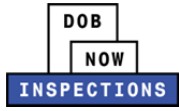


Elevator Re-Inspections & Expedited Inspections



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## Introduction

### DOB NOW: *Inspections* Overview

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)<sup>1</sup>, and their Delegates to conduct Inspection-related business with the Department of Buildings. DOB NOW: *Inspections* organizes information using Records. Records are Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests. Using DOB NOW: *Inspections*, Licensed Professionals, Owners, and their Delegates will be able to request the following types of Development Inspections online:

Electrical	Plumbing
Fire Suppression	Signs
Construction	Boilers
Elevators	Cranes & Derricks
Oil Burning Equipment	BPP
High Rise Initiative	Sustainability

After registering for an account that is associated to your Records, Owners, LPs, and their Delegates can use DOB NOW: *Inspections* to:

- View information related to your Records
- Request Inspections and view the Results
- Request Gas Authorizations and Plumbing Sign Offs
- Receive emails at milestones in your Inspection cycle
- Upload documentation to certify certain objections
- Assign Delegates (delegate responsibility to other Registered Users)
- Submit Certification documentation (LPs and Crane Owners only)
- Upload PVT Inspection results (PVTs only)
- Group Records into manageable ‘Collections’

The purpose of this User Manual is to provide instructions on how to request Elevator Re-Inspections and Expedited Inspections using DOB NOW: *Inspections*.

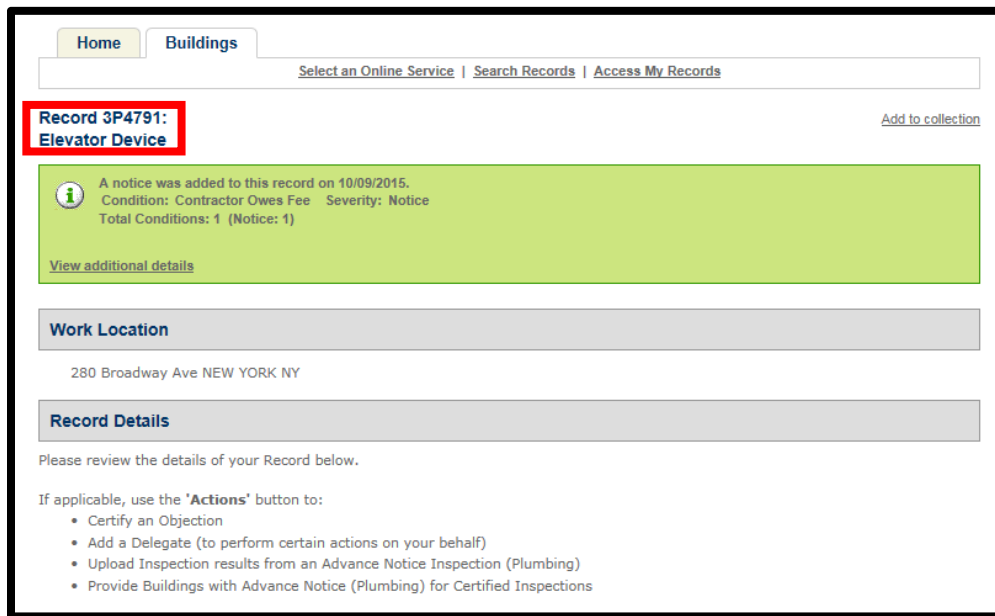
<sup>1</sup> LPs are defined as: Electrical Contractors, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Oil Burner Installers, Master Plumbers, Sign Hangers, Professional Engineers, Registered Architects, and Registered Landscape Architects

## Elevator Re-Inspections after Missed Appointments (No Show) or Unprepared Results

After a "No Show" or "Unprepared" Inspection Result, DOB NOW: *Inspections* automatically assigns a "Notice Condition" named "Contractor Owes Fees" (represented by the green banner below), which prevents another Inspection from being requested on that device. The Notice Condition is applied when the result is finalized to Fail- Final.

### To remedy a No Show or Unprepared Inspection, the Elevator LP must:

1. Pay a fee in person at the Department of Buildings Elevator Unit, located at 280 Broadway, 4<sup>th</sup> Floor, New York NY 10007
2. Provide the Elevator Unit with a copy of the receipt and Record ID (the Record ID is the Device Number, shown below), in person or by email at [elevatorIR@buildings.nyc.gov](mailto:elevatorIR@buildings.nyc.gov)



Once the Elevator LP completes these steps, the Elevator Unit will remove the Notice Condition (represented by the green banner above), from the Elevator Device. Once the Notice Condition is lifted, the Elevator Unit will send an email to the Elevator LP stating that a new Inspection can be requested using DOB NOW: *Inspections*. Please refer to the Inspections: Requesting, Canceling, and Viewing Results User Manual for instructions on how to request Inspections in DOB NOW: *Inspections*.

## Expedited Elevator Inspections

Elevator Companies have the option to expedite Inspections if they wish to do so.

### To request an expedited Elevator Inspection, the Elevator Company must:

1. Request the Elevator Inspection using DOB NOW: *Inspections*. Please refer to the Inspections: Requesting, Canceling, and Viewing Results User Manual for instructions on how to request Inspections in DOB NOW: *Inspections*.
2. Pay the expedited fee in person at the Department of Buildings Elevator Unit, located at 280 Broadway, 4<sup>th</sup> Floor, New York NY 10007
3. Contact the Elevator Unit (in person or by email at [elevatorIR@buildings.nyc.gov](mailto:elevatorIR@buildings.nyc.gov)) to request that the Inspection be expedited. As part of the request, please provide:
  - The receipt issued by the Department of Buildings as proof-of-payment
  - The Record ID (the Record ID is the Device Number, shown below)

**Records**

Your Permit/Job/Device records are listed below.

- Click on the Record ID Number to view details associated to that record and/or take action.
- Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-3 of 3 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 1P15782	Elevator Device	223 EAST 61 STREET Manhattan NY 10065	App-Permitted	<a href="#">Action</a>	1
<input type="checkbox"/> 1P31551	Elevator Device	11 New York Ave NEW YORK NY	App-Permitted	<a href="#">Action</a>	2
<input type="checkbox"/> 3P4791	Elevator Device	280 Broadway Ave NEW YORK NY	App-Permitted	<a href="#">Action</a>	1

4. The Elevator Unit will try to schedule the Inspection to take place within 5 business days. All Registered Users on the Record will receive an email with the date and approximate time of the Inspection.