

## SERVICE NOTICE

### ***NEW* License Requirements for Elevator Work in New York City**

Beginning January 1, 2022, elevator work in New York City may only be performed by authorized individuals, that are under the direct and continuing supervision of a licensed Elevator Agency Director. The Department will issue two new Elevator Agency Technician licenses and the Elevator Agency Helper registration to qualified individuals. DOB will begin accepting applications for these licenses and registration on December 11, 2021.

#### **Elevator Agency Technician License**

- Required to perform alteration, assembly, installation, maintenance, repair, replacement, and modernization of elevators
- Must hold a current and valid New York State Elevator Mechanic license
- License Term – two (2) years
- License Card Fee – \$50.00

#### **Restricted Elevator Agency Technician License**

- Can only perform work on platform lifts including those in private homes
- Must hold a current and valid New York State Accessibility Lift Technician license
- License Term – two (2) years
- License Card Fee – \$50.00

#### **Elevator Agency Helper**

- Required to perform elevator work under the general direction of a licensed Elevator Agency Technician/Restricted Elevator Agency Technician
- No renewal required
- License Card Fee – \$50.00

#### **Existing NYC Licenses**

The existing Private Elevator Inspection Agency Director license will be renamed **Elevator Agency Director**, and the Private Elevator Inspection Agency Inspector license will be renamed **Elevator Agency Inspector**. Current license cards will not need to be replaced; DOB's available public records will reflect the new license names. The license renewal terms remain three years, and upon renewal, the license cards will have the new license names.

Beginning January 1, 2022, existing and new Elevator Agency Directors and Elevator Agency Inspectors are also required to obtain the appropriate New York State license(s) associated with their license/registration designation. See **NYS Elevator License Information** below.

New applicants for the Elevator Agency Director and Elevator Agency Inspector licenses must also satisfy modified qualification requirements listed in in **Articles 421 and 422 of the NYC Administrative Code**.

### Apply for a DOB License

Beginning December 11, 2021, applications for the above licenses/registration may only be submitted online. Use an eFiling account to login to DOB NOW at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow), then select the **BIS Options** portal. If you do not have an eFiling account, you will need to create one. Visit [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips) for instructions.

From the **DOB NOW: BIS Options** portal, select **+License** and then **New License**. See the **New License Application User Guide** for step-by-step directions. All required forms must be completed and uploaded in PDF format to complete your application submission. Elevator Technician and Restricted Elevator Technician license applicants must upload a copy of their current and valid NYS Mechanic or Accessibility Lift Technician license. Payments will be processed online in DOB NOW as part of the application.

### Additional Information

- **Requirements & Forms** – For forms and additional information visit [www.nyc.gov/doblicensing](http://www.nyc.gov/doblicensing) and from the **License Types** page, select **Elevator Licenses & Helper Card** to review the requirements. For further assistance, submit an inquiry at [www.nyc.gov/dobhelp](http://www.nyc.gov/dobhelp).
- **Related Laws** – Read **Articles 421, 422, 425 and 426 of the NYC Administrative Code** and **Article 33 of the New York State Labor Law** for the laws related to elevator license requirements.
- **NYS Elevator License Information** – Visit the NYS Department of Labor (DOL) website at <https://dol.ny.gov/elevator-licensing-information>.
  - For questions about NYS elevator licenses, email DOL's **Licensing and Certification Unit** at [labor.sm.DOSH.LicenseCertificate@labor.ny.gov](mailto:labor.sm.DOSH.LicenseCertificate@labor.ny.gov).