



Private Elevator Inspection Agency Director and Co-Director

SECTION 1: EXAM GUIDELINES

In order to obtain a Private Elevator Inspection Agency Director or Co-Director license, you must meet the following qualifications:

- Be at least eighteen (18) years old;
- Be able to read and write the English language;
- Be fit to perform the work authorized by the license;
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Private Elevator Inspection Agency Director or Agency Inspector.
- Have a minimum of ten (10) years of satisfactory experience within the fifteen (15) years immediately preceding the exam application date supervising the assembly, installation, maintenance, repair, design or inspection of elevators;

OR

- If you are a New York State-licensed professional (Registered Architect or Professional Engineer), you must have a minimum of five (5) years of satisfactory experience within the seven (7) years immediately preceding the exam application date either supervising the assembly, installation, maintenance, repair, design or inspection of elevators.

NOTE: Please see Chapter 28 of the NYC Administrative Code Section 28-421 for the full requirements for licensure, except as modified by Section 101-07(c)(4) of Title 1 of the Official Compilation of the Rules of the City of New York

SECTION 2: APPLYING FOR THE LICENSE

You must pass a written exam [LIC41](#), in order to become a Private Elevator Inspection Agency Director. To do this you must complete the exam application, check the box that indicates you are an Agency Director candidate and submit the application with the \$525 fee, payable by **money order only**, to:

NYC Department of Buildings
Licensing Unit – Exams
280 Broadway, 6th Floor
New York, NY 10007

SECTION 3: SCHEDULING YOUR EXAM

After submitting your exam application, you must next schedule your exam.

- If your application is accepted, you will receive an email from the exam administrator in one (1) to two (2) weeks with instructions on how to schedule your exam. Exams are given at several different locations in the State.
- The exam consists of multiple-choice questions that assess your knowledge of the installation, operation and repair of new, existing and relocated dumbwaiters, elevators, escalators, moving walkways, wheelchair and stair chair lifts and special hoisting and conveying equipment. You will be allowed to use reference materials during the exam.
- To pass the exam you must score at least a seventy (70) percent. You will be notified of your score immediately upon finishing the exam.

SECTION 4: BACKGROUND INVESTIGATION

In order to become an Agency Director, you must also pass a background investigation by submitting the below documents, in person by appointment only, to the Department at:

NYC Department of Buildings
Licensing and Exams Unit
280 Broadway, 6th Floor
New York, NY 10007

- [LIC 1](#) Application form (Directors only)
- [LIC 2](#) Application form (Co-Directors)
- [LIC 34](#) Supplemental form, if applicable
- Notarized [Background Investigation Questionnaire](#)
- [Supplemental Investigation Form](#)
- Examination Score Report Form
- [Experience Verification Forms](#) from all supervisors for the years you are claiming as experience
NOTE: Experience Verification Forms from company Human Resources will not be accepted
- Social Security History of Earnings for the years you are claiming as experience
*NOTE: There is a fee charged by the Social Security Administration for this service. You **must** request the report to be run by **company name**. You may request the information by mail or in person (ordinarily you can receive this instantly in person). Visit the [Social Security Administration](#) for more information.*
- Photo ID (Driver License)
- [Child Support Certification Form](#)
- Original Social Security Card

- Original Birth Certificate, Current Passport or Green Card
- Proof of Residence with a Utility Bill, Lease or Deed
NOTE: Cell Phone Bills will not be accepted
- Latest Pay Stub or W-2
- Two 2X2 Passport Sized Photographs
- \$500 Background Fee
- You must make an appointment to apply for a license by calling the Licensing and Exams Unit at (212) 393-2259. All documents submitted must be originals; copies will not be accepted. Candidates without appointments will not be seen.

SECTION 5: OBTAINING THE LICENSE CARD

Once you have you have passed the written exam and background investigation, you need to apply for your Agency Director license.

- If you pass the written exam and the background investigation, you will be notified in writing by the Department's Licensing and Exams Unit that you are eligible to apply for an Agency Director license.
- If this is a new elevator company you will be required to submit the following business documentation:

INSURANCE REQUIREMENTS

All license holders must submit insurance certificates for general liability, worker's compensation and disability. Please read our "Insurance Guideline section" for more information.

FOR CORPORATIONS

- Copy of Certificate of Incorporation, certified by NY Dept. of State
- Copy of Filing Receipt or Certificate of Good Standing
- Copy of by-laws or Articles of Agreement (if none, an affidavit on corporation stationery stating such)
- Copy of minutes stating the elected officers, including time, date and location of meeting

FOR LIMITED LIABILITY COROPRATIONS (LLC)

- Copy of Filing Receipt or Certificate of Good Standing
- Copy of Articles of Organization
- Copy of Operating Agreement (if none, an affidavit on corporation stationery stating such)
- Copy of minutes stating the elected members
- Licensee must be an elected member of the LLC

You will have one (1) year from the date of the letter to begin submitting the required documents for your license. If you do not complete the process within one (1) year of the date on the letter, you will be required to retake the exam.