



Private Elevator Inspection Agency Director or Agency Inspector License

SECTION 1: EXAM GUIDELINES

In order to obtain a Private Elevator Inspection Agency Director or Agency Inspector 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.

AGENCY DIRECTORS

- 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.

AGENCY INSPECTORS

- Have a minimum of seven (7) years of satisfactory experience within the ten (10) years immediately preceding the exam application date in the assembly, installation, repair, design or inspection of elevators or as an elevator mechanic.

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 EXAM

You must pass a written exam [LIC41](#), in order to become an Agency Director or Agency Inspector. To do this you must complete the exam application, check the box that indicates you are an Agency Inspector or 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 approved 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 Inspector or Agency Director, you must also pass a background investigation by submitting the below documents, in person and by appointment only, to the Department at:

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

- [LIC 2](#) Application form;
- [LIC 34](#) Supplemental form, if applicable;
- Notarized [Background Investigation Questionnaire](#);
- Notarized [Supplemental Investigation Questionnaire](#);
- Examination Score Report;
- [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 (<http://www.ssa.gov/online/ssa-7050.html>) for more information*

- Photo ID (driver's license, learner's permit, state ID or passport);
- [Child Support Certification Form](#);
- Original social security card;
- Original birth certificate, current passport or green card
- Proof of residence (utility bill, bank statement, lease or deed) or a typed notarized letter and bill from the person with whom you are residing;

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.

Applicants have one year to complete the submission of all documentation.

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 Inspector or Director license.

- If you pass the written exam and the background investigation, you will be notified in writing by the Department's Licensing & Exams Unit that you are eligible for an Agency Inspector or Director license.
- You will have one (1) year from the date of the letter to submit 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.
- You must make an appointment by calling the Licensing & Exams Unit at (212) 393-2259. Candidates without appointments will not be seen.