

REMINDER

Elevators: Inspection + Test Requirements – UPDATED

Effective January 1, 2014, the following new timeframes apply, pursuant to [Local Law 141 of 2013](#):

1. For Category 1, 3 and 5 inspections and tests, the reports with all applicable signatures must be delivered to the owner by the approved performing and/or witnessing agency within thirty (30) days of the test and must be filed with the Department of Buildings within 60 days of the date of the test by owner or its authorized designee. (NYC Administrative Code §28-304.6.5)
2. All defects found on Category 1 inspections and tests must be corrected within 120 days after the date of inspection and test, except all hazardous conditions must be corrected immediately. (§28-304.6.6)
3. An affirmation of correction must be filed within 60 days of the date of correction. (§28-304.6.6)

Also effective January 1, 2014, the requirements for a field inspection report and notation on the inspection certificate are changed, as per [Local Law 141 of 2013 \(§28-304.6.4\)](#):

1. When no witnessing agency is required, the performing inspector must complete and sign the field inspection and test report documenting all violating conditions, if any, and provide it to the owner or the owner's representative on the day of the inspection and test.
2. When a witnessing agency is required to perform Category 1, 3 and 5 tests as per Table N1 of the NYC Building Code, on the day of each inspection the performing inspector must complete and sign the field inspection and test report. The witnessing agency inspector must:
 - i. Review and confirm the field inspection report and sign it;
 - ii. Provide a copy of the report to the building owner or owner's representative;
 - iii. Add the inspection date and his or her signature over a stamp identifying his or her approved agency and approval number on the inspection certificate.

The field inspection report is found on page 2 of the ELV-3 report form and may be submitted in legible handwritten format.

**Bill de Blasio, Mayor
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