



Issuance #272

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
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Central Operations

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 26/90

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TO: Distribution

FROM: Robert Sanchez-Gomez 

DATE: December 10, 1990

SUBJECT: Elevator Replacement/Modification

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Supercedes: Operation PPN # 26/88

Purpose:

To provide criteria for the issuance of permit for certain Elevator Replacement/Modifications after limited review by Elevator Division Plan Examiners.

Acceptance Criteria:

If filing for review under this procedure, the application must be made by an Elevator Inspection Agency certified by this department. Only Elevator Replacement/Modifications filed for ordinary repairs and/or replacement of damaged, broken or worn parts, which are necessary for normal elevator maintenance, may be filed in conjunction with this procedure. The replacement parts must be of equivalent material, strength and design to the originals that are being removed. All materials and parts must correspond to the requirements of the ANSI Safety Code for Elevators and Escalators, the Building Code of the City of New York and the standards in Reference Standard RS18.

Filing and permit fees must be paid in full at the time of filing with the Elevator Division.

Any Elevator Replacement/Modifications which requires an electrical/mechanical safety load test may not be filed in conjunction with this procedure. No filing which necessitates an Elevator Alteration application may be submitted under this procedure.

### Certification of Work

If a certified Elevator Inspection Agency requests to file their Elevator Replacement/Modification for approval under these guidelines, they will certify the work as complete. After completion of the work they will file form ELV-3.

### Notification of Acceptance of Non-Acceptance:

The Elevator Division will check to ensure that the entire fee has been paid, that the elevator company that is filing the job is certified by this department and that all appropriate statements have been completed on the application. After this review by the Elevator Division Plan Examiners, the filing will either be accepted or not accepted under the above guidelines.

Notification to the applicant will be made within 3 working days via one of two methods:

1. Via Mail: The applicant must provide a self-addressed stamped envelope with the application. After review, either a permit or a list of objections will be mailed. Upon submission of the response to the objections, another self-addressed stamped envelope must be provided by the applicant.
2. Pick-up: If no self-addressed stamped envelope is provided, the applicant must pick up either the permit or objections directly from the Department of Buildings Elevator Division at a designated location.

### Verification:

The Department of Buildings Elevator Division will perform spot checks to verify compliance to ANSI and Building Code Standards, and to verify proper sign-off.

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