

## SERVICE UPDATE

### Elevator Compliance Filings to Launch in DOB NOW: *Safety*

Effective September 17, 2018, all new inspection/test reports and notifications for elevators and other related devices that are required to be performed in accordance with the schedule set forth in the 2014 NYC Building Code, Appendix K, Table N1 and §28-304.6 must be submitted online through DOB NOW: *Safety* at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow).

This applies to:

- Elevator Inspection/Test Reports (ELV3) for Category 1, Category 3, and Category 5;
- Elevator/Escalator Test Notifications (ELV36) for Category 1 escalators, Category 5 elevators and related devices;
- Affirmation of Correction (ELV29) for Category 1 unsatisfactory reports and PVT violations.

No paper filings will be accepted after August 31, 2018

- **By mail:** All paper filings submitted to DOB must be **postmarked no later than August 28**. Mailings received with a postmark beyond the August 28 deadline will be rejected and sent back to the applicant.
- **In-person:** The last day to submit paper elevator inspection/test reports, notifications or affirmations of correction filings on the 4<sup>th</sup> or 6<sup>th</sup> floor at 280 Broadway is August 31.

No filings can be submitted between September 1, 2018 and September 16, 2018

- No elevator inspection/test reports, notifications or affirmations of correction will be accepted by mail, in-person or online. If your filing is due in this period, you must submit the filing **before August 31**.

Late filings will be subject to civil penalties/late fees. Failure to file will result in full penalties per [1 RCNY§103-02](#).

#### Log Into DOB NOW: *Safety*

All Owners, Agency Directors and Inspectors need an [eFiling account](#) to submit filings in DOB NOW: *Safety*. If you need to register for an account, visit the Registration Information page at [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips) for assistance.

#### DOB NOW: *Safety* Training

DOB will conduct free training sessions to demonstrate how to use DOB NOW: *Safety* for elevator compliance filings. To register for an upcoming training and to view resources including a user manual go to [www.nyc.gov/dobnowtraining](http://www.nyc.gov/dobnowtraining).

To submit an inquiry about DOB NOW: *Safety*, visit [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp).

**POST UNTIL: December 31, 2018**