

SERVICE UPDATE

Elevator Permit Applications + Category 3&5 Inspections: Electronic Submission

Beginning September 7, 2015, the Elevator Unit will accept requests for copies of outstanding Elevator Permit Applications and requests for copies of outstanding penalties for Category 3 & 5 Inspections (Look-up sheets) via email only. Customer Service representatives will no longer accept these requests in person and will direct constituents to email these inquiries.

Email Submission Process

1. Email requests for copies of outstanding Elevator Applications and Category 3&5 Look-up Sheets to the following email addresses.
 - Copies of Elevator Applications: elepermitcopies@buildings.nyc.gov
 - Category 3&5 Look-up Sheets: elelookup@buildings.nyc.gov
2. For Copies of Outstanding Elevator Permit Applications
 - The Elevator Unit will conduct a search for outstanding permit application/s and send an email notification including the fees owed and instructions to resolve.

For Category 3&5 Outstanding Penalty Requests

- The Elevator Unit will calculate the fees owed and send an email notification of the amount due to the constituent.
3. Constituents should print the notice and present with payment to the cashier in person at 280 Broadway, 4th Floor, New York, NY 10007. Obtain payment receipt.
 4. To obtain copies submit payment receipt by email or in person at 280 Broadway, 6th Floor, New York, NY 10007.
 5. Once payment receipt is submitted, copies will be provided to the constituent and applicable violations will be dismissed.

Reminder: Building owners must have a Category 3&5 inspection and test within 3 & 5 years from the month of issuance of a final certificate for a new elevator or within 3 & 5 years from the month of the most recent Category 3&5 inspection and test performed on an existing elevator. For more information regarding inspection and filing deadlines, please read the rules of the [City of New York 1 RCNY 103-02](#).

Post until: October 31, 2015

Bill de Blasio, Mayor
Rick Chandler, P.E., Commissioner

elevatordivision@buildings.nyc.gov
nyc.gov/buildings