

## STEP 1: EXAM GUIDELINES

In order to obtain a **Private Elevator Inspection 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 particular 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 Inspector
- 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*

## STEP 2: APPLYING FOR YOUR LICENSE

You **must** pass a written exam [LIC41](#), in order to become a Private Elevator Inspection Agency Director. To do this you **must** complete the exam application, check the box that indicates you are applying as an Agency Inspector and submit the application with the \$525.00 fee, **payable by money order only**, to:

NYC Department of Buildings  
Licensing & Exams Unit  
280 Broadway, 1<sup>st</sup> Floor  
New York, NY 10007

## STEP 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 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.

## STEP 4: BACKGROUND INVESTIGATION

In order to become an Agency Inspector, you **must** also pass a background investigation by submitting the below documents **in-person and by appointment only** to the Department at:

NYC Department of Buildings  
Licensing & Exams Unit  
280 Broadway, 1<sup>st</sup> Floor  
New York, NY 10007

- [LIC2 License Application](#)
- [LIC34: Licensing Supplemental Affidavit](#), if applicable
- [LIC51](#) application

*NOTE: Applicants may fill out the [LIC51](#) Voluntary Authorization for Service of Process by email even if they reside within the City of New York and would like to receive Notices of Violation (NOV)/Summonses via email.*

- Notarized [Background Investigation Questionnaire](#)
- Notarized [Supplemental Investigation Form](#)
- Examination Score Report Form
- [LIC62: Physical Exam Form](#) **must** be completed within 90 days prior to application date
- [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 - this is **NOT** the Social Security Statement.

*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*

- Current Photo ID (Driver's license, State ID, permit, green card or passport)
  - [Child Support Certification Form](#)
  - Original Social Security Card
  - Proof of residence (utility bill, lease or deed)
- NOTE: Cell phone bills will not be accepted*
- Latest pay stub or W-2, if needed for qualifying experience
  - \$500.00 Background Investigation Fee – for questions pertaining to your background investigation or to find out the status, please send inquiries to [licensingbackgrounds@buildings.nyc.gov](mailto:licensingbackgrounds@buildings.nyc.gov).
  - 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.

## STEP 5: OBTAINING YOUR LICENSE CARD

Once you have passed the written exam and background investigation, you need to apply for your Agency Inspector license.

- If you pass the written exam and the background investigation, you will be notified in writing by the Department's Licensing and Exams Unit that you are eligible to apply for an Agency Inspector license.
- If this is a new elevator company you will be required to submit the following business documentation:

### INSURANCE REQUIREMENTS

All license holders **must** submit insurance certificates for general liability, worker's compensation and disability. Please read our [Insurance Guidelines](#) section for more information.

### FOR CORPORATIONS

- Copy of Certificate of Incorporation, certified by New York State Department of State
- Copy of Filing Receipt or Certificate of Good Standing
- Copy of by-laws or Articles of Agreement (if none, an affidavit on corporation stationery stating such)
- Copy of minutes stating the elected officers, including time, date and location of meeting

### FOR LIMITED LIABILITY CORPORATIONS (LLC)

- Copy of Filing Receipt or Certificate of Good Standing
- Copy of Articles of Organization
- Copy of Operating Agreement (if none, an affidavit on corporation stationery stating such)
- Copy of minutes stating the elected members
- Licensee **must** be an elected member of the LLC

You will have one (1) year from the date of the letter to begin submitting 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.