

## SERVICE UPDATE

### Inspection Ready: Pre-2014 Elevator Application (EA) or Elevator Building Notice (EBN) Applications

**Some elevator applications submitted prior to January 1<sup>st</sup>, 2014 may not include all related devices on the Inspection Ready system.**

If you are unable to locate devices on your elevator applications submitted prior to January 1<sup>st</sup>, 2014 in *Inspection Ready*, please follow the steps below:

- If you do not see your device in *Inspection Ready*, email the Elevator *Inspection Ready* team at [elevatorIR@buildings.nyc.gov](mailto:elevatorIR@buildings.nyc.gov) with the subject line "Pre-2014 Application".
- In that email, provide the EA or EBN for which you need an inspection. The Elevator Unit will give you a new EA or EBN number for your application.
- Once you receive the new application number you will be able to request inspections on your devices within 24-48 hours.
- Note: Requests for expedited appointments must follow the existing process. You must bring the email verification of your appointment to the 4<sup>th</sup> Floor with payment to see if the expedited request can be accommodated.

Note: EAs or EBNs reinstated or renewed after December 2015 were already issued a new number.

For information about *Inspection Ready*, please see <http://www1.nyc.gov/site/buildings/industry/inspection-ready.page>.

**POST UNTIL: May 31, 2016**