

Elevator Agency Director

All applications for original Elevator Agency Director licenses must be filed in person, by appointment only. To schedule an appointment, call 212-393-2259

ORIGINAL APPLICANTS MUST PROVIDE THE FOLLOWING (all documents must be original):

- Completed typed license application (LIC1) and LIC34 License Affidavit (If applicable)
- Original Social Security Card and photo ID (drivers license, NYS Non-drivers ID, current passport or green card)
- Latest Pay Stub or Latest W-2
- Proof of Residence (utility bill, lease, deed, bank statement)
- Original Birth Certificate or Current Passport or Green Card
- Two (2) 2" x 2" photographs (passport size)

RENEWAL APPLICANTS MUST PROVIDE THE FOLLOWING

- **Completed typed license application (LIC1)**
- One (1) 2" x 2" photographs (passport size)
- Insurance Certificates—General Liability, Workers Compensation and Disability

All licenses must be renewed 30-60 days prior to expiration date, otherwise you will be charged a late fee.

License renewals and changes must be completed by mail and include required fees (check or money order only—include your address on the check). Mail renewals to:

Department of Buildings Licensing Unit
280 Broadway, 6th Floor
New York, NY 10007

Concrete Testing Laboratories**ORIGINAL APPLICANTS MUST PROVIDE THE FOLLOWING**

- Completed typed and notarized license application (LIC1) mailed to OTCR, 280 Broadway, 7th fl, New York, NY 10007
- AAP inspection report from latest tour of inspections
- Copy of Director's photo ID (drivers license, NYS Non-drivers ID, current passport or green card)
- Copy of Director's PE/RA license and registration certificate
- Copy of Director's Social Security card
- Director's resume
- Copy of the ACI Field Testing Technician—Grade I certification (for all field technicians)
- Copy of ACI Concrete Testing Laboratory Technician—Level I certification (for all laboratory technicians)
- Proof of Insurance (General Liability with occurrence base of 1 million dollars and worker's compensation)

RENEWAL APPLICANTS MUST PROVIDE THE FOLLOWING

- Completed typed and notarized license application (LIC1) mailed to OTCR, 280 Broadway, 7th fl, New York, NY 10007
- CCRL or AAP inspection report from latest tour of inspections
- Provide letter (signed and sealed) from Lab Director outlining corrections to identified deficiencies in the CCRL (not applicable for AAP)
- Copy of Director's photo ID (drivers license, NYS Non-drivers ID, current passport or green card)
- Copy of Director's PE/RA license and registration certificate
- Director's Resume
- Copy of the ACI Field Testing Technician—Grade I certification (for all field technicians)
- Copy of ACI Concrete Testing Laboratory Technician—Level I certification (for all laboratory technicians)
- Proof of Insurance (General Liability with occurrence base of \$1 million dollars and worker's compensation)

Social Security Information Request

In accordance with Federal and State Laws, the New York City Department of Buildings requires that all applicants for licenses/license holders provide their Social Security Number (SSN). DOB will use the SSN to conduct background investigations and maintain accurate license and related records. This information may be shared with other government agencies, consistent with applicable laws and Departmental policy or with the SSN holder's written permission, but will otherwise be kept confidential. The specific statutory authority for requiring SSN's is in the following: Federal Law-Privacy Act of 1974 (Section 7 of P.L., 93-579); Welfare Reform Act of 1996 (42 USCA 666(a)), and Section 5 of the NYS Tax Law.

1 Application Type

- Select a transaction type: Original, Renewal, Reissue, Change.

2 License Number

- Complete if you are applying for a Renewal, Reissue, or Change.

3 License Type

- Select the type of license for which you are applying (e.g. Elevator, Concrete, Test Lab).

4 Agency Information

- Must provide the company's complete Name, address and telephone number of the current company employed by. Concrete Testing Laboratories please provide your P.E. and/or R.A. number in section 5.

5 Director Information

- The applicant must provide a complete set of information in this section. Provide last name, first name, middle initial, social security number, date of birth, home address, home telephone number, city, state, zip and Driver license information. **Mobile Telephone number is optional.*

6 Partner or Officer Information

- Provide the name, address, phone number, license number (if any), percent owned by each partner or officer and the title of each partner or officer.

7 Affiliation

- Complete this section only if you are doing work for more than one company/agency with this license type.
- Provide the name, address, city, state, zip, and phone number for the other company/agency not listed in Business Information Section (5) of this form.

8 Convictions and Fines

- Type an (X) in the appropriate box to indicate your answer to each of the questions in this section.
- If you answer "Yes" to any of these questions, you **MUST** complete the Licensing Supplemental Affidavit (LIC34) and attach to your completed License Application form (LIC1).
- **You do not need to include parking related offenses, however you must include parking related fines.**

9 Statements and Signatures

- All statements should be reviewed in detail in this section before it is signed and notarized.
- Print name, date and sign.
- All applications must be notarized. If application is not signed and notarized it will **NOT** be accepted.

License Fees

License Type	Original Fee	Renewal Fee	Late Fee	Reissue Fee
Director/Co-Director	\$100.00 (Check should not be submitted until DOB gives preliminary approval)	\$150.00	\$50.00	\$50.00
Elevator Inspector	\$50.00	\$75.00	\$50.00	\$50.00
Concrete Testing Lab	\$100.00	\$75.00	\$50.00	\$50.00