Elevator Applications: Post-Hurricane Repairs

All repair or replacement work to elevators damaged by Hurricane Sandy must be filed with the Department and comply with the below guidelines.

**Elevator Building Notice (EBN) Required**
To remove, dismantle, alter, repair or replace equipment for an existing device, the Department requires an EBN. To do this, submit an Elevator Application (ELV1 form). For assistance, review the Elevator Application instructions.

**Filing Minor Alterations**
Operations Policy and Procedure Notice 26/90 outlines self-certification requirements for contractors to sign-off on minor alterations to elevators. This is acceptable for minor work that does not require a test to be performed in the presence of a Department of Buildings inspector.

**Required Work Standards**
All emergency work, minor alterations and ordinary repairs must be performed according to the requirements outlined in 1 RCNY §28-105.4.1 and §28-105.4.2, as well as the American Society of Mechanical Engineers (ASME) A17.1/2003, as modified by Appendix K of the NYC Building Code.

For additional questions, contact the Department’s Elevator Division at SandyElevatorAppl@buildings.nyc.gov.