

REMINDER

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.