

Third-Party Elevator Inspection Pilot Program

From June 1, 2025, until December 31, 2025, DOB will allow approved elevator agencies to perform acceptance tests for new elevator installations, alterations, or modernization work. These acceptance tests must be performed in the presence of a witnessing elevator agency. The witnessing elevator agency cannot be affiliated with the elevator work or the approved elevator agency that performed the elevator work. A licensed Director, Co-Director, or Elevator Inspector from the witnessing elevator agency must be present while the acceptance test is being performed. Personnel hoists and amusement rides may not participate in this pilot program.

NOTE: The Department reserves the right to end this pilot program prior to December 31, 2025, or to amend the requirements of the program. This Industry Notice supersedes the Elevator Self-Certification Pilot Program Industry Notice distributed December 24, 2024.

Acceptance Tests for Elevator Filings Submitted in DOB NOW: **Build** after June 1, 2025

1. File the application as a **PPN** by answering **YES** to the question: *Are you filing this application as EBN/PPN?*
2. All work under the PPN permit must be performed under direct supervision of the approved elevator agency's Director or Co-Director listed on the permit.
3. A final inspection must be performed on the device by the approved elevator agency listed on the permit and witnessed by the Director, Co-Director, or elevator inspector from an approved elevator agency. **For minor work performed under PPN 26/90, a witnessing agency is not required.**
4. Notify DOB at least ten (10) calendar days before the final acceptance test/inspection and fill out the following form: <https://forms.office.com/g/jcLhLnADLB>
5. Upload an ELV44 form (Third-Party Certification of Elevator Acceptance Test Report) with no deficiencies at: <https://forms.office.com/g/PtcC1sJfbc>

Acceptance Tests for Elevator Filings Not Submitted as a PPN in in DOB NOW: **Build** before June 1, 2025

1. Notify DOB at least ten (10) calendar days before the final acceptance test/inspection by filling out the following form: <https://forms.office.com/g/jcLhLnADLB>
2. Login to **DOB NOW: Inspections** and:
 - a. Request an inspection. Click on **Important: Provide Additional Information by Clicking Here** and write **SC3** in the box for additional information; **and**
 - b. Upload an **ELV44: Third-Party Certification of Elevator Acceptance Test Report** form with no deficiencies as an **Additional Supporting Document**.
3. Upload an ELV44 form (Third-Party Certification of Elevator Acceptance Test Report) with no deficiencies at: <https://forms.office.com/g/PtcC1sJfbc>

For receiving inspection certificates/certificate of compliances, please email **elevatorcertifications@buildings.nyc.gov** with a completed ELV44 form and make a request. Section 3 of the ELV-44 form provides various device types that receive a certificate of compliance. A digital certificate of compliance will be generated by the Elevator Unit and emailed from **elevatorcertifications@buildings.nyc.gov**

Cancellation of Notification

To cancel a notification of a final acceptance test, email **elevatorcertifications@buildings.nyc.gov** the cancellation at least two (2) calendar days before the original scheduled inspection date.