

SERVICE NOTICE

Violations for Failure to File Report and Failure to File Affirmation of Correction for 2024 Elevator Inspection and Test Cycles

The Department of Buildings will issue violations in September and October 2025 for failure to file Category 1 elevator test reports and periodic inspection reports for the 2024 cycle, and failure to file by the due date an affirmation of correction for defects found during the 2024 cycle.

Search Violations & Make Payments

- Select **DOB NOW: Safety** and then **Violations** portal.
- From the dashboard select **+Violations Payments** and then **Elevators**.
- Search by violation number, device number, address or BIN. Select the violation, click **+Add** and then **Save** the application. Complete the **Statements & Signature** section and then select **Proceed to Pay** to complete the payment. Only one violation can be paid per application

Civil Penalty Waiver

- Select **DOB NOW: Safety** and then the **Violations** portal.
- From the dashboard select **+Civil Penalty Waiver** and then **Elevators**.
- Search by violation number, device number, address or BIN. Select the device number and associated violation (select up to five violations) and click **+Add**. Only 1 device and 5 violations can be submitted per application.
- Select the **Waiver Request Reason** and then **Save** the application. See [1 RCNY §103-02](#) for waiver information.
- Upload any required supporting documentation on the **Documents** tab.
- Complete the **Statements & Signature** section and **Save** the application again.
- Select the **Pay Now** button to submit the payment of **\$35.00** in the CityPay portal.

If the waiver is granted for any of the violations on the device, the violation status in DOB NOW will be updated to dismissed.

All payments are made in DOB NOW and can be paid by eCheck, credit card, PayPal, or Venmo. There is a 2% surcharge for credit card, PayPal, and Venmo payments. Payments made by eCheck may take up to 10 business days to process. **In-person and mail-in payments will not be accepted.**

For more information, visit nyc.gov/buildings and search for Elevator FAQs. For further assistance, submit an inquiry at nyc.gov/dobhelp.