

Elevator Self-Certification Pilot Program

Beginning January 1, 2025, and until further notice, the Department of Buildings will allow approved elevator agencies to self-certify their alteration and modernization work on an elevator in a multiple dwelling, or section of a multiple dwelling, that contains only one elevator.

Self-certification for elevator filings submitted in DOB NOW: *Build* after January 1, 2025

1. File the application as **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 by the approved elevator agency's Director/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 before the device is returned to service.
4. Notify DOB at elevatorcertifications@buildings.nyc.gov at least ten (10) calendar days before the final acceptance test/inspection with the date and time of the inspection.

Self-certification for elevator filings submitted in DOB NOW: *Build* as not PPN before January 1, 2025

1. Notify DOB at elevatorcertifications@buildings.nyc.gov at least ten (10) calendar days before the final acceptance test/inspection with the date and time of the inspection.
2. Login to **DOB NOW: Inspections** and:
 - a. Request an inspection. Write **SC** in the **Request Comment**; *and*
 - b. Upload an [ELV3: Elevator Inspection/Test Report](#) form with no deficiencies as an **Additional Supporting Document**.

Cancellation of Notification

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