

**RESCINDED BY BUILDINGS
BULLETIN 2024-003**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: Sept. 14, 1977

TO: Borough Superintendents

FROM: Jeremiah T. Walsh, P. E., Commissioner

SUBJECT: BUILDING NOTICES, PERMITS, APPROVALS AND INSPECTIONS -
DIRECTIVE NO. 14/75 - MODIFICATION #4 - ELEVATOR APPLICATIONS

PURPOSE: This modification is made to permit minor elevator applications to come under the purview of Directive 14 of 1975.

SCOPE OF MEMORANDUM:

A. Applications filed for new elevator installations or major alterations to existing elevators, as defined by Rule 1100.1a of the American Standard Safety Code for Elevators (A17.1-1965), Reference Standard RS 18-1, shall be filed on an Elevator application and be processed, examined and subsequently inspected in accordance with all present procedures, and shall not come within the scope of this memorandum.

Applications filed for the reconstruction of elevator enclosures, elevator shaft doors, changes in sheave beam reactions or any similar structural work shall be considered minor construction work and may be accepted on a B.N. application. (See Departmental Memorandum dated November 24, 1972, Volume 3, Page 714. of the Department Directives and Memorandums).

Such B.N. applications shall be filed by a registered architect or licensed professional engineer. (See Departmental Memorandum dated April 19, 1966, Volume A., Page A-38 of the Department Directives and Memorandums).

B. Applications filed for minor alterations to existing elevators, as defined by Rule 1100.1b of the American Standard Safety Code for Elevators (A17.1-1965) Reference Standard RS-1, or minor alterations to Esculators and Dumbwaiters shall be filed on a separate Elevator Building Notice Application.

Such applications may be filed by a registered architect or licensed professional engineer.

PROCEDURE FOR ELEVATOR APPLICATIONS OR ELEVATOR BUILDING NOTICE APPLICATIONS.

Directive No. 14 of 1975 is modified as follows:

1. FILING - No change.

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2. PROCESSING - a. Upon filing of an Elevator Building Notice application by a registered architect or licensed professional engineer, the applicant shall be directed to carry the application and plans to the Chief Elevator Inspector. Either the Chief Elevator Inspector or his designated assistant shall immediately review the application and plans to determine whether the proper type of application has been filed and whether a construction Building Notice application is required. When these items are satisfactory, the application shall be so marked. Otherwise, the application shall be marked to indicate why the application is unsatisfactory.

b. After review by the Chief Inspector or his designated assistant, and when the application has been found to be in satisfactory order, a check of the estimated cost shall be made and the fee computed. The applicant shall thereafter pay the fee at the cashier's window and receive the permit, upon producing evidence of workmen's compensation insurance and disability benefits insurance.

If the contractor or his representative is unavailable to obtain the permit, the applicant should request the Chief Elevator Inspector or his assistant to have the application found to be satisfactory to be marked "acceptable for permit" or the like, and returned to the Plan Desk, so that the contractor or his representative may continue the processing at another time. If the applicant wishes to have a verification of the fact that the application is ready for permit in the absence of the contractor, he should submit an extra application form and plans.

c. Only for the Borough of Manhattan and for applications where the professional applicant intends to obtain the permit on the day of filing, the following shall apply:

(1) The applicant shall be directed to carry the application and plans to the Chief Elevator Inspector prior to filing.

(2) After immediate review by the Chief Elevator Inspector or his assistant as to whether the proper type of elevator application was filed or whether a construction application is required, if the application is found unsatisfactory, it shall be so marked and items (3) and (4) below shall be inapplicable.

(3) If the application has been found to be in satisfactory order within the guidelines of this directive, a check of the estimated fee shall be made and the fee computed.

(4) The applicant shall thereafter officially file the application, and pay both the filing fee at the Cashier's window at one time and receive the permit, upon producing evidence of workmen's compensation insurance and disability benefits insurance.

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3. EXAMINATION, PROGRESS AND LIMITATIONS. This procedure shall be followed for all Building Notice applications and Elevator Building Notice applications that are filed by registered architects or licensed professional engineers, except when examination is requested in writing by the applicant. When so requested, the application shall be examined when reached in turn, according to date of filing. Applications that are not filed by a registered architect or licensed professional engineer shall be examined completely, and permits shall not be issued until the applications are approved.

4. POST PERMIT REVIEW. After issuance of permits, applications will be checked for compliance with applicable laws as the work load and availability of elevator examiners permit, as determined by the Borough Superintendent. Examination of an application so selected shall be complete. Where non-compliance is found, corrective action shall be required. Applications shall be selected at random so as to provide representative sampling. The number of samplings shall be sufficient to permit the Borough Superintendent to be informed as to the extent of compliance with such applications.

5. INSPECTIONS. For Building Notices and minor elevator alterations filed on an Elevator Building Notice Application, when an owner or lessee responsible for performance of the work elects to do so, he may employ a registered architect or licensed professional engineer to make inspections during progress of the work and upon completion. In such case, the owner or lessee shall notify the Building Department of the name and address of such architect or engineer. Where any work is found not in compliance with the plans or not in compliance with applicable laws, it shall be corrected and if not corrected, the department shall be notified by the architect or engineer and a violation requiring elimination of the defective work shall be filed. Except when such notices are received, inspections by department inspectors will be made on a random basis, as staffing permits.

Upon receipt of the certification of completed B Form 23A by the professional that inspected the work, personnel designated by the Borough Superintendent should promptly send out the completion letter (standard form attached), without any necessity for approval of B Form 23A, provided:

(1) No controlled inspection, or mandated department inspection was involved, and

(2) The professional notes that there was no exception to compliance with approved plans and applicable laws, and

(3) The B Form 23A is stamped as received by the department. In all other instances, review of the B Form 23A, and approval thereof is required before the completion letter may be sent out.

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6. REVISIONS. No change.

7. LIMITATIONS. This directive shall be applicable to all applications filed for work relating to elevator shaft and appurtenances and for minor alterations to existing elevators filed by a registered architect or licensed professional engineer. Inspections by a registered architect or licensed professional engineer is limited to such work.

8. PLANS AND STAMPING. No change.

9. FEES. No change.

10. Fairs and Carnivals. No change.

11. Fire Safety Applications. No change.

12. Porough Superintendents may authorize modification of the above mentioned procedures and details consistent with the intent of this directive in order to resolve any unforeseen problems that may arise.


Jeremiah T. Walsh, P. E.
Commissioner

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cc: Deputy Comm. Jenkins
Asst. Comm. Parascandola
Executive Staff
BOAC
Industry
Nat'l Assn. of Elevator Contractors
N. Y. Elevator Assn.