

SERVICE NOTICE

Elevator Sign Off for Occupancy Requests

Beginning Monday, May 23, 2022, requests for Elevator Sign Off for DOB NOW jobs are required to be submitted in **DOB NOW: Build** as part of the Certificate of Occupancy request.

To request Elevator Occupancy Sign Off for a DOB NOW job, use the Filing Action menu on the Job Filings dashboard or the Elevator Occupancy Sign Off tab within the New Building or Alt-CO filing. If there are multiple elevator job numbers, a separate request is required for each job number. Requests for Elevator Sign Off are required even if the building does not include an elevator. Submit the Elevator Sign Off request before the Certificate of Occupancy request is submitted.

Job Filings

Filter My Jobs ▾

View	Filing Action	Job#	Filing#	Job Type	Filing Type	
<input type="checkbox"/>	Select Action: ▾	S00406678	I1	ALT-CO - New Buildi	New Job Filing	Permi
<input type="checkbox"/>	Select Action:		I1	ALT-CO - New Buildi	New Job Filing	Chief
<input type="checkbox"/>	Create Work Permit		S1	ALT-CO - New Buildi	Subsequent Filing	Pre-fil
<input type="checkbox"/>	L2 (Civil Penalty Review)		P1	ALT-CO - New Buildi	PAA	Apprc
<input type="checkbox"/>	PAA (Post Approval Amendment)		I1	ALT-CO - New Buildi	New Job Filing	Apprc
<input type="checkbox"/>	Request One Safety		I1	ALT-CO - New Buildi	New Job Filing	Apprc
<input type="checkbox"/>	Request Elevator Sign Off		I1	ALT-CO - New Buildi	New Job Filing	Apprc
<input type="checkbox"/>	Subsequent Filing		I1	ALT-CO - New Buildi	New Job Filing	Apprc
<input type="checkbox"/>	Supersede		I1	ALT-CO - New Buildi	New Job Filing	Pendin
<input type="checkbox"/>	View Work Permits		S1	ALT-CO - New Buildi	Subsequent Filing	Pre-fil
<input type="checkbox"/>	Withdrawal		S1	ALT-CO - New Buildi	Subsequent Filing	Pre-fil
<input type="checkbox"/>	Select Action: ▾	B00390858	P1	ALT-CO - New Buildi	PAA	Apprc
<input type="checkbox"/>	Select Action: ▾	S00406642	S4	ALT-CO - New Buildi	Subsequent Filing	Pre-fil

X00403146-I1
Elevator Occupancy Sign Off

- Plans/Work (PW1)
- Zoning Information
- Scope of Work ▾
- Schedule of Occupancy
- Cost Affidavit (PW2)
- Technical Report ▾
- Technical Report (TRL/4/5/SH)
- Technical Report (TR8) - Energy Code
- As Built Energy Analysis (EN2)
- Documents
- Work Permit (PW2)
- Elevator Occupancy Sign Off**

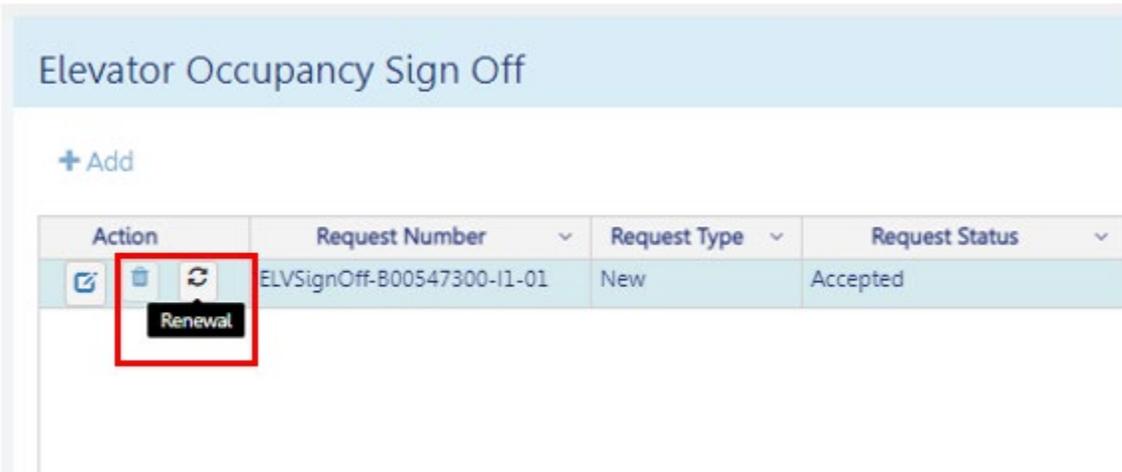
+ Add

Action	Request Number	Request Type	Request Status	Requester
Total Items: 0				

Once the Elevator Sign Off request is submitted, an email notification will be sent to the requestor with the status and one of the below statuses will be visible on the Building Schedule of Occupancy in the [DOB NOW Public Portal](#).

Elevator Occupancy Signoff Dispositions	Elevator CO Signoff value populated on the BIN Schedule of Occupancy	Expiration Date
Temporary	Temporary	Expires 90 calendar days in the future from approval date.
Final	Final	Expires 1 calendar year in the future from approval date.
Reject	Rejected	Applicant will need to create a new request to resubmit.
Applicant indicated that no elevator device exists in the BIN	No device present	Applicant will not be required to submit additional requests to renew COs

If the Elevator Sign Off request expires, a new request is required and is made on the Action column of the initial Elevator Occupancy Sign Off request:



To submit an Elevator Sign Off request for a BIS job, continue to submit the request to the help form at www.nyc.gov/dobhelp. Select Module: Build; Work Type: Elevators; Question Category: Elevator Temp/Final CO Signoff.