



TOWN of GREENBURGH
 DEPARTMENT OF BUILDINGS
 177 HILLSIDE AVENUE, GREENBURGH, NY 10607
 (914) 989-1560 Fax (914) 989-1573
www.GreenburghNY.com email: building@greenburghNY.com

APPLICATION FOR CERTIFICATE OF OPERATION NEW INSTALLATION ELEVATOR/CONVEYANCE

The following items must be submitted in order to obtain an elevator/conveyance certificate of operation permit . . .

1. A **complete** application.
2. Copy of Detailed Inspection Report – including statement that elevators are safe to use
 (inspection must be performed no later than 3 months prior to submission of application – checklist available online)
3. Check, or Money Order Made Payable to “Town of Greenburgh” for \$100.00 per elevator

SUBJECT PROPERTY INFORMATION

Street Address _____ City _____ Zip _____
 Parcel ID: _____ Sec. ___ Vol. ___ Sheet ___ Block ___ Lot(s) _____
 Town Tax Account # _____ Use of Building: _____ # of Floors: _____

OWNER/LESSEE INFORMATION

Owner _____ Phone # _____
 Address _____ City _____ State _____ Zip _____
 Lessee/Manager _____ Phone # _____
 Address _____ City _____ State _____ Zip _____

ELEVATOR/CONVEYANCE INFORMATION

HYDRAULIC CABLE TRACTION Use (FREIGHT, PASSENGER): _____
 MANUFACTURER: _____ MODEL _____ CARRYING CAPACITY: _____
 LOCATION OF ELEVATOR: _____ USE OF BUILDING (APT/CONDO/COMMERCIAL) _____
 INSPECTION COMPANY: _____
 ADDRESS: _____
 INSPECTOR'S NAME: _____ INSPECTOR'S TOWN PERMIT # _____
 INSPECTOR'S SIGNATURE: _____ DATE: _____

 Signature of Applicant/Owner

 Print Name and Title

Reviewed by: _____

Date: _____