



Building Department CHECKLIST FOR ELEVATOR PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number, and DPCR #
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Commercial/Residential
- Note the type of material being used
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Plans signed and sealed by a licensed Architect/Engineer. (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal and are securely stapled and coincide with one another.) or digitally stamped signed and sealed plans. See our website for online submittals.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Affidavit

NEW ELEVATOR INSTALLATION:

The following is required for review of new elevator installation:

- Provide a completed Affidavit of Elevator Plans Code Compliance form.
- Building floor plan that indicates the location of the hoistway and machine/control room. If no machine/control room is provided, indicate location of Test and Inspection Panel.
- Final layout drawings to include the following in addition to the layout data specified in ASME A17.1-2.28 for electric elevator and ASME A17.1-3.28 for hydraulic elevators: rated speed, capacity, total travel, floor elevations, hoistway doors arrangement of equipment in machine/control room or control spaces, location of machine/control room or control space ventilation equipment; type of controller, machine, governor and means provided for ascending overspeed and unintended movement.
- Fixture drawings to include care station, hall stations, communication failure reset switch and indicator, Phase I fire recall switch and indicator. When required or provided, include: hall direction indicators, hall position indicators, emergency power selector switch, emergency power indicator, lobby panel located in the fire command room and any additional information specific to Fire Service Access elevators when Fire Service Access elevators are required. Cab lighting. Provide supporting documentation for flame spread and smoke development requirements as required by ASME A17.1-2.14.2.1.1 and 2.15.8.
- If picture frames, graphic display boards, plaques, or similar visual displays are mounted

inside the car, provide a detail showing the dimensions, type of material, mounting location, and fastener that is being used to secure the item.

- Electrical detail that includes location and size of the following: mainline breaker or fused mainline disconnect switch, car lighting breaker or fused disconnect, utilization equipment breaker or fused disconnect. Specify if the unit operates on emergency standby power or battery backup as required.

ELEVATOR ALTERATION OR REPAIR:

Note: A repair or replacement of equipment, parts, components, or subsystems that requires inspection, tests and independent witnessing in other section of ASME A17.1, A17.3 and A18.1 shall require an elevator construction permit. Only the items below that are part of the alteration or repair are required to be submitted.

- Provide a completed affidavit of Elevator Plans Compliance form.
- Include on permit application a description of work being performed and list each ASME A17.1-8.7 code requirement that is applicable to the alteration.
- Final layout drawings to include rated speed, capacity, hoistway doors, arrangement of equipment in machine/control room or control space, location of machine/control room or control space ventilation equipment; type of controller, machine, governor and means provided for ascending overspeed/unintended movement.
- Cab layout drawings to include car door, wall handrails, ceiling, platform, cab ventilation and lighting. Provide supporting documentation for flame spread and smoke development requirements as required by ASME A17.1-2.14.2.1.1 and 2.15.8.
- Fixture drawings to include car station, hall stations, communication failure reset switch and indicator, Phase I fire recall switch and indicator, emergency power switch and indicator. When required or provided, include: hall direction indicators, hall position indicators, emergency power selector switch, emergency power indicator and lobby panel located in the fire command room.
- Provide detail for car top and counterweight sheaves, if being added or altered.
- Electrical detail that includes location and size of the following: mainline breaker or fused mainline disconnect switch, car lighting breaker or fused disconnect, utilization equipment breaker or fused disconnect. Specify if the unit operates on emergency standby power or battery backup as required.

NEW ESCALATOR OR MOVING WALK INSTALLATION:

The following is required for review of new escalator and moving walk installations:

- Provide completed affidavit of Elevator Plans Code Compliance form.
- Building floor plan that indicates the location of the escalator or moving walk within the building.
- Final layout drawings to include rated speed, capacity, angle of inclination, rise, wellway, and step dimensions, escalator handrail dimensions, guardrail dimensions, lower and upper landing detail that includes safety zone.
- Provide detail showing noncombustible material being used to enclose the exterior of the trusses.
- Details and drawings of guardrail, when guardrails are required or provided.
- Details and drawings of draft curtains, when draft curtains are required or provided.
- Electrical detail that includes location and size of the mainline breaker or fused mainline disconnect switch.

NEW PLATFORM LIFT INSTALLATION:

- Provide a completed affidavit of Elevator Plans Code Compliance form.
- Building floor plan that indicates the location of the runway.
- Final layout drawings to include rated speed, capacity, type of driving system, total travel, floor elevations, runway doors and required signage.
- Platform layout drawings to include platform, walls, handrail and controls.
- Electrical detail that includes size and location of the following: mainline breaker or fused mainline disconnect switch and runway lighting. Specify if the unit operates on emergency standby power or battery backup.

NEW DUMBWAITER INSTALLATION:

The following is required for review of new dumbwaiter installations:

- Provide a completed Affidavit of Elevator Plans Code Compliance form.
- Building floor plan that indicates the location of the hoistway.
- Final layout drawings to include the following in addition to the layout data specified in ASME A17.1-7.2.13 for electric dumbwaiters and ASME A17.1-7.3.12 for hydraulic dumbwaiters: rated speed, capacity, type of driving system controller location, total travel, floor elevations, hoistway doors and car door.
- Electrical detail that includes size and location of the following: mainline breaker or fused mainline disconnect switch.

NEW MATERIAL LIFT OR VERTICAL RECIPROCATING CONVEYOR (VRC) INSTALLATION:

The following is required for review of new material lift and VRC installations:

- Provide a completed Affidavit of Elevator Plans Code Compliance form.
- Building floor plan which indicates the location of the hoistway.
- Specify if the unit was designed to comply with and is to be inspected to ASME A17.1 or ASME B20.1.
- Final layout drawings to include rated speed, capacity, type of driving system, controller location, total travel, floor elevations and hoistway doors.
- Car layout drawings to include walls, platform and gate detail.
- Electrical detail that includes size and location of the following: mainline breaker or fused mainline disconnect switch.

NOTES:

- If located in a special flood hazard area (SFHA), the application is subject to review for flood regulations.
- Fire Department review may be required – If required, the permit packet will simultaneously be reviewed by the Fire Department – additional fees will be charged by Fire Department and paid directly to the Fire Department.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.