



CHERIE K. BERRY
COMMISSIONER

JONATHAN R. BROOKS
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

DATE: November 23, 2005

MEMO TO: All Elevator Companies

RE: Expiration Date for Application to Install and Certificate of Contract Cost

Please be advised of your company's requirement to insure that all applications for new or repair/alterations currently approved and on file in this office do not expire. As you remember, the Bureau began putting expiration dates on all applications processed and approved effective May 1, 2005.

If an inspection is requested on a unit with an expired application, the inspection will not be scheduled. Your office must review your files. If you should find that you have any expired applications or applications that may expire before completion of the installation, please respond to our office in writing requesting an extension. This letter must contain all pertinent information contained on the application.

Please note that installing or repairing equipment with an expired application date will be subject to penalty.

If you have any questions, please contact our office.

Respectfully,

Thomas Chambers
Assistant Bureau Chief

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