



CHERIE K. BERRY
COMMISSIONER

JONATHAN R. BROOKS
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

January 5, 2009

MEMO TO: All Amusement Device Companies

RE: Pre-payment for amusement device inspections

Effective immediately, the Elevator and Amusement Device Bureau will implement a **pre-payment procedure for all requested inspections** on amusement devices.

Each company will be required to submit a Location Notice as in the past, 10 days prior to the date requested, and prepay the inspection fee before the inspection will be scheduled. Companies shall be required to submit a Location Notice for their company regardless if they are booking in with another company. Once a request for inspection is made, our staff will confirm the company's insurance and, if required, that N.D.T testing is required. Then the request is handed over to our Budget Division for collection of the fee. Companies must make payment to the budget office before the inspection is scheduled.

The Bureau is currently reformatting the Location Notice where additional information will be requested. A complete outline and flow chart will be posted on our website this week for all companies to review. I have also attached height restrictions by manufacturer and ride name for Inflatables as well as Hard Rides for your information.

Again, this new program is part of other changes regarding our day to day processes. Companies will be contacted as those changes are to be implemented.

Respectfully,

Thomas M. Chambers
Assistant Bureau Chief

/nfv

Cc: Inspectors/Supervisors