



**CHERIE K. BERRY**  
COMMISSIONER

**JONATHAN R. BROOKS**  
BUREAU CHIEF  
ELEVATOR AND AMUSEMENT DEVICE BUREAU

**MEMO TO: ELEVATOR COMPANIES & INSPECTORS**

**DATE: July 9, 2008**

**FROM: JONATHAN BROOKS**  
**BUREAU CHIEF**

**RE: PERMITS FOR HOISTWAY LANDING & CAR SILLS & DOOR  
FRAMES**

When installing hoistway landing sills, car sills and door frames there shall be a permit applied for before performing the work.

If you have any questions please do not hesitate to contact me.