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TO: All Elevator Companies

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The purpose of this memo is to clarify when a permit is required and when one is not required on specific situations.

- **Changing Victrollic Fittings:** If a fitting is changed and only a fitting is changed, there is **No permit required.**
- **Re-routing of an oil line:** If an oil line is re-routed either from underground to above ground, or a change is made from a flexible hose to hard piping, or if a flexible hose is changed for another flexible hose, or there is a ninety added to the line for any reason, **a permit is required. No weights will be required; however, there shall be a no load test performed.**
- **Replacing a muffler:** When a muffler is replaced in hydraulic line, **No permit is required.**
- **Replacing of a mechanical safety edge:** When a mechanical safety edge is replaced with a door curtain (i.e. pana forty, door edge) or any other device other than a mechanical safety edge, **a permit is required.** If a mechanical safety edge is replaced with another mechanical safety edge, **No permit is required.**
- **Security added to an elevator:** If security is added to an elevator where the elevator does not have fire service, **No permit is required.**
- If security is added to an elevator that has fire service a **permit is required.**

- If security is added to an elevator and is only added to the hall stations, **No permit is required.**
- If the device is changed that supplies the security (i.e. card readers, key switch) and is changed from one to another one, **no permit is required.**
- **Replacing a hydraulic valve: A permit is required--no exceptions.**
- **Replacing fire system in a building:** When a fire system in a building is replaced and there is no change in the elevator fire recall, **No permit is required.**
- **Installing a new elevator in an existing building:** When a new elevator is installed in a building where other elevators are already there and those elevators have fire service; **All fire service key switches must be the same.**
- **Single Bottom Cylinders:** Shall be addressed when a major alteration is completed on the unit. It is assumed that units installed prior to 1970 have a single bottom cylinder. These situations can be addressed in two different manners.
  - 1) Safeties can be installed on the elevator or a life jacket can be installed on the piston of the elevator.
  - 2) The cylinder can be replaced.
- **There shall be a bi-annual no load test done on all single bottom cylinders located in the state and records kept per A17.1**

This document is an attempt to clarify specific circumstances. If you have a question on whether or not a permit is required, please look in **appendix L** of the ASME A17.1 or call the Raleigh office. All inspections and permits are subjected to field inspection.

Please check our website periodically for updates to this document as it is subject to change without notice due to code changes or Bureau policy changes.

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