



CHERIE K. BERRY
COMMISSIONER

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BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

DATE: March 26, 2008

MEMO TO: Elevator Companies and Elevator Inspector

RE: Construction Permits

Effective April 1, 2008 and pursuant to the North Carolina Administrative Code 13 NCAC 15.0303 (a) through (e), all elevator companies shall post the construction permit on the inside of the controller door on all new jobs. Before the acceptance inspection will take place, the elevator inspector will ensure that the permit is posted as stated above. If not, the inspection will end, the fee will be charged and a compliance inspection will have to be schedule at a later time.

13 NCAC 15 .0303 CONSTRUCTION PERMITS

(a) Before erecting or constructing a new elevator, dumbwaiter, workman's hoist, escalator, moving walk, stairway inclined lift, or vertical wheelchair lift, or before moving such an apparatus from one location to another, or before making alterations to existing equipment, the owner or his authorized agent shall obtain a permit from the Director. The owner or his authorized agent shall submit an application for a permit accompanied by duplicate plans and drawings showing the proposed construction, type of equipment and mode of operation. The application to install which consists of the original and three copies shall include the following information:

(1) Name and address of architect, owner, and installer;
(2) Type and design of equipment;
(3) Pertinent information as to the location of the equipment and such specifications as required by the Elevator Safety Code.

(b) Upon finding that the application is in compliance with the regulations of this Chapter, the Director will issue a permit, subject to final field inspection.

(c) The permit shall be posted in a conspicuous place on the job site prior to the start of any work to be done.

(d) Upon receiving information indicating violation of this Rule, the Director may cause the stoppage of all work on that job until a hearing, pursuant to the provisions of the Administrative Procedure Act, N.C. General Statutes, Chapter 150B Article 3 can be held to determine the reason for the violation.

(e) The operation or use of any new, altered, or relocated equipment subject to the Elevator Safety Code other than by the installer acting under the authority of a construction permit is prohibited until such equipment has passed tests and inspections as required by Rule .0305 of this Section and a certificate to this effect has been issued in accordance with Rule .0306 of this Section.

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For all other jobs, the elevator company's representative shall show the elevator inspector the construction permit that was issued for the work. This shall be done prior to the inspection beginning. If the construction permit can not be produced on site, the inspection is over, the inspector will leave and the fee will be charged for the inspection.

On new jobs, alteration and repair jobs, the elevator company may post or present a Xerox copy of the permit for the job being inspected.

We have made exception to (a) regarding copies. We do not need duplicate copies of the drawings and do not require three copies of the application. Please continue this process as you currently do.

If you have any further questions or concerns, please do not hesitate to contact me.

Respectfully,



Jonathan Brooks

Bureau Chief

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