



**CHERIE K. BERRY**  
COMMISSIONER

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

DATE: August 15, 2006

MEMO TO: Elevator Companies

FROM: Jonathan R. Brooks  
Bureau Chief

RE: Plans, Drawings, Specs with New Applications/Alterations-Repairs

As some of you may know, our Bureau is transferring over to a new computer system for maintaining data related to elevators in the state. As we transform to handling most business online, there will be some changes as to paper copies received as well as sent from our office. As of August 15, 2006, we will require only one copy of drawings/specs to be attached to new applications and repairs/alterations. This copy will be approved by this office and filed with this office. You will continue to receive an approved application as well as a letter stating approval for your project. We will discontinue returning any extra drawings to the requesting company.

As we continue to become more efficient and convenient for you; our customers, our goal is to reduce paper, streamline procedures and simplify paperwork. We hope that you will send us any ideas or needs that would make your jobs easier.

Thank you.