



CHERIE K. BERRY
COMMISSIONER

JONATHAN R. BROOKS
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

TO: ALL ELEVATOR COMPANIES

DATE: April 4, 2005

SUBJECT: Expiration Date for Application to Install and Certificate of Contract Cost

Effective May 1, 2005, all **APPLICATION TO INSTALL AND CERTIFICATE OF CONTRACT COST** forms, processed by the Elevator and Amusement Device Bureau will have an expiration date of one (1) year from the date the application is approved by our office. Any application expiring after the one (1) year time period will be considered null and void. Consideration will be given to jobs where multiple units greater than five (5) are to be installed. For these jobs, the application will be held for a period of two (2) years. When you receive your copy of the new application and the **PERMIT FOR INSTALLATION OR ALTERATION**, they will be clearly marked with the expiration date.

It is the responsibility of the submitting company to monitor the expiration dates to insure compliance. Upon reaching the expiration date and the equipment has not been installed, the company will be required to reapply for another permit. If the equipment is installed after the application has expired, the submitting company will be subject to fine under the new penalty procedures for installing equipment without a permit.

If you should have any questions concerning the above, please do not hesitate to contact me.

Respectfully,

Thomas M. Chambers
Assistant Bureau Chief