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License Information

Elevator Permits

Elevator Licenses

Professional Licenses

Laws, Rules & Codes

Florida Statutes

Florida Administrative Code

Florida Building Code

Department's Online Services

Apply for a License
Web portal to apply for a new license or permit.

Maintain Your License
Online account to maintain or renew your license.

Customer Contact Center
Submit an email correspondence.

All issues of Elevator UPdate can be viewed our [Elevator News](#) webpage.

Adjusting to Change is Ongoing Challenge

The Bureau has undergone a significant number of changes within the past two years. Since my appointment to Chief, two retirements resulted in a new Deputy Bureau Chief, Office Manager, and Administrative Assistant III. We will soon have a new Compliance Manager.

We have implemented multiple changes to our operations that impacted variances, application submissions, license processing, and Notice of Monitoring Inspection responses, with more operational changes to come. We communicate changes on our website, at Advisory Council meetings, by attending Elevator Association of Florida meetings, and through this newsletter – which is another change.

I recently read two quotes about change. Woodrow Wilson said "If you want to make enemies, try to change something." But, I prefer to follow Socrates' idea that "The secret of change is to focus all of your energy, not on fighting the old, but on building the new."

I hope you will work with us as we focus our energy on building the new and creating change for the better.

Sincerely,

Michelle Comingore, MPA
Chief, Bureau of Elevator Safety

Changes Coming to License Applications

The Division is working on multiple changes relating to the Bureau of Elevator Safety license applications, including how applications are accepted, how permits are issued and managed, and collecting additional information. These improvements have started and will be completed within two years.

You may have already experienced one – how applications are accepted. The Division stopped accepting applications by email for any license that can be applied for online. Applications for permits to alter are not available online at this time and can be submitted by email, but they are printed and processed in the order received with applications received by mail. In the future, all applicants will be referred to the department's licensing portal as we work to have all applications available online, including permits to alter.

To enable online permits to alter, we need to change how we record and manage permits in our license management system. The planned improvement will increase control over permits and provide more public information about existing permits. Stay tuned for more information.

The third planned change will be happening within the next few months. We are adopting new forms to collect license mailing information separate from the owner information. This will allow the building management or contact person to receive license-related mail, while assigning ownership and legal responsibility to the elevator owner, as required by statute. Additionally, licenses will be issued to owners, with the building name and elevator designation (such as "A" or "1") being listed as a "DBA".

Direct Supervision Required by Statute, Defined in Rule

Florida law allows elevator personnel who are not licensed by the Division to construct, install, maintain or repair elevators in Florida, as long as they are under the direct supervision of a certificate of competency holder. These personnel working under direct supervision are called “elevator helpers” and are subject to the basic requirements of Florida law.

If someone is found constructing, installing, maintaining, or repairing an elevator without direct supervision, then that person is not an elevator helper, but is considered unlicensed elevator personnel. The Division issues citations, with fines up to \$1,000, for unlicensed activity to the person performing the work without the required license.

So, what is direct supervision? That term is defined in the Division’s administrative rules, specifically Rule 61C-5.008(7), Florida Administrative Code. According to that law, “direct supervision means a certificate of competency holder supervising an elevator helper as set forth in section 399.01(15), Florida Statutes, is within physical proximity of the person being directly supervised such that timely observation and evaluation of the work being performed is facilitated to ensure the work is completed in accordance with applicable statutory and administrative code requirements.”

WHAT THE LAW SAYS:

Section 399.001, Florida Statutes

... Elevator personnel performing work covered by the Florida Building Code must possess documented training or experience or both and be familiar with the operation and safety functions of the components and equipment. Training and experience includes, but is not limited to, recognizing the safety hazards and performing the procedures to which they are assigned in conformance with the requirements of the Florida Building Code.

Section 399.01, Florida Statutes

(15) “Elevator helper” means a natural person performing work under the direct supervision of an elevator certificate of competency holder to construct, install, maintain, or repair any vertical conveyance.

Unlicensed Activity is Costly – Check Your Status Today!

Is your license current? Do you have a permit for that installation, alteration, or relocation? If not, you are subject to a citation and fines up to \$1,000 per occurrence.

Don’t risk getting caught without a valid license. Find out if your license is current on our website at www.MyFloridaLicense.com. Contact us if you have questions about obtaining a current license.



Navigating the Inspection Report - Violations

The following information is a brief overview only. For detailed information on inspection reports, please see the [Step by Step Instructions for Completing the Elevator Inspection Report](#) posted on our website.

The middle of the inspection report contains nine boxes to list the violations found during an inspection. This section must be filled out – both written and bubbled – to record and report any violation of the elevator safety codes and related Florida laws observed during any type of inspection.

Each violation box is identified as “Violation 1” through “Violation 9.” The violation is recorded in this section as an alphanumeric code containing one letter and three numbers. The letter indicates the type of elevator – E for electric, H for hydraulic, S for escalator, M for moving walk, and O for other. The three-digit code identifies the type of violation and is listed on the back of the inspection report.

The inspector writes the alphanumeric violation code in the blank space provided in the violation box and bubbles the corresponding letter and numbers. This bubbled code is used to record the violation into our license management system. If the code is not bubbled, the violation will not be recorded under the license record. The violation is described in the comments box, to be discussed in more detail in the October issue.

VIOLATION 1			
E	0	0	0
H	1	1	1
S	2	2	2
M	3	3	3
O	4	4	4
	5	5	5
	6	6	6
	7	7	7
	8	8	8
	9	9	9

Hot Topic Q&A - Continuing Education Certificates

Q. What information is needed on a continuing education certificate to obtain credit for the hours?

A. Florida law requires an elevator continuing education certificate contain the following information: the time and date of the course session, name of the course, number of course hours attended, the course provider's name and provider number assigned by the department, the course instructor's name and signature, and the course identification number assigned by the department. Please review the certificate for the continuing education you have completed to make sure that it has *all* of the required information. If not, contact the course provider to obtain a corrected certificate.



Division Transitioning to Digital Inspections and New Report Form

For years, the Division's elevator inspectors have been recording inspection results on the same form that many in the industry use – DBPR Form HR 5023-003. However, we are now preparing to transition our inspectors to a digital inspection report that will be filled-out electronically on an iPad and printed in the field after it is completed. This new inspection report will be rolled-out to the field in stages, with a goal of statewide use by December 2017. Elevator owners and personnel will start seeing this new report form as early as July, depending upon their location in the state.

The sample form below shows the basic format of the Division's new inspection report. The final adopted report may differ slightly. New information that is not currently recorded on the inspection report will be provided on this report, including the reinspection date by which cited violations must be corrected, the owner name and building name, and the elevator license expiration date. Violations are noted as "OUT" of compliance, and specific violation descriptions are listed at the end of the report.

STATE OF FLORIDA
DIVISION OF HOTELS AND RESTAURANTS
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
www.myfloridalicense.com

License Expiration: August 1, 2017
Owner Name: ELEVATOR OWNER LLC
Location Address: 12324 MAIN STREET ANYWHERE, FL 32399

Telephone Number: [Blank]
Inspection Type: Elevator Compliance Monitoring

Inspection Date: Jun 19, 2017 13:16
License Number: 999999 Rank: ELEV
Business Name: BUILDING NAME HERE
License Type: Elevator

Reinspection on or After: September 17, 2017 at 8:00:00 AM EDT

FAIL - FOLLOW-UP INSPECTION REQUIRED:

Inspector determined violations exist, but do not present an imminent threat to public safety. If violations are cited, this report constitutes an Order to Correct as outlined in s. 399.06(4), Florida Statutes. Violations cited must be corrected within 90 days in accordance with s. 399.105(4), Florida Statutes. **ORDER TO CORRECT:** Violations cited must be corrected by date noted on inspection form.

INSIDE OF CAR	
101 Door Reopening Device	102 Stop Switches
103 Operating Control Devices	104 Sills and Car Floor
105 Car Lighting and Receptacles	106 Car Emergency Signals
107 Car Door or Gate	108 Door Closing Force
109 Power Closing of Doors or Gates	110 Power Opening of Doors or Gates
111 Car Vision Panels and Glass Car Doors	112 Car Enclosure
113 Emergency Exit	114 Ventilation
115 Signs and Operating Device Symbols	116 Rated Load, Platform Area, and Data Plate
117 Standby Power Operation	118 Restricted Opening of Car or Hoistway Doors
119 Car Ride	151 Car signals, switches, buttons (to include ADA)
152 Bulletin boards	153 Certificate of Operation (and frame)
154 Emergency stop switch (prohibited after 1979) Keyed Run/ Stop Switch required	155 Accessibility code
156 Destination oriented operating devices	

MACHINE/CONTROL ROOMS/SPACES	
201 Access to Machines Spaces	202 Headroom
203 Lighting and Receptacles	204 Machine Spaces and Control Spaces
205 Housekeeping	206 Ventilation
207 Fire Extinguisher	208 Pipes, Wiring and Ducts
209 Guarding of exposed auxiliary equipment	210 Numbering of elevators, machines, controllers and disconnect switches
211 Disconnecting Means and Control	212 Controller Wiring, Fuses, Grounding, Etc.
213 Governor, Overspeed Switch, and Seal	214 Code Data Plate
215 Static Control (electric traction)	216 Overhead Beams and Fastenings
217 Drive Machine Brake	218 Traction Drive Machines
219 Gears, Bearings, and Flexible Couplings	220 Winding drum machine and slack cable device, stop motion switch and rope fastening
221 Bell- or Chain- Drive Machine	222 Motor Generator
223 Absorption of Regenerated Power	224 AC Drives From a DC Source
225 Traction Sheaves	226 Secondary and Deflector Sheaves
227 Rope Fastenings	228 Terminal Stopping Devices
229 Car and Counterweight Safeties	230 Hydraulic power unit
231 Relief Valves	232 Control valve
233 Tanks	234 Flexible hydraulic hoses and fitting assemblies

June 19, 2017 at 1:21:39 PM EDT
Location: ELEVATOR OWNER LLC
License #: ELEV999999
Inspector: Michelle Castagna

STATE OF FLORIDA
DIVISION OF HOTELS AND RESTAURANTS
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
www.myfloridalicense.com

557 NEMA fixtures, etc. if sprinted	558 Rusting equipment
FIREFIGHTERS' SERVICE	
601 FFS A17.1b-1973 through A17.1b-1980	602 FFS A17.1-1981 through A17.1b-1983
603 FFS A17.1-1984 through A17.1a-1988 and A17.3, 1996	604 FFS A17.1-1989 through A17.1d-2000
605 FFS A17.1-2000	606 FFS A17.1a-2005
607 FFS A17.1b-2009	
MACHINE ROOMLESS (MRL)	
801 Access to machine/control roomspace	802 Access door and openings
803 Enclosure of room and spaces	804 Maintenance path and clearance
805 Machine/control room/spaces containing overhead drive machines	806 Temperature/humidity
807 Disconnecting Means	808 Remote roomspace - permanent 2-way communication to car
809 Inspection and test panels	810 Governor, Overspeed Switch
811 Emergency brake	812 Traction sheaves
813 Secondary and deflector sheaves	814 Terminal Stopping Devices
815 Working areas in hoistway and pit	816 Location of rooms, spaces, equipment
817 Shutoff / Manual lowering valves	818 Pressure gauge fittings
819 Atmosphere storage and discharge tanks	820 Pressure piping
851 Other	
LICENSING COMPLIANCE	
999 Non-compliance with State of Florida licensing requirements	

Inspector Monitored (if applicable):
Date of last periodic test: SAMPLE INSPECTION REPORT
INSPECTOR COMMENTS: This report has been provided in printed form as requested by the person in charge at the time of inspection.

VIOLATIONS

155-01-01 Observed: No certificate of operation posted in elevator. (399.07(2), F.S.)
Priority: High Priority

155-04-01 Observed: Support rail not continuous or a minimum length of 42 inches overall. (399.05(1)(b), F.S.) Length:
Priority: High Priority

June 19, 2017 at 1:21:39 PM EDT
Location: ELEVATOR OWNER LLC
License #: ELEV999999
Inspector: Michelle Castagna

New Elevator Safety Code Coming Soon to an Elevator Near You

**ASME
A17.1-2013**



The Division adopts elevator safety codes in conjunction with the Florida Building Code. The 6th edition of the Florida Building Code will include the 2013 edition of the American Society for Mechanical Engineering (ASME) A17.1 code relating to elevators, escalators, and moving walks. This newer code includes on-site documentation for maintenance control programs (MCP) and allows authorities having jurisdiction to accept alternative testing without load for certain parts of the Category 5 test.

The Division is currently working on adopting the ASME A17.1-2013 code, effective December 31, 2017. The Division is also developing rules related to the MCP and alternative testing. Contact us at dhr.rules@myfloridalicense.com to request to be included on an email list notifying you of the status of these proposed rules.

I am Here to Help!

This recurring article will help you get to know the division's staff. Each issue features a member of the division's staff that works to support you, our customers. This month, we are featuring TaTanisha Purifoy with the Bureau of Field Services, Licensing Section.



Name: TaTanisha Purifoy

Job Title: Regulatory Specialist III

What I do for you: I process applications for elevator permits, CC licenses, CEI licenses, and Elevator Companies. I answer questions received through our call center as well as email regarding any licensing needs. I enjoy assisting our applicants and licensees in any way I can.

About me: I grew up in Chicago, Illinois, so I love Florida weather. ☺ I have worked with Elevators for 10 years. I've been married 13 years, and I have 4 children. I love dancing, couponing, shopping, and hanging out with my family.

Upcoming Meetings & Important Dates

July 2017

4 – Independence Day (*Division offices closed*)

August 2017

1 – Certificates of operation expire, if not renewed

September 2017

4 – Labor Day (*Division offices closed*)

October 2017

No meetings scheduled.



Questions? Contact Us

Email: dhr.elevators@myfloridalicense.com

Internet:

www.myfloridalicense.com/contactus

Phone: (850) 487.1395, ext-110

Mail: 2601 Blair Stone Road
Tallahassee, FL 32399