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Laws, Rules & Codes

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Department's Online Services

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Web portal to apply for a new license or permit.

[Maintain Your License](#)
Online account to maintain or renew your license.

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Submit an email correspondence.

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

Safety - It's Why We Do What We Do

Elevators are considered a very safe mode of transportation. In fact, the home page of our new website includes this quote from the Elevator Escalator Safety Foundation:

“Elevators, escalators and moving walks are the safest form of transportation. Each day in the U.S. and Canada this equipment moves the equivalent of double the entire U.S. and Canadian population – over 210 billion passengers each year. Very few accidents happen and most of these can be avoided.”

We all can help avoid those accidents by ensuring elevators are properly maintained and repaired by trained and licensed elevator personnel. Elevator owners help keep elevators as “the safest form of transportation” by hiring licensed personnel to complete the required inspections and tests, and making sure maintenance and repairs are completed. Elevator personnel promote elevator safety by maintaining their license, and performing all elevator work according to the minimum safety standards adopted by the State of Florida.

At the Bureau of Elevator Safety, we work to ensure elevators and escalators throughout the State of Florida remain the safest mode of transportation by enforcing elevator safety laws and by licensing and regulating industry professionals, elevators, escalators and other vertical and inclined conveyance devices such as dumbwaiters, moving walks, stairway chairlifts and inclined or vertical wheelchair lifts.

Safety is the heart of what we do every day. Thank you for putting safety first – whether you are an elevator owner/operator, licensed elevator personnel or registered elevator company.

Sincerely,

Michelle Comíngore, MPA

Chief, Bureau of Elevator Safety

Alterations Must Not Reduce Safety

We recently were asked if it is considered an alteration that requires a permit to remove a component that was not required by code, but was installed as an added safety precaution. The simple answer is yes, statute defines an alteration as “any change or addition to the vertical conveyance other than maintenance, repair, or replacement.” Removing a device and not replacing it with anything is a change to the elevator that is not maintenance, repair or replacement and a permit is required.

The answer to this question goes a little further, though. Rule 8.7.1.2, ASME A17.1-2013, does not allow removing parts related to safety because it would “diminish the level of safety below that which existed prior to the alteration.” When preparing to alter an elevator, the certificate of competency holder signing the Affidavit of Code Compliance should make sure the alteration will not diminish the level of safety.

Submitting Inspection Reports and Ensuring Report Accuracy

Florida law requires elevators to be inspected by certified elevator inspectors (CEI) and requires CEIs to submit inspection reports to the Division. The information recorded on the inspection report directly impacts whether or not the Division can issue a license to operate the elevator. Therefore, the elevator licensing process is dependent upon valid, accurate inspection reports and the CEI is responsible for the information on the inspection report.

Unfortunately, the Division is aware of instances where CEIs are not fully complying with Florida law regarding inspection reports by: 1) not submitting them within five days and 2) changing inspection reports after the inspector has signed the report.

Certified elevator inspectors are required by s. 399.03(5) and s. 399.049(1)(c), Florida Statutes, to provide a copy of the inspection report to the Division and the elevator owner within five days of the date of inspection. This applies to paper copies and e-filed reports submitted as a PDF by email.

By signing the inspection report, the CEI is certifying they performed or witnessed the activity listed on the report. Once submitted to the Division, the inspection report is a legal document that directly impacts elevator licensure. We have encountered instances where the inspection report submitted to the Division differed from the copy the inspector maintained in his records.

Falsifying information on an inspection report opens the CEI to the risk of administrative action against his or her license. Office staff should *not* make any changes to an inspection report. Only the CEI who completed the inspection should complete or correct an inspection report.

If an error is found on the inspection report, we recommend the CEI complete a new report with the correct information, sign and provide a copy of the corrected report to the elevator owner and the Division. If the incorrect report has already been submitted to the Division, the CEI should notify the Division that the report contained errors and is being replaced.

Contact us at dhr.elevators@myfloridalicense.com with questions about completing, submitting and correcting inspection reports.

License Number on Inspection Report Vital to Accurate Recording and Licensing

Entering the wrong license number on an inspection report is an error with yearlong consequences for two elevators – the one that was inspected and the one listed on the report. The license number bubbled on the inspection report or entered in the e-filing report tells the Division's licensing system what license number was inspected. If the wrong license number is entered on the report, the inspection is credited to a different elevator – not the one the CEI actually inspected.

Incorrectly reporting the license number of the elevator that was inspected results in the CEI's client, who paid for the inspection, not getting credit for the inspection. This means the elevator that was inspected is not going to receive a license for lack of a passing inspection. The elevator owner's license may go delinquent, resulting in fines for operating an elevator without a valid certificate of operation.

When this license number error occurs, a license may be issued to an elevator that was not inspected and may not pass inspection. The elevator then is licensed to operate for a year without having passed an inspection.

Make sure your inspection is credited to the correct elevator by double checking the license number on the report and when keying in e-filed results.

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 <http://www.myfloridalicense.com/DBPR/online-services/>. Contact us if you have questions about obtaining a current license.



Miami-Dade County Moving to Online Inspection Reporting

Beginning October 1, 2018, inspections completed on elevators licensed by Miami-Dade County must be submitted using the County's Online Reporting System. Paper reports no longer will be accepted by Miami-Dade County. Contact the Miami-Dade County Office of Elevator Safety with questions about this coming transition. Phone: 305-375-1577; Web: www.miamidade.gov/facilities/elevators.asp

Navigating the Inspection Report - Inspector Signature Block

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

We have arrived at the last, but definitely not least, section of the inspection report – the certified elevator inspector signature block. This section is found in the bottom right corner of the inspection report and contains a lot of very important information.

First, by completing this section and signing the report, the inspector is certifying they personally performed or witnessed those items marked, or filled-in, in this section. The inspector fills in the appropriate bubbles to indicate what activity was witnessed or performed. Multiple bubbles can be completed, as needed.

CERTIFIED ELEVATOR INSPECTOR	
I certify that I have personally performed or witnessed:	
<input type="checkbox"/> Routine inspection	This device <input type="checkbox"/> Complies With <input type="checkbox"/> Does Not Comply With <input type="checkbox"/> Is Exempt From Section 399.15, Florida Statutes: Regional emergency elevator access/fire key requirements.
<input type="checkbox"/> Periodic tests as prescribed by ASME A17.1	
<input type="checkbox"/> Acceptance inspection of new or altered installation as recommended by the ASME A17.2 Inspectors Manual	
<input type="checkbox"/> Violations cited on the previous inspection report have been corrected.	
<input type="checkbox"/> Installation meets or exceeds minimum standards of Chapter 399, Florida Statutes, and Chapter 30 of the Florida Building Code adopted by Rule 9B-3.047, Florida Administrative Code.	
Signature _____	CEI# _____
Print Name _____	Phone Number _____
NOTICE TO CERTIFIED ELEVATOR INSPECTOR	
Completed inspection report must be submitted to the Bureau of Elevator Safety within five (5) working days of inspection.	

This section also collects information about the status of the regional emergency elevator access/fire key requirement. The inspector fills in the bubble to indicate if the elevator complies, does not comply or is exempt from this statutory requirement. This information is recorded in the Department's licensing system for reporting to the State Fire Marshal.

Below the activities performed, the inspector signs the inspection report, prints his or her name and phone number and enters his State of Florida Certified Elevator Inspector license number. The inspector must provide a copy of the inspection report to the elevator owner and submit a copy to the Division within five days of the inspection. (See page 2 for more information about the submittal requirement.)

Hot Topic Q&A - Who can access the elevator pit

Q. Can our building maintenance open up the elevator doors to access the pit to retrieve lost items?

A. No. The elevator hoistway and pit is a restricted area. Only elevator personnel are authorized to have access to the keys used to enter the hoistway or pit. If access to the hoistway or pit is necessary, you must have licensed elevator personnel provide the access and ensure the space is safe to enter.

The adopted elevator safety code, ASME A17.1-2013, outlines the specific security requirements for areas containing elevator equipment. Rule 2.2.4.4 of ASME A17.1-2013, states that "Pits shall be accessible only to elevator personnel." Additionally, the code identifies three key groups and specifies who has access to each key group and the associated equipment or area.

Group 1 is restricted to elevator personnel only and includes keys for pit access doors, hoistway access doors, emergency access doors, hoistway door unlocking device, and various means of moving the car from outside the hoistway. The only exception is that the emergency access door key and hoistway door unlocking device must be available to trained emergency personnel during an emergency.



I am Here to Help!

This recurring article helps you get to know the Division's staff. Each issue features a Division staff member who works to support you, our customers. This month we are featuring Kela Bishop with the Bureau of Elevator Safety.



Name: Kela Bishop

Job Title: Senior Management Analyst II

What I do for you: I track and monitor Oversight Inspection Findings Summary forms mailed to certified elevator inspectors to ensure a timely response is received. I also ensure newly licensed inspectors are properly added to the inspection database so we can accept their inspection reports and provide other customer service, as needed.

About me: I enjoy spending time with my family.

Department has a New Website - Update Your Links!

Department Home Page: <http://www.myfloridalicense.com/DBPR/>

Bureau of Elevator Safety Home Page: <http://www.myfloridalicense.com/DBPR/elevator-safety/>

Upcoming Meetings & Important Dates

April 2018

- 1 – Four months left to obtain passing inspection for certificate of operation renewals
- 3 – Elevator Safety Technical Advisory Council (*Tampa*)

May 2018

- 1 – Elevator license (certificate of operation) renewals open

June 2018

No planned meetings or events

July 2018

- 1 – One month left to renew elevator license
- 4 – Independence Day (*Division offices closed*)



Questions? Contact Us

Email: dhr.elevators@myfloridalicense.com

Website:

www.myfloridalicense.com/DBPR/contact-us

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