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License Information

[Elevator Permits](#)

[Elevator Licenses](#)

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Laws, Rules & Codes

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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 on our [Elevator News](#) webpage.

A17.1-2016

The Bureau is proposing the adoption ASME A17.1-2016 Safety Code for Elevators and Escalators effective January 1, 2021.

A18.1-2017

The Bureau is proposing the adoption ASME A17.1-2016 Safety Code for Elevators and Escalators effective January 1, 2021.

A17.3-2015

The Bureau is proposing the adoption ASME A17.3-2015 Safety Code for Existing Elevators and Escalators effective January 1, 2021.

3 Year Phase

The Bureau is proposing to allow a 3 year phase in period for ASME A17.3-2015 Section 3.10 Operating Devices and Control Equipment, Requirement 3.10.12 System to Monitor and Prevent Automatic Operation of the Elevator with Faulty Door Contact Circuits. All conveyances licensed by the State of Florida Bureau of Elevator Safety, including those located within the 5 contracted jurisdictions must be in compliance of the above Code by December 31, 2023.

All of the above mentioned in the Rule Development Process and can be viewed here: [Elevator Safety – Statutes & Rules – MyFloridaLicense.com](#)

Delinquent Licenses - Renew Today



State monitors are issuing citations for conveyances operating without a current license. Check the status of your license using the DBPR Mobile App or online at www.myfloridalicense.com.

Avoid citations by encouraging elevators owners to renew their license today! Most conveyances require a passing annual inspection and payment of renewal fee to obtain the current certificate of operation.

850 Area Code Overlay

A federal regulation has been issued by the FCC as a part of the National Suicide Prevention Lifeline emergency systems upgrades. In conjunction with this national upgrade, and due to limited phone number availability in several Florida Area Codes, the Florida Public Services Commission (PSC) is instituting changes in some Area Code zones. These changes may involve additional numbered Areas or an overlaying of a number into an existing area code. The first Area Code to be affected is 850. The PSC has decided to use the overlay process for the Panhandle and Big Bend counties under the 850 Area Code.

Elevator owners and Registered Elevator Companies must ensure that 10-digit dialing is in place for all units in the 850 area code by 05/22/2021.

Additional bulletins regarding these changes along with other affected area codes are posted on our website www.myfloridalicense.com here: [Elevator Safety – News Room – MyFloridaLicense.com](#)

For additional information regarding these and other area code changes coming in the future please contact your local service provider or the North American Numbering Plan Administrator (NANPA) at <https://nationalnanpa.com/index.html>.

Things to Remember: Initial Acceptance Inspections must be signed by the Supervisor of Construction

DBPR Form LR 0223-000 (May 2016)

INSPECTION DATE: MONTH, DAY, YEAR

CERTIFIED ELEVATOR INSPECTOR (CEI) #

TYPE OF INSPECTION:

- Routine
- Alteration Acceptance
- Callback
- Construction
- Initial Acceptance
- Temporary Operating Inspection

DBPR USE ONLY:

- Accident
- Complaint
- Compliance Monitoring
- Industry Oversight/Audit

DEFINITIONS:

- CEI - FL Certified Elevator Inspector
- CEI# - FL Certified Elevator Technician
- REC# - FL Registered Elevator Company

SUPERVISOR OF CONSTRUCTION:

- Signature: _____
- Title: _____
- Phone Number: _____
- CEI# _____
- CEI# _____

FOR VIOLATION CODES, PLEASE GO TO: www.myfloridalicense.com/dbpr/fl/elevators/join

VIOLATIONS TABLE:

VIOLATION #	VIOLATION #	VIOLATION #	VIOLATION #	VIOLATION #	VIOLATION #	VIOLATION #	VIOLATION #
000000	000000	000000	000000	000000	000000	000000	000000

COMMENTS AND BRIEF DESCRIPTION WITH CODE CITATION

PERSON RECEIVING THIS REPORT:

- Signature: _____
- Title: _____
- Print Name: _____
- Phone Number: _____

PLEASE DO NOT WRITE BELOW THIS LINE

NOTICE TO CERTIFIED ELEVATOR INSPECTOR:

- Completed inspection report must be submitted to the Bureau of Elevator Safety within five (5) working days of inspection.

RED ARROW: CENTRAL OFFICE COPY

Questions? Contact Us

Email: dhr.elevators@myfloridalicense.com
 Website: www.myfloridalicense.com/DBPR/contact-us
 Phone: 850.487.1395
 Mail: 2601 Blair Stone Road, Tallahassee, FL 32399



Division of Hotels and Restaurants Bureau of Elevator Safety

2601 Blair Stone Road, Tallahassee, FL 32399-1013

Phone: 850.487.1395 • Fax: 850.922.6208 • Email: DHR.Elevators@MyFloridaLicense.com

Placing Your Elevator in Inactive Status - What You Need to Know

What does “Inactive” status mean?

“Inactive” status means the owner chose to shut down the elevator and it is not currently operational or available for use. Elevators can be placed in “Inactive” status for multiple reasons, including if the elevator is not currently being used or needs costly repairs. The owner of an elevator can choose to have their elevator placed in “Inactive” status until repairs are made, or until they are ready to begin using the elevator again. The “Inactive” status may also be used when a building is vacant.

How is an elevator placed in “Inactive” status?

Placing an elevator into “Inactive” status simply requires disconnecting the power so that the elevator is not able to operate. A state elevator inspector employed by the Division will visit the elevator, ensure the main power to the elevator is disconnected, and place a red tag on the elevator’s main power disconnects, like a “lock-out/tag-out” for electrical equipment. The division will then change the status of the license to “Inactive” to indicate the elevator is not operating.

What is the benefit to placing the elevator in “Inactive” status?

An elevator in “Inactive” status is not required to pay a license fee or have routine inspections until it resumes operations. Elevators in “Delinquent” status are in violation of Florida law and are eligible for citations and possible punitive administrative action. Placing the license in the proper status also allows the division to better assess an elevator’s situation and monitor it accordingly.

What are the owner’s responsibilities while an elevator is in “Inactive” status?

The owner is responsible for ensuring that the elevator is not placed back into operation without following proper procedure. “Inactive” elevators are not required to have annual inspections or a current license until ready to resume operations.

What is required to remove an elevator from “Inactive” status and return it to operation?

Contact the Bureau of Elevator Safety at DHR.Elevators@MyFloridaLicense.com when you are ready to remove an elevator from “Inactive” status. If there is a new owner, please complete and submit form DBPR HR-7025, Application for Change of Owner and Certificate of Operation, along with a \$75 license fee.

How do I request my elevator to be placed in “Inactive” status?

Building/elevator owners can email the Bureau at DHR.Elevators@MyFloridaLicense.com to request their elevator(s) be placed in “Inactive” status. Building/elevator owners will need to ensure that a State Inspector can gain access to all elevator related areas within the building.

NOTE: Before requesting to have your elevator placed in “Inactive” status, you should consider how it would impact building access and compliance with the Americans with Disabilities Act (ADA). Contact your local Code Enforcement office with ADA questions.

If you have additional questions, please contact the Bureau of Elevator Safety at DHR.Elevators@MyFloridaLicense.com, or the Customer Contact Center at 850.487.1395 between 8 a.m. and 6 p.m.