

Elevator UPdate

Division of Hotels & Restaurants – Bureau of Elevator Safety

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Elevator Links

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Web portal to apply for a new license or permit
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Online account to maintain or renew your license.

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Two-Stop Renewal Requirement

Two-stop Elevator Owners,

This is your friendly reminder that DBPR Form HR-5023-060 Verification of Service Maintenance Contract must be submitted annually as part of the renewal requirements for your certificate of operation. Contracts were due by August 1. If you have not submitted your service maintenance agreement with your renewal your certificate of operation is delinquent. Any elevator operating with a delinquent certificate of operation is subject to fines and penalties. This form can be obtained using the link below.

[5023_060.pdf \(myfloridalicense.com\)](#)

Create your Online Account today!

House Bill 1335 (Chapter 2024--178) was signed on May 10, 2024, and became effective July 1, 2024.

- All individuals and businesses licensed or permitted by the Florida Department of Business and Professional Regulation (DBPR) Division of Hotels and Restaurants, Bureau of Elevator Safety, or applying for such a license or permit, are required to create and maintain an account with the department’s online system.
- Licensees must provide an email address to serve as the primary form of communication with DBPR.
- All applicants seeking a license, permit, or renewal of a license must file their application through DBPR’s online system. Please note, DBPR is available to applicants with creating online accounts and submitting their applications through the online system.

Visit The Bureau of Elevator Safety home page here for more information creating your online account:

[Bureau of Elevator Safety – MyFloridaLicense.com](#)

<https://www.youtube.com/watch?v=vSWQ9Zk8cV8>

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1. Attention Registered Elevator Companies

If your installation and/or alteration permits expire due to not meeting Florida Statute; please contact the Bureau of Elevator Safety via dhr.elevators@myfloridalicense.com prior to submitting a new application.

(4) A permit expires for the following reasons:

(a) The work authorized by the permit is not commenced within 6 months after the date of issuance, or within a shorter period of time as the department may specify at the time the permit is issued.

(b) The work is suspended or abandoned for a period of 60 days, or such shorter period of time as the department may specify at the time the permit is issued, after the work has been started. For good cause, the department may allow a discretionary extension for the foregoing period.

2. Registered Elevator Company and Responsibilities

Per F.S. 399.03 Design, installation, and alteration of conveyances, registered elevator companies are responsible for the following:

A copy of the permit and plans must be kept at the construction site at all times while the work is in progress and until a certificate of operation is issued.

The certified elevator inspector shall provide the original copy of the inspection report to the department within 5 days after the inspection.

Additionally permit holders are required to notify the Division of the date and time of initial acceptance inspections at least 5 days prior to its occurrence. To make this process easy, please use the web form below. If the inspection is rescheduled, the permit holder should notify the Division as soon as the new date and time are determined using this same form.

[Notice of Initial Acceptance Inspection](#)

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Certified Elevator Inspectors (CEI's)

It is your Statutory responsibility to submit to the Bureau of Elevator Safety the original copy of inspection reports within 5 days after the inspection or Administrative Action may occur. These may be submitted to the Department via mail or email.

Reminder: The Bureau has added an additional line to installation permits for the

Manufacturer ID (highlighted below). In an effort to properly coordinate which permit/serial number goes with which machine in multi-unit buildings these manufacturer ID numbers can be used to accomplish this. Registered Elevator Companies need to ensure this data is properly recorded on permit applications.

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUREAU OF ELEVATOR SAFETY

LICENSE NUMBER	CAP: 2000LBS TRVL: 18FT LNDGS: 3 MFG: 123456789012345678901
ELE	PERMIT TO ALTER: ()

[Elevator Safety – Elevator Safety Technical Advisory Council – MyFloridaLicense.com](#)

The Elevator Safety Technical Advisory Council was created by Florida Legislature to provide technical assistance to the division in support of protecting the health, safety, and welfare of the public and give the division the benefit of the council members’ knowledge and experience concerning the industries and individual businesses affected by the laws and rules administered by the division.

Private Inspectors: Chair – William Snyder

Labor: Vice Chair – Abel Arabitg

Elevator Service Companies: David Alekna

Local Government: Dale Deleacaes

Building Owners and Managers: Michael Lagana

Elevator Manufacturing Companies: Donnie Chappell

General Public: Walter Barnes

Building Design: Vacant

For anyone who would be interested in the vacancy please email your resume/CV to DHR.Elevators@myfloridalicense.com