



## Division of Hotels and Restaurants Bureau of Elevator Safety

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# Placing Your Elevator in Seal/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](mailto: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](mailto: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](mailto:DHR.Elevators@MyFloridaLicense.com), or the Customer Contact Center at 850.487.1395 between 8 a.m. and 6 p.m.