

## Common Questions and Answers for the Ohio Elevator Inspection Section (2-2009)

<p><b>Q:</b> <b>What do I need to do to obtain a permit and an inspection to install an elevator?</b></p>	<p><b>Answer:</b> The following are the standards used by the section when inspecting elevators, dumbwaiters and special service equipment:</p> <ul style="list-style-type: none"> <li>• ASME A17.1 – 2004 w/supplement</li> <li>• NFPA 70 -2008 – National Electrical Code – section 620</li> <li>• NFPA 13 – sprinkler operation and shunt-trip interface</li> <li>• NFPA 72 – smoke detector interface for firefighter’s emergency operation</li> <li>• ANSI A117.1</li> <li>• Local Building Code</li> </ul> <p>√ Obtain a permit and submit the proper fees and a duplicate set of plans showing the configuration and layout of the device to determine conformance with the codes. See the instructions on the permit application form. The form is available on the elevator web site.</p> <p>√ The installer must call for an inspection once a permit has been obtained and the unit is installed (Information is included in the permit packet).</p> <p>√ Part of the inspection requires the installer to demonstrate all of the electrical protective devices to function and to demonstrate the mechanical over-speed safety device or relief valve with a capacity load on the unit.</p> <p>√ All electrical devices must comply with the national electrical code for the use of conduit, grounding, and electrical disconnecting means.</p> <p>√ In addition, the installer should determine from the local building department if additional permits are required.</p>
<p><b>Q:</b> <b>What do I need to do to obtain a permit and an inspection to install a chair lift, inclined wheel-chair lift or a vertical wheel-chair lift?</b></p>	<p><b>Answer:</b> Lifts are required to be regulated in churches, service clubs, office buildings, schools and other regulated locations.</p> <p>The following are the standards used by the section when inspecting chair lifts, inclined wheel chair lifts and vertical wheel chair lifts:</p> <ul style="list-style-type: none"> <li>• ASME A18.1 – 2003</li> <li>• NFPA 70 -2008</li> <li>• Local Building Code</li> </ul>

	<ul style="list-style-type: none"> <li>√ Obtain a permit and submit the proper fees and a duplicate set of plans showing the configuration and layout of the device to determine conformance with the codes. See the instructions on the permit application form. The form is available on the elevator web site.</li> <li>√ The installer must call for an inspection once a permit has been obtained and the unit is installed.</li> <li>√ Part of the inspection requires the installer to demonstrate all of the electrical protective devices to function and to demonstrate the mechanical over-speed safety device with a capacity load on the unit.</li> <li>√ All electrical devices must comply with the national electrical code for the use of conduit, grounding, and electrical disconnecting means.</li> <li>√ In addition, the installer should determine from the local building department if additional permits are required to comply with egress and electrical interface.</li> </ul>
<p><b>Q:</b> I have an elevator device or chair lift in my private residence; do I have to register the unit?</p>	<p><b>Answer:</b></p> <p>No. One-two and three family residences are not regulated. The section does not perform inspections for home units.</p>
<p><b>Q:</b> Does the State of Ohio regulate or perform inspections at Federal facilities?</p>	<p><b>Answer:</b></p> <p>No. The State of Ohio does not perform inspections at federal facilities such as Federal prisons, FAA owned towers, Air Force bases, Post Offices owned or leased by the postal service or Federal court houses.</p>
<p><b>Q:</b> How do I get an annual Certificate of Operation for an elevator?</p>	<p><b>Answer:</b></p> <p>Invoices for certificates of operation for elevators are invoiced once per year. The invoice must be paid before a certificate of operation can be issued. There are penalties for payment that are not made in a timely manner.</p>
<p><b>Q:</b> The local fire department or building department is requiring us to add firefighter's emergency operation to our elevators; is a permit and inspection required by your office?</p>	<p><b>Answer:</b></p> <p>Yes. An alteration permit is required to be obtained prior to starting work. An inspection and testing of the firefighter service emergency operation must occur prior to placing the elevator into service.</p>

<p><b>Q:</b> We are adding sprinklers to our elevator machine rooms or hoistway; is a permit required?</p>	<p><b>Answer:</b> Yes. An alteration permit is required to be obtained prior to starting work. An inspections and testing of the operation must occur.</p>	
<p><b>Q:</b> Where can I obtain a copy of the elevator standard?</p>	<p><b>Answer:</b> Contact the ASME publications department by calling 1-800-THE-ASME (1-800-843-2763). The elevator section does not provide or sell elevator code books since the material is copyrighted.</p>	
<p><b>Q:</b> Must I post a certificate of operation in side the elevator cab?</p>	<p><b>Answer:</b> A certificate of operation must be possessed by the owner in order to operate an elevator device. However, the posting of the certificate is not required. The posting of the certificates is encouraged to give notice to the public, but the certificate must be current. Please remove all expired certificates from the elevator cab interior.</p>	
<p><b>Q:</b> How do I remove an elevator from service?</p>	<p><b>Answer:</b> For elevators to be considered properly lowered and sealed, please see the following web link: <a href="http://www.com.state.oh.us/dic/Documents/ProperlyRemovinganElevatorfromS92706.pdf">http://www.com.state.oh.us/dic/Documents/ProperlyRemovinganElevatorfromS92706.pdf</a></p>	
<p><b>Q:</b> How are accidents reported?</p>	<p><b>Answer:</b> Accidents that result in an injury must be reported within 72 hours of the occurrence of the accident (See ORC 4105.21). Please see the following link: <a href="http://www.com.state.oh.us/dic/Documents/AccidentReport.pdf">http://www.com.state.oh.us/dic/Documents/AccidentReport.pdf</a></p>	
<p><b>Q:</b> What are the fees to inspect a new elevator device?</p>	<p><b>Answer:</b> Fees for inspections conducted outside of normal business hours (8:00 AM to 4:30 PM):</p>	<p>\$60 per hour per inspector present &amp; \$60 per hour per supervisor present (if necessary). The number of hours charged includes travel time to and from the inspector’s headquarters. Minimum charge is 4 hours.</p>
	<p>Fees for annual certificate of operation (applies to all elevators regardless of any inspections conducted by insurance authorization):</p>	<p>\$200 + \$10 per landing + \$3.25 (BBS fee)</p>

	Fees for re-inspections on new or altered elevator devices:	(Inspection fee of \$20 + \$10 per landing) + (re-inspection fee of \$125 + \$5 per landing)	
	Fees for temporary certificates of operation (includes BBS fees):	30 day - \$53.25 60 day - \$103.25 90 day - \$153.25	
	Fees for duplicate certificates of operation:	\$10 + BBS fee	
	Certificate of operation for escalators:	\$300 + BBS fee	
	Certificate of operation for units with loading of less than 750 lbs:	\$55 + \$10 per landing + BBS fee	
<b>Q:</b> Where can I find other forms related to conducting business with the elevator section?	<b>Answer:</b> See the following web link for a list of other forms and items of information: <a href="http://www.com.state.oh.us/dic/dicform.asp#elev">http://www.com.state.oh.us/dic/dicform.asp#elev</a>		
<b>Q:</b> How many elevators are regulated by the State of Ohio?	<b>Answer:</b> About 30,000 units, located in all of Ohio's 88 counties. The State of Ohio does not perform inspections in the cities of Cleveland and Cincinnati. Each of those cities has their own inspections departments.		
<b>Q:</b> Where can I find out more information about safety programs for children and adults?	<b>Answer:</b> See the following web site: <a href="http://www.eesf.org">www.eesf.org</a>		
<b>Q:</b> How do I request a variance or an adjudication order to be issued and what is the general process?	<b>Answer:</b> The form is located at: <a href="http://www.com.state.oh.us/dic/Documents/ElevatorAdjudicationOrder_000.pdf">http://www.com.state.oh.us/dic/Documents/ElevatorAdjudicationOrder_000.pdf</a>  In general, once a variance is requested, an adjudication order will be issued by our office. The order will have instructions on how to proceed, including: Submitting you payment of fees to the Board of Building Appeals; The BBA will issue a time that your case will be heard; The hearing is conducted; A decision is issued a few weeks after the hearing.		

<p><b>Q:</b> Are machine-room-less elevators permitted in Ohio?</p>	<p><b>Answer:</b> Yes. See the currently adopted ASME A17.1 standard.</p>
<p><b>Q:</b> Are your inspectors QEI certified?</p>	<p><b>Answer:</b> Yes. The entire field inspection staff, field supervisors and chief inspector are nationally certified via the QEI certification process. The certifications are required to be updated annually.</p>
<p><b>Q:</b> How do I obtain a QEI certificate?</p>	<p><b>Answer:</b> If you have five years of elevator industry experience, please contact one of the national accredited QEI certification organizations (See also the ASME QEI-1 Standard available from ASME): <a href="http://files.asme.org/ASMEORG/Codes/CertifAccred/Accreditation/5703.pdf">http://files.asme.org/ASMEORG/Codes/CertifAccred/Accreditation/5703.pdf</a></p>
<p><b>Q:</b> Do you regulate other types of equipment other than just elevators and chair lifts?</p>	<p><b>Answer:</b> Yes. The section also inspects belted-man lifts; stage lifts; mine elevator; elevator used in smoke-stacks and in chemical plants; escalators and moving walks.  The section does not regulate ANSI 10.4 temporary construction hoists or conveyors.</p>
<p><b>Q:</b> Who do I contact if I have a billing question; a technical question; or if I want to schedule an inspection?</p>	<p><b>Answer:</b></p> <ul style="list-style-type: none"> <li>• For <u>billing questions</u>, please ask to be connected to an account clerk in the elevator section. Please contact our office at 614-644-2223</li> <li>• For a <u>technical question related to elevator equipment</u>, please contact the chief elevator inspector, Norm Martin at 614-644 -3524 or e-mail at: <a href="mailto:nmartin@com.state.oh.us">nmartin@com.state.oh.us</a></li> <li>• To <u>schedule an inspection</u>, please submit your “Request to Schedule an Inspection” form that was included in your permit package and fax to 614-644-3580. To contact scheduling directly, please call 614-644-2542 or 614-995-5133.</li> </ul>