



Request for Temporary Certificate of Operation

Completed request can be mailed or sent electronically to:

Email: elevators@com.ohio.gov Fax: 614-644-2428

- Allow 48 hours for a response to your request.
- Only permit holder can make a request for temporary certificate of operation
- Request for *temporary certificate of operation for construction or public use* on acceptance and alterations will not be approved with unfinished work in the hoistway, pit or machine room – no exceptions. This does not mean it all has to function it just has to be all installed. All electricians, pipefitters, fire alarm installers, HVAC, plumbers, general contractors and etc. work shall be 100 percent installed before a temp will be considered.
- *Temporary certificate of operation for public use* is only available on alteration.

No Temporary Certificate of Operation will be issued until installation/alteration has been inspected and report submitted.

State ID# (s):					
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Location of Elevator		
Building Name:	Address:	
City:	ZIP:	County:

Company Making Request (must be the permit holder)	Contact:	Phone:
Company:	Email:	

I hereby acknowledge that once the elevator device(s) has been approved for Temporary Certificate of Operation the elevator shall be used as intended by the approved permit and applicable ASME standards. It is understood that all fees, forms and a state of Ohio Inspection must be filed before a temporary certificate of operation will be issued as outlined in ORC 4105. **No Person** may use the elevator device to haul materials, furniture or persons not directly related to the construction of the lift until a temporary certificate is approved. The **permit holder will be held responsible** to safeguard the elevator device from use until a temporary certificate of operation is issued.

Signature: _____ **Date:** _____

Notes:

Request type (Check one)
<input type="checkbox"/> Initial
<input type="checkbox"/> Extension

Length of request (Check one)		
<input type="checkbox"/> 30 days - \$53.25	<input type="checkbox"/> 60 days - \$103.25	<input type="checkbox"/> 90 days - \$153.25

Work performed is (Check one)
<input type="checkbox"/> New Construction
<input type="checkbox"/> Alteration

Elevator Intended use (Check one)	Construction Purpose only – Temporary two-way communication and lighting required
	General Public – Not available for new construction

List violation(s) not completed:

FOR OFFICE USE ONLY			Permit #:	
Approved by:	_____	Denied by:	_____	State ID#:
Date:	_____	Reason for denial:	_____	Invoice #: