



State of Florida
Department of Business and Professional Regulation
Division of Hotels and Restaurants
Bureau of Elevator Safety
www.MyFloridaLicense.com/dbpr/elevator-safety/



Acceptance Inspection Procedure

for

Certified Elevator Inspectors, Elevator Owners, and Registered Elevator Companies

According to section 399.03(1), Florida Statutes (FS), a Registered Elevator Company must obtain a permit before performing any installation or alteration work. The permit must be posted on the job site at all times while the work is in progress. When work nears completion, the Registered Elevator Company must inform the Bureau of Elevator Safety of the day and time when the required acceptance inspection and tests will occur. The acceptance inspection procedure is as follows:

1. The Bureau of Elevator Safety mails a copy of the permit to install or the permit to alter to the Registered Elevator Company that applied for it. Each elevator must comply with the edition of the Florida Building Code or Elevator Safety Code in effect at the time of receipt of application for the construction permit.
2. The Registered Elevator Company installs or alters conveyances using Certified Elevator Technicians (CETs) to perform the work in accordance with sections 399.01(14) and (16), FS.
3. When the install or alteration work is complete, the Registered Elevator Company performs an initial or alteration acceptance inspection witnessed by a Certified Elevator Inspector (CEI) and/or acceptance tests of initial or altered conveyances with the satisfactory completion of the Elevator Inspection Report form (DBPR Form HR 5023-003). Also, the Registered Elevator Company must inform the Bureau of Elevator Safety of the date and time when the required initial or alteration acceptance inspection and tests will occur, in accordance with section 61C-5.006(1)(d), F.A.C. This can be done via mail, email (thr.elevators@myfloridalicense.com) or on our website at <http://www.myfloridalicense.com/DBPR/elevator-safety/initial-acceptance-form/>.
4. The CEI, after personally witnessing all acceptance tests in their entirety, submits a completed original elevator inspection report to the Bureau of Elevator Safety and provides a copy to the owner or the owner's representative within 5 days. If no violations exist, the CEI may post a Temporary Certificate of Operation in the elevator, valid for no more than 60 days.

If the CEI observes violations during an acceptance test, the CEI must submit the inspection report as a "construction" inspection. The bureau will not issue a certificate of operation until we receive an elevator inspection report with no violations. Do not submit callback inspections for initial or alteration inspections.

An initial or alteration acceptance inspection report with no violations must be submitted to close the permit and have the certificate issued.

5. Prior to receiving a certificate of operation, the following must be submitted to the Bureau of Elevator Safety:
 - An Elevator Inspection Report without violations, and
 - An affidavit signed by the elevator construction supervisor (not the general contractor) that states that they directly supervised construction or installation of the elevator. Alternately, the elevator construction supervisor may sign the affidavit section on the inspection sheet to fulfill this requirement.
6. When the above items are received and verified, the Bureau of Elevator Safety will mail the certificate of operation to the owner.