

Elevator UPdate

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Volume 1, Number 1

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License Information

Elevator Permits
Elevator Licenses
Professional Licenses

Laws, Rules & Codes

Florida Statutes
Florida Administrative Code
Florida Building Code

Department's Online Services

Apply for a License
Web portal to apply for a new license or permit.

Maintain Your License
Online account to maintain or renew your license.

Customer Contact Center
Submit an email correspondence.

Welcome to our newsletter!

The Division of Hotels and Restaurants, Bureau of Elevator Safety is excited to send you this inaugural issue of the Elevator UPdate. We understand that we all do our job better if we know what is expected of us. Communicating with you, our customers, through this quarterly newsletter will help us keep you informed of legal requirements, recent changes to elevator codes, important dates, and upcoming meetings.

This issue includes articles on change of owner licensing requirements, citations for delinquent certificates of operation, and upcoming elevator professional credential renewals. We also discuss "knock-style" shut-off valves and variance petitions for new installations.

You will receive this newsletter by email to the address we have on file no more than four times per year. However, you may opt-out of receiving this newsletter by contacting us at dhr.elevators@myfloridalicense.com and asking us to remove your email address from our newsletter mailing list. You can also view this newsletter on our website at www.myfloridalicense.com/dbpr/hr/newshr-elevator-news.html

We hope you find this newsletter provides helpful information and is beneficial to your role in providing Florida with safe vertical transportation!

Sincerely,

Michelle Comingore, MPA
Bureau Chief

Change of Owner Application Required



Are you or someone you know a new elevator owner or lessee of an elevator? If so, did you know Florida law requires elevator owners to apply for a change of owner when they assume responsibility for a building containing an elevator?

Rule 61C-5.006, Florida Administrative Code, requires you to submit form DBPR HR-7025, Application for Certificate of Operation or Change of Owner, within 30 days of taking possession of the building, transfer of ownership, or transfer of lease assignment.

Submitting the application and completing a change of owner is the *only* way to guarantee the renewal notice will be sent to you and not the previous owner or lessee. License renewal late fees cannot be waived if you fail to receive the license renewal and miss the renewal deadline.

Operating an elevator without a valid certificate of operation may result in fines up to \$1,000 per violation. So, avoid late fees, fines, and other administrative action by completing a change of owner today!

The application is available on the department's website at www.myfloridalicense.com/dbpr/hr/elevator-forms.html

Division Issuing Citations for Delinquent Certificates of Operation

If you are operating an elevator, escalator, or other type of conveyance licensed by the division without a valid certificate of operation, you are subject to a citation with a fine of up to \$1,000 per violation. Certificates of operation expire on August 1 each year and require a current, satisfactory inspection with no violations completed within the last year and a \$75 license fee to renew.

The division began issuing citations for unlicensed activity in January 2012, including for certificates of operation that were expired for two or more years. As of June 2015, the division began issuing citations for all elevators without a valid certificate of operation, regardless of when the certificate of operation expired. You can verify the status of your elevator license on the department's website at www.myfloridalicense.com/dbpr/index.html or download our [list of delinquent licenses](#), which is updated weekly. Contact us if you have questions about your elevator license.

Dangerous, Illegal "knock style cut off valves" Still in Use

Since July 5, 2012, Florida law requires certified elevator inspectors to cite hydraulic supply shutoff valves, which are commonly referred to as "knock style cut off valves", as a violation. This dangerous valve must be replaced by a safer, code-compliant type of valve. However, the bureau has determined that some elevators may still have the valves and some inspectors are not citing the violation.



Figure 1.

This type of hydraulic supply shutoff valve can be identified by the U-bolt and bar around the assembly and the nut on the top and bottom of the valve (Figure 1). The U-bolt modification was required to install these valves in the State of Florida. Hydraulic supply shutoff valves are located at the base of an elevator shaft and are called "knock style cut off valves" because technicians typically strike them with a hammer in order to loosen the valves.

However, if a hydraulic supply shutoff valve is loosened too much, then the stem and hydraulic fluid will be released (Figure 2), causing a loss of pressure and leading to the elevator car falling.

The Bureau of Elevator Safety previously published [Industry Bulletin 2010-01](#) on January 11, 2010, regarding the dangers of hydraulic supply shutoff valves.



Figure 2.

The bureau recommends extreme care when inspecting pits especially where this type valve is located. Elevator owners should never enter the elevator pit.

Certified elevator inspector's that fail to cite violations may be subject to fines, suspension or revocation of the license, as provided by Chapter 399, Florida Statute, and Rule 61C-5, Florida Administrative Code.

In order to comply with the safety requirements adopted by the division, replacing the valve is the only acceptable method to correct the violation. Most registered elevator companies have their own specific procedures for securing the elevator before entering the elevator pit and making this replacement.

This valve may be replaced by a valve meeting the ASME A17.1 code in effect when the elevator was originally installed. Other issues may be addressed on a case by case basis. Contact your Florida-registered elevator company if you suspect your elevator may have a "knock style cut off valve".

Elevator Professional License Renewals Due by December 31

Elevator professional licenses issued by the division, including certificate of competency, certified elevator technician, certified elevator inspector, and registered elevator company, expire on December 31 and must be renewed to remain valid. Refer to the [division's rules](#) posted on our website to determine the fee, continuing education, and supplemental documentation required to renew your license.

Renewal reminders are sent to every active licensee in October to the mailing address on file with the division, but you are responsible for renewing your license even if you do not receive the reminder. You may renew by returning the license renewal form or through the department's [online licensing portal](#).

License Number Required for All Variance Petitions

If you are applying for a variance on a new elevator installation, you must apply for and obtain a permit before the division will issue an order granting the variance. The division will notify you that the variance will be approved and provide you with the variance number to include on the permit application. Once the permit application is submitted and an elevator license number issued, the division will complete and file the order granting the variance using the elevator license number assigned by the division.

Requiring the permit application before variance approval ensures the Final Order approving the variance identifies the specific elevator or elevators subject to the variance. This change also ensures the division's records properly record the variance, increasing our ability to provide our customers with accurate information regarding the safety codes that apply to the conveyance.

Upcoming Meetings & Important Dates

October 2015

15 - Professional license renewal available online

November 2015

11 – Veteran's Day (*Division offices closed*)
17 – Elevator Safety Technical Advisory Council
26 & 27 – Thanksgiving Holiday (*Division offices closed*)

December 2015

25 – Christmas Day (*Division offices closed*)
31 – Professional licenses expire

January 2016

1 – New Year's Day (*Division offices closed*)
18 – Martin Luther King Jr. Day (*Division offices closed*)

