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- Elevator Change of Owner
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- Variance Issued for License Number
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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.**

All issues of Elevator UPdate can be viewed our [Elevator News](#) webpage.

## Using Existing Resources to Simplify, Save

As I write this, we are quickly approaching the winter holidays and 2016 is drawing to a close. The division spent the past year analyzing our operations, identifying existing resources that will help us move forward, and planning for a better future. With the new year, we are rejoicing in our successes, examining our setbacks, and predicting what we will accomplish in 2017.

We had some successes – efficiency gains through technology use, improved data with license numbers on variances and written monitoring responses, and increased training to reduce internal errors. We also had some setbacks – inspector retirements increased our workload and slowed our response time, and our office move required us all to adapt to changes.

We are predicting some significant changes for 2017 that will improve our operations, simplify processes, and save us all a little bit more time. One thing to watch for is electronic inspections by the division's elevator inspectors. These inspections will look different and will be able to be emailed to the elevator owner. We are also working on adding license mailing addresses to our records and improving our permitting process to allow for online alteration permit applications and simplified permit tracking.

I look forward to working with you to create new successes in the New Year!

Sincerely,

*Michelle Comingore, MPA*  
Chief, Bureau of Elevator Safety

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## Online Applications Faster, Easier

The division provides a one-stop-shop online application process for most of our elevator licenses and permits. Elevator owners, companies, and professionals can apply for new and renewal licenses and installation permits and pay fees through the department's online services. Online applications avoid the multi-step, time-consuming process of submitting the application and paying the fees separately by credit card over the phone.

New license applications can be submitted online by clicking on [Apply for a License](#) from the department's homepage [www.myfloridalicense.com](http://www.myfloridalicense.com) and license renewals can be submitted online by clicking on [Renew Your License](#). Printable applications are also available.

Applications for permits to alter are not available online at this time and can be submitted by email. Applicants for "emergency" permits to alter must provide an explanation for the emergency request and the expected start date for the permitted work. The division will do its best to honor all reasonable requests for emergency alteration permit processing. In the future, all applicants will be referred to the department's licensing portal as we work to have all applications available online, including permits to alter.

Applications are worked in the order received, so apply online and get your license or permit faster!

## Elevator Change of Owner Applications Required, but Free

Per Florida law, the owner of an elevator is responsible for licensing the elevator and ensuring the elevator is maintained to code. Owner responsibilities can be assigned by lease. Throughout this newsletter, the division's website, and other division correspondence, the term "owner" generally applies to both owners and lessees who are responsible for the elevator.

When buildings change owners, or a new lessee takes over responsibility for the elevator, the new owner must submit an [Application for Certificate of Operation or Change of Owner](#) within 30 days of transfer of ownership or lease assignment. There is no fee for a change of owner, but if the certificate of operation needs to be renewed, the new owner must pay the renewal fee.

A change of owner application is also required for new elevators if the initial certificate of operation was issued to someone other than the owner taking possession of the building. If you need to update your mailing address or mail routing information, please submit your request by email or letter; do not submit address changes on a change of owner application.

The change of owner application is available on our website and must be printed and mailed to the division. Online change of owner application is not available at this time, but they might be in the near future as we continue to make our operations more customer-friendly.

### WHAT THE LAW SAYS:

#### Section 399.02, Florida Statutes

(5)(b) The elevator owner is responsible for the safe operation, proper maintenance, and inspection and correction of code deficiencies of the elevator after a certificate of operation has been issued by the department. The responsibilities of the elevator owner may be assigned by lease.

#### Section 61C-5.006, Florida Administrative Code

(2)(c) If the initial certificate of operation is issued to a person other than the owner taking possession of the building, the building owner or an authorized representative must apply for a change of owner within 30 days of taking possession of the building...

(5) Certificate of operation renewal is the responsibility of the current elevator owner or lessee, when owner responsibilities are specifically assigned by lease. The current owner or lessee is responsible for applying for a change of owner within 30 days after transfer of ownership or lease assignment...

## Hot Topic Q&A - Reports for Failed Inspections

Q. Do I have to submit the report for an inspection that failed due to violations?

A. Yes. Florida law requires the inspector to "provide the original copy of the inspection report to the department within 5 days after the inspection." (s. 399.03(5), F.S.) This requirement applies to all inspections completed, whether passed or failed.



## Variance Orders Issued for Individual Elevators/License Numbers

The division processes and approves hundreds of variances every year and, in the past, issued many variances for new installations without a license number listed on the variance order. However, even without a license number, the variance only applies to the specific elevators at the location address listed in the variance. There are *no* "blanket" variances.

As of December 2015, the division requires the license number(s) for the individual elevators to be included in the variance before a variance petition will be approved. We are working to add license numbers to the variance orders previously issued without a license number. If you find or have a variance order onsite that does not have a license number or has a hand-written license number, please notify the division so we can update the variance order with the license number(s) and ensure that the variance was approved for that installation or alteration.

## Navigating the Inspection Report - Inspection Company, Building, and Elevator License

The following information is a brief overview only. For detailed information on inspection reports, please see the [Step by Step Instructions for Completing the Elevator Inspection Report](#) posted on our website.

Last issue, we discussed the top left corner of the inspection report – date, certified elevator inspector, and type of inspection. This month we will discuss the top right corner, which includes the time in/time out, form name, page number, inspection company and building information, and serial number (license number). This area of the report changed in June 2016, so it is important to understand the changes and additional requirements for completing the report.

The Time In and Time Out entries are used to record the length of time for the inspection. Inspectors should record the time they started and completed the inspection in 24-hour time increments. For example, if you start an inspection at 1 p.m. and finish at 4:30 p.m., enter 1300 as the time in and 1630 as the time out.

The form includes the following fields and sections:

- TIME IN** and **TIME OUT** input boxes.
- State of Florida** and **ELEVATOR INSPECTION REPORT** header.
- Page \_\_\_ of \_\_\_** indicator.
- Inspection Company Name** and **REC #** input boxes.
- Building Name**, **Building Address**, **City**, and **Zip Code** input boxes.
- SERIAL NUMBER** keypad with digits 0-9.
- DEFINITIONS** section: CEI - FL Certified Elevator Inspector, CET - FL Certified Elevator Technician.
- SUPERVISOR OF CONSTRUCTION** signature line.

To the right of the Time In box, is the form name (Elevator Inspection Report) and indication that the form is for use in the State of Florida. Further to the right, is the page number that lists how many total pages were completed for the inspection and which page you are viewing (example Page 1 of 3).

Next to the Time Out box, you will find the area for the Inspection Company Name. This area provides the name and registered elevator company license number, if applicable, of the inspection company who performed the inspection. If the inspector is not affiliated with a company, then this box will list the inspector's name as it appears on the certified elevator inspector license.

The Inspection Company Name area was added to the inspection report in June 2016, when the division's information was removed from the report. This report is used by most licensed inspectors and providing the division's information right up top created confusion, often leading people to believe the division performs all inspections. By entering the inspection company name on the report, anyone viewing the report can easily identify the party responsible for the completing the inspection.

Below Inspection Company Name, you will find the building information. This block lists the building name and address. The building name should match the name on the certificate of operation. The building address is the actual location address for the building, including any building number or letter that identifies the exact location of the elevator. It is important to verify the building name and address with the information on the certificate of operation. If the building information does not match the certificate, the owner needs to contact the division so we can ensure the license is correct.

Last, but definitely not least, is the Serial Number. The serial number, also called the license number, is the unique identifying number assigned by the division to that specific elevator when it was installed. Serial numbers are issued in sequence and range from 1 to over 104000. Despite the actual number of digits in the serial number, the inspection report must indicate six total digits (example: 000123). You can find the serial number in various places, including on the controller in the machine room and listed as the license number on the certificate of operation.

The accuracy of the serial number is very important as it assigns the inspection to the elevator license in the division's license management system. If an elevator passes inspection, but the serial number is bubbled in wrong, the elevator that was inspected will not get credit for the inspection and the owner will not be able to renew the license. Inspectors and elevator owners should take care to ensure that the serial number on the report matches the serial number for that elevator.

## I am Here to Help!

This recurring article will help you get to know the division's staff. Each issue features a member of the division's staff that works to support you, our customers. This month, we are featuring Courtney Love, with the Bureau of Elevator Safety.



**Name:** Courtney Love

**Job Title:** Office Manager

**What I do for you:** I manage the Bureau administrative staff and office functions. I monitor reports to look for errors that need to be corrected, to find licenses that need attention, and assist with administrative case tracking. I am the Bureau point person on submitting and testing technology changes made to improve our functions and better serve you. I also oversee CEI responses to monitoring inspections. I love the Division and my job. I am happy to answer any questions you may have and to help in any way that I can.

**About me:** I grew up just west of Atlanta, and have lived in Tallahassee for 9 years. I have been with the Bureau for over 7 years, starting as an Administrative Assistant. I have a Bachelor of Science degree from the University of West Florida (Go Argos! ☺), which is where I met my husband of 9 years. I am a mother to two beautiful little girls, ages 5 and 6. I love nature, especially being on the water, and spending time with my family.

## Upcoming Meetings & Important Dates

### *January 2017*

- 1 – Professional licenses set to delinquent status
- 2 – New Year's Day Observed (*Division offices closed*)
- 16 – Martin Luther King Jr. Day (*Division offices closed*)

### *February 2017*

No planned meetings or events.

### *March 2017*

- 1 – Delinquent certificates of competency go Null and Void

### *April 2017*

- 1 – Four months left to obtain passing inspection for August 2017 certificate of operation renewals



## Need Help? Contact Us

Email: [dhr.elevators@myfloridalicense.com](mailto:dhr.elevators@myfloridalicense.com)

Internet:

[www.myfloridalicense.com/contactus](http://www.myfloridalicense.com/contactus)

Phone: (850) 487.1395

Mail: 2601 Blair Stone Road  
Tallahassee, FL 32399