

In This Issue

- New Codes Bring New Requirements
- Temporary Certificates of Operation
- "Temporary Mechanics"
- Updated Forms
- Hot Topic Q&A – Location Address
- Certificate of Operation Renewal
- I Am Here to Help
- Upcoming Meetings & Important Dates

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 on our [Elevator News](#) webpage.

Use Your Voice to Improve Elevator Safety

June 30, 2018, marked six months since the Florida Building Code 6th Edition (2017) took effect, but the process to develop the 7th Edition (2020) is already underway. I hear you asking, "Does it really take two and a half years to develop the building code?" Yes, it does. Developing the building code is a multi-year process that involves multiple technical advisory councils, notices and publications, proposed code change reviews, council and commission meetings, and the opportunity for public participation.

I am a member of the Special Occupancy Technical Advisory Council that is responsible for recommending elevator code changes, among other topics, to the Florida Building Commission. Our first meeting held in June 2018 had just two public participants. If you want to help create the next Florida Building Code, I encourage you to become involved in the code development process. Go to floridabuilding.org for more information.

Sincerely,

Michelle Comingore, MPA
Chief, Bureau of Elevator Safety

New Codes Bring New Requirements

New elevator safety requirements took effect on December 31, 2017, when the state adopted the 6th Edition Florida Building Code, including ASME A17.1-2013 Safety Code for Elevators and Escalators. Safety standards Rule 61C-5.001, Florida Administrative Code, outlines which adopted codes apply to different types of elevator work. That rule states that inspections and periodic test witnessing must follow the inspection and test requirements of the most recent adopted codes. (See the rule for information about installation, alteration, maintenance, repair, and other types of work.)

Certified elevator inspectors are responsible for ensuring that inspections, data plates, tests, and test tags meet all requirements outlined in section 8.6 of ASME A17.1-2013 that apply to the elevator. All state licensed elevator personnel are reminded to become familiar with the new codes and all the changes that apply to installations, alterations, maintenance, repair, replacement, periodic tests and test tags, and inspections.

Please contact the Division with specific questions about the new code. You can email us directly at dh.elevators@myfloridalicense.com or call the Department at 850.487.1395.

Division Hiring a State Elevator Inspector

The division is hiring an elevator inspector for the Fort Myers area, which includes Charlotte, Lee, Collier, Glades and Hendry Counties. You can view the advertisement and apply for the position on the state's employment website [People First](#).



Temporary Certificates of Operation: What You Need to Know

Before a newly installed elevator can be used for anything other than construction purposes, it must pass an initial acceptance inspection performed by a Division-licensed certified elevator inspector. When the elevator passes that initial acceptance inspection, the certified elevator inspector completes a temporary license called a temporary certificate of operation. This temporary license is valid until receipt of the original certificate of operation or for up to 60 days, whichever occurs first. The Division issues the original certificate of operation upon receiving proof of the passing initial acceptance inspection from the certified elevator inspector.

The certified elevator inspector fills out the temporary certificate of operation, which is located on the back of the yellow copy of the inspection report. All spaces must be completed. During the Division's regulatory visits and inspections of elevators, we have found that the form is not always completed correctly or has expired. The following information may help both certified elevator inspectors complete the form and elevator owners read the form.

Let's start with the expiration date, since that is where we are seeing the most problems. The expiration date on this form is the expiration for the temporary certificate of operation – 60 days from the inspection date listed on this form and the inspection report. However, if the expiration date is incorrectly entered, the temporary license still expires in 60 days.

The location address should match the address on the permit to install the elevator. The inspection date is the date the inspector completed the passing initial acceptance inspection. The type of conveyance is one of nineteen classes of elevators. The serial number is the elevator license number issued by the Division. Landings means the number of floors the elevator serves. Capacity is the maximum weight the elevator is capable of safely carrying. The certified elevator inspector must write his name, license number, and phone number on the appropriate lines.

Any differences between the permit information and the actual installed unit, including the address, should be reported to the Division. Contact us at dh.elevators@myfloridalicense.com with questions or concerns about temporary certificates of operation.

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

FLORIDA TEMPORARY CERTIFICATE OF OPERATION
THIS IS PUBLIC NOTIFICATION THAT THE CONVEYANCE LOCATED AT:

Location Address: Building Name/Elevator Location, Building Address, City/State/Zip Code

SAMPLE

WAS INSPECTED BY A FLORIDA STATE CERTIFIED ELEVATOR INSPECTOR ON

Inspection Date

NOTICE TO ELEVATOR OWNER
Successfully passing an initial inspection authorizes use of a copy of this form as a temporary certificate of operation until receipt of the original certificate of operation issued by the Department of Business and Professional Regulation or for a maximum of sixty (60) days, whichever occurs first.
The elevator owner is responsible for the safe operation of this conveyance and continued compliance with all Florida laws governing the elevator bearing the below serial number as a(n):

TYPE OF CONVEYANCE:

Serial Number	Landings	Certified Elevator Inspector and CEI #
Capacity (Lbs.)	Expiration Date	Certified Elevator Inspector Phone #

NO SMOKING NO FUMAR
SECTION 823.12, F.S., SMOKING IN ELEVATORS UNLAWFUL--IT IS UNLAWFUL FOR ANY PERSON TO POSSESS ANY IGNITED TOBACCO PRODUCT OR OTHER IGNITED SUBSTANCE WHILE PRESENT IN AN ELEVATOR. ANY PERSON WHO VIOLATES THIS SECTION IS GUILTY OF A MISDEMEANOR OF THE SECOND DEGREE, PUNISHABLE AS PROVIDED IN S. 775.082, S. 775.083, S. 775.084.

A "Temporary Mechanic" is a Helper, Requires Direct Supervision

The Division has been told that elevator helpers or apprentices are being assigned work as "temporary mechanics". All elevator personnel and owners should be aware that the State of Florida does not license "temporary mechanics". Such unlicensed personnel are "elevator helpers" and require direct supervision, as defined by law. The Division is aware that the elevator industry is experiencing a shortage of licensed elevator personnel. However, assigning unlicensed personnel to perform work without direct supervision is a violation of state law and increases the risk of public safety concerns.

Elevator owners are encouraged to verify the license status of elevator personnel by requesting to see their certified elevator technician license, by using the DBPR mobile app available for iPhone and Android devices, or by using the [Verify a License](#) page on Department's website. Please report unlicensed activity to the Division by emailing dh.elevators@myfloridalicense.com, by filing a complaint online at <https://www.myfloridalicense.com/entercomplaint.asp?SID=>, or by calling the Department at 850.487.1395.

License Applications Updated, Current Forms Always Required

The Division recently updated all application forms. Changes to the forms include capturing a license mailing address, owner name and address, building name as a DBA, and a specific elevator identifier (such as A1 or Bldg B). Additional changes include notification that a new installation is replacing an existing elevator, reporting the license number of the elevator being replaced, and removing the race and gender sections on the applications for a certificate of competency/certified elevator technician license and the certified elevator inspector license.

The new forms, dated January 2018, are required and can be identified by the date on the left side of the bottom footer. Old versions of the forms will no longer be accepted. The Division recommends retrieving the necessary form from the Department's website rather than saving the form on your computer or saving printed copies in your office. Saving forms for future use may result in submitting outdated forms, which will likely increase the time required to process your license. Contact the Division with questions on completing the updated forms.

Hot Topic Q&A – Elevator Location Address Changes

Q. How do I update the building address for the elevator(s) license?

A. The building address where an elevator is physically located is called the license location address. The Division must verify a location address before changing the address in the license record. If your location address needs to be changed, please contact the Division to request a location address change. A state inspector will stop by the building to verify the location address.

A certified elevator inspector who notices an incorrect location address on the elevator license should notify the Division that the address is incorrect or notify the owner to contact the Division to request an address update. Writing the new address on the inspection report will not update the license record.



Certificates of Operation Expire August 1; Renewals Due July 31

All elevator owners are reminded to renew their certificates of operation before they expire on August 1, 2018. To renew a certificate of operation, the elevator owner must pay the required license fee, any delinquent fees owed, and must either meet the annual inspection requirement or file a service maintenance contract verification for a two-stop elevator with the Division. To meet the inspection requirement the Division must have proof of a passing routine inspection completed within the last year or a failed routine inspection and a passing callback inspection both completed within the last year.

Renewals can be completed online using the "Renew Your License" option on the Department's website at www.myfloridalicense.com. The Division mails license renewal notices as a courtesy; the owner is responsible for renewing the license even if a renewal notice is not received.

Unlicensed Activity is Costly – Check Your Status Today!

Is your license current? Do you have a permit for that installation, alteration or relocation? If not, you are subject to a citation and fines up to \$1,000 per occurrence.

Don't risk getting caught without a valid license. Find out if your license is current on our website at <http://www.myfloridalicense.com/DBPR/online-services/>. Contact us if you have questions about obtaining a current license.



I am Here to Help!

This recurring article helps you get to know the Division's staff. Each issue features a Division staff member who works to support you, our customers. This month we are featuring Marta Sheppard with the Bureau of Field Services, Licensing Section.



Name: Marta Sheppard

Job Title: Assistant Licensing Manager

What I do for you: I oversee the licensing team that processes your applications for elevator permits and all licenses issued by the Division – certificate of operation, registered elevator company certified elevator technician, certified elevator inspector, certificate of competency, public lodging establishment, and public food service establishment. Our team maintains license records and enters ownership changes and service maintenance contract verifications. We also work to fix licensing problems and provide license information to you, the public, and the Division's field staff.

About me: Spending time with my family is something near and dear to my heart. I'm a mother of two amazing kids. We enjoy eating meals together, talking about the events of the day, sharing joys and defeats, doing household chores together, making snap chat videos (with my daughter of course lol), yelling at my son to lower his voice as he's playing Fortnite at the wee hours of the night, and spending some evenings popping corn and watching movies. I truly feel blessed to be part of the Division family as well!

Department has a New Website - Update Your Links!

Department Home Page: <http://www.myfloridalicense.com/DBPR/>

Bureau of Elevator Safety Home Page: <http://www.myfloridalicense.com/DBPR/elevator-safety/>

Upcoming Meetings & Important Dates

July 2018

- 1 – One month left to renew elevator license
- 4 – Independence Day (*Division offices closed*)

August 2018

- 1 – Elevator licenses (certificates of operation) expire

September 2018

- 3 – Labor Day (*Division offices closed*)

October 2018

- 1 – Elevator personnel and company license renewal period opens
- 16 – Elevator Safety Technical Advisory Council



Questions? Contact Us

Email: dhr.elevators@myfloridalicense.com

Website:

www.myfloridalicense.com/DBPR/contact-us

Phone: (850) 487.1395

Mail: 2601 Blair Stone Road
Tallahassee, FL 32399