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- Periodic Test Tags
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- Professional License Renewal
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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 on our [Elevator News](#) webpage.

## Technology is Changing How We Work

My primary goal when I was appointed to lead the Bureau was to integrate technology into our work processes as much as possible. I believed then, and still believe today, that utilizing technology would allow us to work more efficiently and improve how we interact with you, our customers. Most changes implemented so far have had a minor impact on how we serve you.

But, we are working on projects that will improve how you interact with us. Within one year we hope to have online alteration permit applications. By 2022, we want to provide online or electronic inspection reporting for all the private elevator inspectors, replacing the bubble forms and the existing electronic reporting system with a cleaner, simpler system.

I am committed to hearing your needs and getting your feedback as we plan for the next inspection reporting process. I believe we must work together to ensure future success. That is why I ask that you let us know about new technology in elevators. Whether it's a new elevator system or a new way to display the license, let's all be aware of coming technological changes.

Sincerely,

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

## Supervisor of Construction Must Sign Report

Florida law requires permitholders to submit to the department an "affidavit signed by the construction supervisor attesting that the supervisor directly supervised the construction or installation of the elevator" (s. 399.03(5), Florida Statutes). This attestation is required before the department can issue the certificate of operation.

The State of Florida Elevator Inspection Report and all state-approved elevator inspection reports used by inspection companies contain a "Supervisor of Construction" section. That section of the inspection report must be completed in full and signed by the CC/CET or CEI who directly supervised the installation or construction of the elevator. Reports without the supervisor of construction section completed are being mailed to the permitholder for completion.

The initial certificate of operation will be issued once the department receives the supervisor of construction attestation. The permitholder is responsible for correction of violations and deficiencies, and all tests of the elevator, until a certificate of operation has been issued by the department (s. 399.02(5)(a), Florida Statutes).

The Division is developing a new Supervisor of Construction Affidavit that could be submitted separate from the inspection report. Until the new form is available, permitholders can comply with the law by completing the "Supervisor of Construction" section on the inspection report.

Please contact the Division with questions about this requirement. You can email us at [thr.elevators@myfloridalicense.com](mailto:thr.elevators@myfloridalicense.com) or call us at 850.487.1395.

## Periodic Test Record and Test Tags Must Meet Current Code

The State of Florida adopted ASME A17.1-2013, Safety Code for Elevators and Escalators, in January 2018. Florida law requires that testing and test records be completed under and meet the requirements of the current code. During the course of our inspections, the Division has found that some elevators have test tags posted that do not meet the requirements of the current code. The Division does not require the test tag to specifically state it meets A17.1-2013. However, the tag must provide the information required by code, including listing the correct references (such as 8.6.4.19.01 for oil buffers) for the current code in effect.

Let's review what the code says about the requirements for periodic tests and test records. Section 8.6.1.7.2, A17.1-2013, requires periodic test records to contain the applicable code requirements and dates performed and the name of the person or firm performing the test.

In the example below, the test tags pictured are for periodic tests performed under the new code. These tags only list code requirements up to A17.1a-2008 and state they meet "A17.1-2000 and later." Comparing the applicable code requirements listed on the tags to current code, we find that all but one code reference matches the periodic test requirements in the current code. Testing of emergency and standby power operations under s. 8.6.4.20.5 is listed on this test tag. However, s. 8.6.4.20.5 was removed from Category 5 testing in the A17.1-2013 code. This Category 5 test tag can be used as long as the emergency and standby power operations test is marked as "Not Applicable" to correctly reflect the applicable code requirements.

Reviewing the rest of the tag for the periodic test record requirements, we find that the tags include space for the date the tests were performed and the name of the person or firm performing the tests. However, this picture also shows an example of an error in completing the test tag that can result in a violation during inspection – the Category 1 test tag is missing the name of the person or firm performing the tests.

Since the tags pictured would capture all required information when fully completed, they are acceptable and can be used when the non-applicable tests are marked as such. Any tag that does not list the current A17.1 code requirements does not meet s. 8.6.1.7.2, A17.1-2013, and may not be used.

**CAR NO. # 4**      **MACH. NO. [REDACTED]**

**ELECTRIC ELEVATORS - CATEGORY 1 PERIODIC TESTS**

REQUIREMENT	DESCRIPTION	NOT APPLICABLE	DATE	PERSON / FIRM
A17.1-2000 TO A17.1-2007	A17.1a-2008			
8.11.2.2.1	8.6.4.19.1 Oil Buffers	<input type="checkbox"/>	3/28/18	
8.11.2.2.2	8.6.4.19.2 Safeties	<input type="checkbox"/>		
8.11.2.2.3	8.6.4.19.3 Governors	<input type="checkbox"/>		
8.11.2.2.4	8.6.4.19.4 Slack Rope Device (Winding Drum)	<input type="checkbox"/>		
8.11.2.2.5	8.6.4.19.5 Normal and Final Terminal Stopping	<input type="checkbox"/>		
8.11.2.2.6	8.6.4.19.6 Firefighters' Emergency Operation	<input type="checkbox"/>		
8.11.2.2.7	8.6.4.19.7 Standby or Emergency Power Operation	<input type="checkbox"/>		
8.11.2.2.8	8.6.4.19.8 Power Operation of Door System	<input type="checkbox"/>		
8.11.2.2.9	8.6.4.19.9 Broken Rope, Tape, or Chain Switch	<input type="checkbox"/>		
8.11.2.2.10	8.6.4.19.10 Checkout Procedure	<input type="checkbox"/>		
8.11.2.2.11	8.6.4.19.11 Ascending Car Overspeed & Uncontrolled Motion	<input type="checkbox"/>		

MEETS A17.1 - 2000 AND LATER      Part No. CAA102K14

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**CAR NO. # 4**      **MACH. NO. [REDACTED]**

**ELECTRIC ELEVATORS - CATEGORY 5 PERIODIC TESTS**

REQUIREMENT	DESCRIPTION	NOT APPLICABLE	DATE	PERSON / FIRM
A17.1-2000 TO A17.1-2007	A17.1a-2008			
8.11.2.3.1	8.6.4.20.1 Car and Counterweight Safeties	<input type="checkbox"/>	4-18-18	
8.11.2.3.2	8.6.4.20.2 Governors	<input type="checkbox"/>		
8.11.2.3.3	8.6.4.20.3 Oil Buffers	<input type="checkbox"/>		
8.11.2.3.4	8.6.4.20.4 Braking System	<input type="checkbox"/>		
8.11.2.3.5	8.6.4.20.5 Emergency and Standby Power Operation	<input checked="" type="checkbox"/>		
8.11.2.3.6	8.6.4.20.6 Emergency Terminal Stopping and Speed Limiting Devices	<input type="checkbox"/>		
8.11.2.3.7	8.6.4.20.7 Power Opening of Doors	<input type="checkbox"/>		
8.11.2.3.8	8.6.4.20.8 Leveling Zone And Leveling Speed	<input type="checkbox"/>		
8.11.2.3.9	8.6.4.20.9 Inner Landing Zone	<input type="checkbox"/>		
8.11.2.3.10	8.6.4.20.10 Emergency Stopping Distance	<input type="checkbox"/>		
N/A	8.6.4.20.11 Emergency Brake	<input type="checkbox"/>		

MEETS A17.1 - 2000 AND LATER      Part No. CAA102K14

Contact us at [ahr.elevators@myfloridalicense.com](mailto:ahr.elevators@myfloridalicense.com) with questions or concerns about periodic test records and test tags.

## Hot Topic Q&A – Documentation for ASME A17.7 Compliance

### Q. What documentation is required onsite for elevators containing parts or components meeting the performance-based safety code ASME A17.7?

A. Elevators that have parts or components that do not meet ASME A17.1 requirements, but have received a Certificate of Conformance under ASME A17.7-2007, Performance-based Safety Code for Elevator and Escalators, must have onsite a copy of the Certificate of Conformance and the Certificate of Conformance Report from the Accredited Elevator/Escalator Certification Organization (AECO).

Both AECO-issued documents must be posted in the machine room and available to elevator personnel at all times. A copy of the Certificate of Conformance must be submitted with the Affidavit of Elevator Plans Code Compliance (DBPR HR-7023). The code data plate and all A17.7-compliant parts must also indicate the elevator complies with ASME A17.7. Additionally, procedures required for tests, inspections, maintenance, replacements, adjustments, and repairs for all must be included in the maintenance control program.



### Remember: Permits Must be Approved Before Work Begins!



Florida law states, "A conveyance covered by this chapter may not be erected, constructed, installed, or altered... until a permit has been obtained from the department." This means that simply submitting an application is not sufficient to start the work. You also must ensure that the Division has approved the permit. Contact us to request a copy of the permit or proof of approval be emailed to you.

## Elevator Professional Licenses Expire January 1 – Renew Today

All licensed elevator professionals are reminded to renew their license before they expire on January 1, 2019. Renewals can be completed online using the "Renew Your License" option on the Department's website at [www.myfloridalicense.com](http://www.myfloridalicense.com).

The following fees and documentation are required to renew the license types listed:

- \$50 license fee: Certificate of competency
- Proof of insurance:
  - o Certified elevator technician,
  - o Certified elevator inspector, and
  - o Registered elevator company.
- Proof of eight (8) hours continuing education from a Florida-approved provider. The course must be approved in Florida on the date attended. Search for approved courses on our [website](#).
  - o Certificate of competency, and
  - o Certified elevator inspector

The Division mails license renewal notices as a courtesy. The licensee is responsible for providing the Division with a current mailing address and for renewing the license even if a renewal notice is not received. Licenses not renewed by January 1 will be delinquent and no longer valid for work in Florida.

### 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 Kimberly Butler with the Bureau of Field Services, Licensing Section.



**Name:** Kimberly Butler

**Job Title:** Regulatory Specialist III

**What I do for you:** I analyze, research, and process license applications for the Division.

**About me:** I am a 2012 graduate of Bethune Cookman University from Quincy, Florida. I have been employed with the department for five years.

## Division Hiring Elevator Inspectors for SW FL and East Central FL

The division is hiring elevator inspectors for the Fort Myers area and the Daytona Beach/Melbourne/Kissimmee area. You can view the advertisements and apply for the positions on the state's employment website, [People First](#).



## Upcoming Meetings & Important Dates

### October 2018

- 1 – Elevator professional license renewal period opens
- 8-9 – Florida Building Commission meeting
- 16 – Elevator Safety Technical Advisory Council

### November 2018

- 12 – Veteran's Day Holiday (*Division offices closed*)
- 22-23 – Thanksgiving Holiday (*Division offices closed*)

### December 2018

- 25 – Christmas Day (*Division offices closed*)

### January 2019

- 1 – New Years' Day (*Division offices closed*)



## Questions? Contact Us

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

Website:

[www.myfloridalicense.com/DBPR/contact-us](http://www.myfloridalicense.com/DBPR/contact-us)

Phone: 850.487.1395

Mail: 2601 Blair Stone Road  
Tallahassee, FL 32399