

## In This Issue

- Inspections that Count
- Two-Stop Elevator Maintenance and Inspection
- Hot Topic Q&A – Hoistway Vents & Existing Buildings
- Submitting Inspection Reports
- 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.

## Inspections Crucial to License Renewals

Decades ago, the Florida Legislature decided regulating elevators was in the best interest of public safety. Today, Florida law requires elevators to obtain a license by passing an annual inspection and paying a license fee. Some elevators are not required to have an annual inspection, but they have special requirements intended to ensure public safety.

About 75% of elevators licensed by the Division must have an annual inspection. The remaining 25% are two-stop elevators that must have a qualifying service maintenance contract; be routinely examined, tested, and maintained according to adopted safety codes; and be verified annually.

In the last two decades, just under half of all elevators did not have a valid license. Through multiple efforts over many years, the number of expired licenses dropped to an all-time low of 1.23% in 2015. Unfortunately, the number of expired licenses is increasing.

So, why aren't elevator licenses being renewed? Around three-fourths of all expired elevators have not submitted proof of a passing annual inspection. Fewer routine inspections are being reported and more of those reported inspections failed, requiring repairs and another inspection.

The Division is taking steps to address this trend, but we can't do it alone. Owners can help by getting their elevators inspected, fixing violations, and understanding their responsibilities. The elevator industry can help by making sure inspection reports are submitted to the Division.

This issue focuses on elevator license renewals. Please continue reading to learn more about this important topic.

Sincerely,

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

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## Inspections That Count

Two factors determine whether an inspection will count toward renewing a certificate of operation, or elevator license – the type of inspection and when it was completed. The inspection must be 1) a routine inspection with no violations, or 2) a routine inspection with violations and a callback inspection clearing the violations.

Florida law requires that elevators be inspected annually, unless they are two-stop exempt elevators, so the routine and callback inspections must have been completed within the last twelve months. If the routine is more than 12 months old, a new routine inspection is required.

No other inspection type is valid to renew the elevator license. A report that only records CAT 1 and CAT 5 periodic test completion is not an inspection.

If you have questions about this requirement contact the Division at [chr.elevators@myfloridalicense.com](mailto:chr.elevators@myfloridalicense.com) or 850.487.1395.

## Two-Stop Elevator Maintenance and Inspection

Florida law requires that all elevators have an annual inspection with no violations to renew the elevator license, also known as the certificate of operation. However, s. 399.061(1), Florida Statutes (F.S.), allows certain elevators that meet very specific maintenance *and* reporting requirements to skip the annual (routine) inspection requirement. This exception is called the "two-stop exemption."

But, this exemption is not universal or automatic. Not all types of two-stop units are exempt. Not all elevators with a service maintenance contract are exempt. Most important, not all owners have submitted the paperwork required to claim the exemption.

### How to tell if an elevator must have an annual (routine) inspection.

1. Is the unit an escalator or dumbwaiter?

YES – Needs routine inspection.  
NO – Go to next question.

2. Does the elevator serve only two adjacent floors?

YES – Go to next question  
NO – Needs routine inspection.

3. Does the elevator have a service maintenance contract for everything listed in number 3 to the right?

YES – Go to next question.  
NO – Needs routine inspection.

4. Is a statement about two-landing elevators, such as "A two-landing elevator with service maintenance contract..." printed on the certificate of operation?

YES – Routine inspection not needed. Must still have routine examination, maintenance, repair, tests, and other requirements for a qualifying service maintenance contract listed in number 3 to the right.  
NO – Needs routine inspection.

To qualify for the two-stop exemption from routine inspection, the conveyance must meet all of the following criteria :

1. Be an elevator or other type of conveyance that is *not* an escalator or dumbwaiter.
2. Serve only two adjacent floors.
3. Have a service maintenance contract meeting s. 399.01(10), F.S., in effect providing:
  - Routine examination, lubrication, cleaning, adjustment, and replacement of parts;
  - Performance of applicable code-required safety tests; and
  - Any other service, repair, and maintenance sufficient to ensure the safe operation of the elevator.
4. Annually verify with the Division the existence and performance of the contract.

Elevator owners are responsible for making sure the service maintenance contract provides for everything listed in number 3 above, and for annually verifying the existence *and* performance of the service maintenance contract. The verification is entered in the elevator's license record and qualifies the license for renewal without a routine inspection. The license fee is still required.

Elevator owners must also notify the division within 30 days if the contract is cancelled, expired or transferred to a new owner. The two-stop exemption does not automatically transfer to a new elevator owner – a new verification is required.

Under Rule 61C-5.013, Florida Administrative Code, all routine examinations and periodic safety tests must be performed according to the safety codes adopted by rule. Since there are many different codes and types of elevator equipment, the Division cannot tell you exactly what each elevator requires.

The division randomly inspects elevators with the two-stop exemption to ensure they are being maintained properly. A two-stop exemption may be cancelled if the division finds an elevator does not meet the minimum requirements, including maintenance and repairs.

Contact us at [dhr.elevators@myfloridalicense.com](mailto:dhr.elevators@myfloridalicense.com) or 850.487.1395 with questions about two-stop elevators, service maintenance contracts, or annual inspection requirements.



A two-stop elevator exempt from inspection needs more than just an annual test. Although proof of periodic tests is part of the equation, it isn't the whole solution and will not, by itself, allow an elevator to meet the requirements for the two-stop exemption.



## Hot Topic Q&A – Hoistway Ventilation and Existing Buildings

### Q. Can hoistway ventilation be removed in an existing building?

A. This is a complex question involving multiple codes and enforcement authorities. The American Society of Mechanical Engineers (ASME) A17.1-2013 edition of the Safety Code for Elevator and Escalators requires that hoistways be provided with a “means to prevent the accumulation of smoke and hot gases” *when required by the building code.*

Chapter 30 of the 6th Edition (2017) Florida Building Code (FBC) does not address hoistway ventilation. However, multiple parts of the building code applying to elevators and associated equipment are enforced by local building or fire authorities, rather than the Bureau of Elevator Safety.

Alteration/modernization work must meet those other code requirements, in addition to Chapter 30, FBC. When considering removing hoistway ventilation, the Division recommends contacting the local authority having jurisdiction to find out if the planned work meets building code requirements.



### 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 simply submitting an application is not sufficient to start the work. You also must ensure the Division has approved the permit. Contact us to request an emailed copy of the permit or proof of approval.

## Failure to Submit Inspection Report Impacts Owner, Inspector

Certified elevator inspectors licensed by the Division perform all elevator inspections related to issuing certificates of operation. The resulting elevator inspection report must be submitted to the Division within five days of the inspection date (s. 399.03(5) and 399.049(1)(c), F.S.). When inspectors fail to submit inspection reports to the Division, the elevator owner is unable to renew the license, and the owner and inspector may face penalties for violating Florida law.

The elevator owner may receive a citation and fine for operating the elevator without a valid license. The inspector may have an administrative complaint filed against their license for failing to submit a copy of the inspection report to the Division. The citation and the administrative complaint can result in fines up to \$1,000 per violation.

We recommend elevator owners keep a copy of the most recent routine inspection and any callback inspections completed, at a minimum. Those copies can be provided as proof of inspection, if needed.

Inspectors who e-file inspection results with the Division must still submit a copy of the inspection report. We recommend emailing a copy of the report to the Division the same day and verifying the e-filed report was correctly submitted by checking the verification email from the Division.

### 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'm 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're featuring Selena Harrell with the Bureau of Field Services, Licensing Section.



**Name:** Selena Harrell

**Job Title:** Regulatory Specialist II

**What I do for you:** I process the many different applications that come to our department. I also assist at the customer service window to answer questions or provide face-to-face help with licensing issues.

**About me:** I was recently married, have three amazing children and two amazing step-children. I enjoy family time. Things can get a little crazy with so many people, but I love every minute of it. I am so very thankful to be working at DBPR, and being able to assist all you wonderful people.

## Division Hiring Elevator Inspector for Southeast Florida Area

The Division is hiring an elevator inspector for the southeast area of the state, including Indian River, Okeechobee, St. Lucie, Martin, and Palm Beach counties. To view the advertisement and apply for the position, visit the state's employment website, [People First](#).



## Upcoming Meetings & Important Dates

### January 2019

- 1 – Professional licenses expire, if not renewed
- 1 – New Year's Day (*Division offices closed*)
- 21 – Martin Luther King Jr. Day (*Division offices closed*)

### February 2019

No planned meetings or events

### March 2019

- 1 – Expired certificates of competency go Null and Void

### April 2019

- 1 – Four months left to obtain passing inspection for certificate of operation renewals
- 16 – Elevator Safety Technical Advisory Council (*Tallahassee*)



## Questions? Contact Us

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

Website:

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