



# Community Development

## Policy and Procedure Statement

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**FROM:** Chad Root, CBO

**SUBJECT:** Elevator Modifications and Inspections

**DATE:** February 5, 2019

Revised 4/16/19

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**Purpose :** The purpose of this policy is to give direction to the contractor and the elevator inspector when a permit is needed on an elevator. This policy also states when and what fines will be imposed if required repairs are not and when a Stop Work order maybe issued.

**Policy:** All Modifications to an existing elevator must have a permit pulled by the contractor through the City and must be inspected by the City elevator inspector. A permit is not required for maintenance work with replacing the same parts by the same manufacture.

**Fines and Stop Work Orders:** Violations to code that are found and not fixed immediately will be subject to a re-inspection fee of \$100. This fee must be paid to the City before another inspection is scheduled or authorization form will be accepted. If the violation is not corrected within the time frame as addressed from the City Elevator Inspector or, the work being done is erroneous and not permitted, or there is an immediate life safety concerns the Inspector shall issue a stop work order for such elevator and have the power disconnected so it cannot be used until it is re-inspected and found to be in compliance.

**Direction:** This policy is directly related to door equipment and valve modifications, upgrades and major repairs. This policy does not affect normal service or like for like repairs. IE: Replacing a Maxton UC-3 with a

UC-4. However, replacing a P-125 with a new valve requires a permit and will require leveling in both directions.

We have found with past inspections, work that was not permitted or inspected presents an impending danger to the general public.

If you find a modification and you are not sure if it needs a permit, ask. Feel free to contact (Greg Fricke 720-525-9810) at any to confirm if a permit is required.

