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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.

## A Tale of Storm Clouds and Sunshine

I have lived all across this country – the Midwest, Northeast, Mountain West and Southeast. Throughout my experience in the various states and unique cultures, one thing stands out as defining our spirit. One trait cuts across all of our differences and unites us. We have an undeniable ability to weather the storm and work hard until the sunshine returns.

We all face storms that result in change, at work and at home. Floridians are recovering from the changes brought by hurricanes. The Division is weathering ongoing changes to our staff and operational improvements.

If you think I talk about change and improvement a lot in this newsletter, you're right; I do. Change is often the result of the challenges brought by storms and provides an opportunity for improvement. The best way to deal with a storm is to acknowledge the challenge, develop a plan of action, communicate the risks and rewards, and face it head-on.

Our country was founded and expanded by men and women who stood in the face of adversity and did not accept defeat. As we weather our current storms, both literally and figuratively, I have faith that, through our determination, we will persevere and come out the better for it.

Sincerely,

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

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## Elevator Safety Part of Hurricane Recovery

The news keeps telling us (and we all remember) how Florida's hurricane drought ended in 2016, when Hermine and Matthew impacted the state. Just last month, Irma left damage and destruction in her wake. Across the state, communities are still recovering from the impacts of one or more of these hurricanes. Our thoughts go out to you.

The Division is here to answer your elevator questions and protect the safety of the riding public. We remind all elevator owners to make sure your elevator is safe to operate as part of the recovery process. Hurricanes can damage an elevator in many ways, including water intrusion damaging equipment, power outages impacting operation, and wind damage to the structure or outside lifts not protected from the elements. These impacts can create both short-term problems, such as spilling the hydraulic fluid collection bucket or water-damaged electrical components, and long-term impacts that are not immediately noticeable, such as water damage that leads to rusting parts – particularly from the saltwater of storm surge.

Florida's licensed elevator professionals – registered elevator companies, certified elevator technicians, and certified elevator inspectors – can help elevator owners identify damage to their elevator, develop a plan of action, complete repairs, and inspect to ensure it is safe to use. Use our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) to make sure your elevator professional is properly licensed.

## Inspection Type for License Renewal & the Two-Stop Exemption

Generally, Florida law requires two things to renew the license to operate the elevator, also known as the Certificate of Operation: 1) pay the license fee and 2) submit a current, satisfactory inspection. The fee is pretty straight-forward; the inspection – not so much. Only certain types of inspections qualify for license renewal and not every Elevator Inspection Report is actually reporting an inspection. To further complicate things, there is an exception to the inspection requirement, called the two-stop exemption, that allows certain elevator owners to obtain a certificate of operation without the inspection. We know it can be confusing and want to help you understand the requirements and your responsibilities.

Elevator inspections are recorded on a state-approved elevator inspection report that must, among other requirements, identify the type of inspection that was performed. There are six different types of inspections that private certified elevator inspectors can report to the Division, but only the three types of inspections described in the blue box to the right are valid to renew a license.

We suggest you check your inspection reports from the last year to make sure one of the three qualifying inspections are marked on the report before submitting it for your license renewal. If no type of inspection is marked, the report cannot be used to meet the inspection requirement for license renewal.

Sometimes, certified elevator inspectors only witness code-required tests and do not perform an inspection, but they still complete an inspection report to record that they witnessed the tests. This type of “test only” report can be identified by looking in the inspector’s signature block, where it states, “I certified that I have personally performed or witnessed:” and the bubble for “Periodic tests as prescribed by ASME A17.1” is filled in, and Type of Inspection is not completed. A “test only” report is not valid to renew a license.

This “test only” report is often completed when the elevator is a two-stop with a service maintenance contract. However, submitting a “test only” inspection report does not qualify an elevator for the two-stop exemption. In order to renew the license using the two-stop exemption, the elevator owner must verify the existence and performance of the service maintenance contract every year. The license fee is still required.

Verifications can be submitted throughout the year. The Division provides a form to allow an owner to complete verification for up to three buildings under contract with the same registered elevator company. DBPR Form HR 5023-060, Verification of Service Maintenance Contract, is available on DBPR’s website. The form can be submitted by fax, mail or email to [dh.elevators@myfloridalicense.com](mailto:dh.elevators@myfloridalicense.com). Please do not submit the form more than once without confirming receipt.

See past issues of this newsletter for an ongoing discussion of how to navigate the inspection report. You may contact us if you have questions about an inspection report or license renewal.

### Types of Inspections Valid for Renewal:

- Routine with no violations that was completed within the last year\*.
- Callback clearing all violations that were cited on a routine that was completed within the last year\*.
- Initial Acceptance with no violations that was completed within the last year\*.

\*Based on the date the inspection is entered into the license record.

### How To Qualify for the Two-Stop Exemption:

1. Be an elevator or other type of conveyance, but not an escalator or dumbwaiter.
2. Serve only two adjacent floors.
3. Have a service maintenance contract in effect that meets s. 399.01(10), F.S., and provides for:
  - Routine examination, lubrication, cleaning, adjustment, 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 the existence and performance of the contract.



***A two-stop elevator that is exempt from inspection needs more than just an annual test. While proof of periodic tests is required, it is not the whole story and will not by itself allow an elevator to meet the requirements for the two-stop exemption.***



## Navigating the Inspection Report - Comments

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.

Just below the row of violation boxes in the middle of the inspection report you will find the comments box. The inspector writes a brief description and the specific code reference for each violation cited. This box also contains any test results or other information to be recorded on the inspection report and provided to the elevator owner.

| COMMENTS AND BRIEF DESCRIPTION WITH CODE CITATION |
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## 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 [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com). Contact us if you have questions about obtaining a current license.



## Hot Topic Q&A - Alterations and Expired Elevator Licenses

Q. Will having an active permit to alter prevent me from being cited for operating an elevator with an expired license?

A. Florida law requires an elevator to have a current certificate of operation. Operating an elevator without a current certificate of operation is considered unlicensed activity. Simply receiving a permit to alter does not change the elevator license status – meaning the certificate of operation is still delinquent and the owner may be cited for operating the elevator without a valid certificate of operation.

Once the permitted alteration work has started, the elevator may only be used for construction purposes. Placing an elevator into operation while it is being altered without having a temporary operating permit for construction use is a violation of Florida law and the registered elevator company who pulled the permit may be fined.



## Error Results in Invalid, Non-Expiring Certificates of Operation

The Division has discovered an internal error that may result in certificates of operation being issued without an expiration date. These certificates will read "Does not expire" where the expiration date should be printed. Certificates of operation without an expiration date are not valid.

We ask elevator owners and licensed elevator professionals to remove this invalid certificate and return it to the Division. Elevator passengers who observe this invalid certificate may report it to the Division. A correct certificate will be issued.

Florida law only allows a certificate of operation to be valid for up to two years and requires this license to expire every year on August 1. We apologize for any inconvenience this may create and are working to prevent this error from occurring again.

## New Elevator Safety Code Coming Soon to an Elevator Near You

**ASME  
A17.1-2013**



The Division adopts elevator safety codes in conjunction with the Florida Building Code. The 6<sup>th</sup> edition of the Florida Building Code will include the 2013 edition of the American Society for Mechanical Engineering (ASME) A17.1 code relating to elevators, escalators, and moving walks. This newer code includes on-site documentation for maintenance control programs (MCP) and allows authorities having jurisdiction to accept alternative testing without load for certain parts of the Category 5 test.

The Division is currently working on adopting the ASME A17.1-2013 code, effective December 31, 2017. The Division is also developing rules related to the MCP and alternative testing. Contact us at [dhr.rules@myfloridalicense.com](mailto:dhr.rules@myfloridalicense.com) to request to be included on an email list notifying you of the status of these proposed rules.

## 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 Antonio Wright with the Bureau of Elevator Safety.



**Name:** Antonio Wright

**Job Title:** Administrative Assistant I

**What I do for you:** I process the elevator inspections for the division, ensuring they are processed in a timely fashion. I also process accident reports and answer general customer service questions regarding elevators.

**About me:** I grew up in Quincy, FL, which is not far from Tallahassee. I have a Bachelors degree from the Baptist College of Florida and majored in history and social science. I love sports and learning about cars.

## Upcoming Meetings & Important Dates

### October 2017

- 1 – Professional license renewals open.
- 24 – Elevator Safety Technical Advisory Council

### November 2017

- 10 – Veteran's Day (*Division offices closed*)
- 23 & 24 – Thanksgiving (*Division offices closed*)

### December 2017

- 25 – Christmas (*Division offices closed*)
- 31 – Professional license renewals due.

### January 2017

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



## Questions? Contact Us

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

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