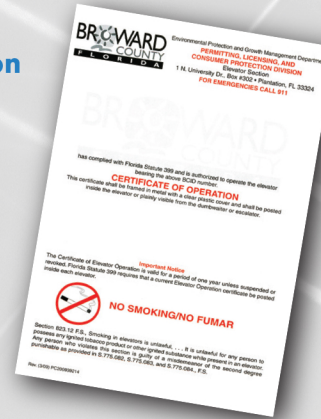




# A Guide for Owners of Elevating Devices

## Why is there a Certificate of Operation in the Elevator?

The Certificate of Operation is a license authorizing the operation of the elevating device and is issued only after the device has passed a current safety inspection.



## What is the difference between an Elevator Certificate of Operation and an Elevator Permit?

A permit is an authorization required for the installation of a new elevating device or for repairs and/or alterations of an existing device, while the Certificate of Operation is a license to operate the device. Only a licensed elevator contractor can apply for a permit at the Elevator Section of the Broward County Building Code Division.

## When does the Certificate of Operation expire?

It expires annually on **July 31**. Prior to the expiration of the Certificate of Operation, the Elevator Section will mail a renewal form. Be sure to include the renewal form with your payment and mail it back to the Broward County Building Code Division address listed on the form.

## What if the Certificate of Operation has expired?

This is considered a violation. Immediately contact the Elevator Section to find out how to receive a current Certificate. Failure to do so will result in late fees and/or possible fines.

## Which elevating devices require a Certificate of Operation?

All elevators, wheelchair and stairway lifts, escalators, moving walks, dumbwaiters and limited use, limited access devices (LULA's) with automatic transfer devices throughout Broward County require a Certificate of Operation.

## Do elevating devices require an annual inspection?

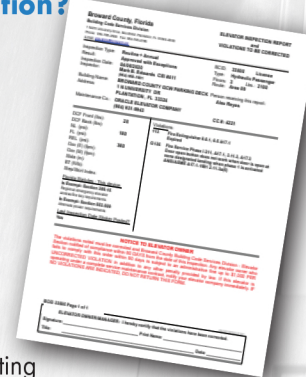
Yes, elevating devices must be tested for safety compliance **annually**. It is the responsibility of the owner to hire a licensed elevator maintenance company to perform these tests within a year from the date that the last such inspection was performed. All elevating devices must pass the annual inspection and correct any violations before a current Certificate of Operation will be issued.

## What happens if the annual inspection is not performed?

Failure to have the elevating device inspected may subject the owner to penalties and fines. If deemed necessary in the interest of public safety, may result in the shutting down of the elevating device.

## What happens if violations are found during an annual inspection?

All violations will be noted on the inspection report. The Elevator Section emails the inspection report to both the elevator owner and the elevator maintenance company as a notice of the violations. For online access to the last annual inspection violations for a particular elevating device please visit: [dpep.broward.org/bcs](http://dpep.broward.org/bcs)





## How soon must the violations be corrected?

All violations should be corrected and the Elevator Section notified of these corrections **within 90 days** from the date of the annual inspection. All violations **must** be corrected before a current Certificate of Operation will be reissued.

## What if the violations are not corrected within 90 days or at all?

Failure to comply within the **90-day** time frame or at all may subject the owner to penalties and/or fines and, if deemed necessary in the interest of public safety, may result in the shutting down of the elevating device.

## Who is responsible for correcting the violations?

The owner is ultimately responsible for ensuring that all violations are corrected; however, the elevator maintenance contract may cover repair of some if not all violations. Owners should contact their elevator company to determine who is responsible, the owner, the elevator company or both, for the repair of certain violations.

## What should be done after all the violations have been corrected?

When all violations have been corrected, the owner or building manager must sign and date the bottom of the inspection report guaranteeing that all violations were corrected and then return the report, **within 90 days** of the inspection date, to the Elevator Section at the address or fax number listed on the report. This ensures that all the violations have been corrected and that the elevating device is safe to continue operating. At this time, if the elevating device has an expired Certificate of Operation, a current Certificate will be issued if the renewal fee has been paid and any other applicable issues have been resolved.

## What if correcting certain violations requires more time than 90 days?

The Broward County Building Code Division can assist in seeking a Temporary Variance, which may extend the time for compliance beyond the **90 days**. For more information visit our agency website and access the following direct link to the Elevator Section variance page: [broward.org/building/elevators](http://broward.org/building/elevators)

## What is a Variance?

It is official permission granted by the Elevator Section extending the **90-day** time frame as mandated by Florida law, within which to make all necessary repairs and corrections to the elevating device found to be in violation.

## Is it necessary to keep all owner contact information current with the Elevator Section?

Yes it is. The Elevator Section should be able to contact the owner to determine and ensure the safe operation of their particular elevating device. Failure to keep the owner as well as the elevator maintenance company information current may subject the owner to administrative fines, in addition to any other penalty provided by law.



## Building Code Division Elevator Section

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