Minneapolis Regulatory Services
Construction Code Services
Elevator Inspections
250 South 4th Street
Room 300
Minneapolis, MN 55415
www.minneapolismn.gov/ccs/ccs_elevators

FOR NEW CONSTRUCTION And MODERNIZATIONS ONLY:

ARE YOU READY FOR AN ELEVATOR FINAL INSPECTION?

The items listed are the ones most often incomplete.
The list is not meant to be all-inclusive.

SITE NAME	Permit NO.	ELEVATOR NO.
ADDRESS		CITY

ELEVATOR CONTRACTOR	GENERAL CONTRACTOR	INSPECTORS NAME

The following items are most often incomplete:	Referenced Rules/Section	Completed?
1. Is two-way communication provided and working? Is there call-in and call-out capability? Does it go to a 24 hour live monitoring service capable of responding to an emergency?	ASME A17.1 Section 2.27	☐ Yes
2. Are the smoke detectors installed at each lobby and in the elevator machine room, and are the lobby detectors zoned? Is the "flashing hat" signal provided? There is to be no built-in time delay. Verification is not permitted or allowed.	ASME A17.1 Section 2.27 NFPA 72	☐ Yes
3. Will the smoke detector installer be at the inspection to conduct the required test for the elevator inspector? Have Phase I and II been tested to assure proper operation?	Requires that qualified personnel are available to complete the testing procedure.	☐ Yes
4. Has all equipment and appurtenances not directly related to the use, function, or operation of the elevator been removed from the elevator equipment room/space and hoistway, (such as non-related ducts, piping, conduits, and equipment)?	ASME A17.1 Section 2.8	☐ Yes
5. Have you provided and installed a wall-mounted fire extinguisher in the machine and/or control room/space?	ASME A17.1 Rule 8.6	☐ Yes
6. Have you provided a machine room door closer and self-locking lockset? (Door must be normally operable from inside machine room).	ASME A17.1 Rule 2.7.3.4	☐ Yes
7. Will your machine and/or control room/space lighting provide 19 foot candles of illumination at floor level?	ASME A17.1 Rule 2.7.9	☐ Yes
8. Is your machine and/or control room/space door assembly properly fire rated, smoke sealed, and labeled?	MSBS 1307.0095, subp. 6	☐ Yes ☐ N/A
9. Is your machine and/or control room/space the same fire rating as your hoistway? (Required when machine room is located adjacent to hoistway)	MSBS 1307.0095, subp. 6	☐ Yes ☐ N/A
10. Hoistway venting if required must be completed prior to inspection. Completed?	MSBC 1307.0095, subp. 4	Required? ☐ Yes ☐ No Completed? ☐ Yes ☐ N/A
11. Have you installed fall protection in the opening of the hoistway vent? Burglar bars are to hold 250#.	MSBC 1307.0095 subp. 4	☐ Yes ☐ N/A

The following items are most often incomplete:	Referenced Rules/Section	Completed?
12. Have you installed an emergency key lock box on the designated floor at the elevator lobby? And, have you provided the proper keys, including: machine room key, fire service keys, vent key, and hoistway door unlocking device, floor cutout key switches, and any door that has a lockable door lock going to the machine room?	MSBC 1307.0067 subp. 9	☐ Yes
13. Have you provided emergency fire signs (Appendix "O") with the same size colors and verbiage?	MSBC 1307.0095 subp. 2	☐ Yes
14. Do your machine and/or control room/space venting have the proper fire dampers in penetrations?	ASME A17.1 Rule 2.7.9 IBC	☐ Yes
15. Are smoke dampers installed in the machine and/or control room/space venting, if required by the I.B.C.? (Applicable when the room/space is adjacent to a hoistway that is required to be rated. Exceptions may apply. Consult your local Building Official)	IBC Depends on location of machine room in relation to if the hoistway is required to be rated. Consult building official.	☐ Yes ☐ N/A
16. Have you provided a clean and dry elevator pit, machine and/or control room/space?	ASME A17.1 Rule 2.1.2	☐ Yes
17. Have you provided GFCI protected outlets in the pit and in machine and/or control room/space - all receptacle outlets? (See #26 for scavenger pumps)	NEC 620.23(C) NEC 620.4 (c) NEC 620.85	☐ Yes
18. Does your machine and/or control room/space match the manufacturer's requirement for maintaining ambient temperature control and humidity?	ASME A17.1 Rule 2.7.9	☐ Yes
19. Is your hoistway vent switch labeled and key operated? Hoistway vent, open/close key removable in closed position. Does it have an end line switch light? (Device must be provided with visual indicators for open and closed status. Operating device to be located adjacent to fire control panel, if provided, or the elevator lobby of the designated floor).	MSBC 1307.0095 subp. 4	☐ Yes ☐ N/A
20. Has elevator floor covering been installed with proper flame and smoke spread?	ASME A17.1 Rule 2.14.2	☐ Yes
21. Have you provided elevator machine room door identification "Elevator Equipment Room"?	MSBC 1307.0047 subp. 7	☐ Yes
22. Are enclosed lobbies in and completed? (When required by I.B.C.)	ASME A17.1 Rule 2.11.11.1 ASME A17.1 Rule 2.11.10.2	☐ Yes
23. If smoke control doors are installed at the hoistway entrances operation will be verified for compliance. Have personnel on site to test operation.	MSBC 1307.0095 subp. 2	☐ Yes
24. Sump pumps, if provided, shall not require a GFCI protected outlet. (Sump cannot be located in pit or machine room).	MSBC 1307.0067 subp. 1	☐ Yes
25. Car lights and receptacles shall be on a separate branch circuit (15AMP) and the over current protecting device shall be located in the machine room and lockable. Must be externally operable, fused or thermally protected, lockable disconnecting means.	NEC 620.22 NEC 620.53	☐ Yes

The following items are most often incomplete:	Referenced Rules/Section	Completed?
26. A separate branch circuit required for the machine room light and receptacles. (Lighting cannot be on load side of GFCI).	NEC 620.23	☐ Yes
27. A separate branch circuit is required for the pit light (10 foot-candles min.) and receptacle. (Lighting can not be on load side of GFCI).	NEC 620.24 ASME 2.2.5.1	☐ Yes

I HAVE VERIFIED THE ABOVE REQUIREMENTS:

Due to availability of inspectors and the number of repeat inspections, all contractors must fax or email this completed, signed form to the assigned inspector **prior** to scheduling an inspection date. The City of Minneapolis does not provide punch-list inspections or provide consulting services. Inspectors will not schedule an inspection without the documentation. If the installation is not complete and ready for final inspection when the inspection is performed, the contractor may be subject to a penalty as provided in Sections 326B.081 to 326B.085.

GENERAL CONTRACTOR SIGNATURE (SIGN OR TYPE)	DATE

I HAVE VERIFIED THE ABOVE REQUIREMENTS:

Due to availability of inspectors and the number of repeat inspections, all contractors must fax or email this completed, signed form to the assigned inspector **prior** to scheduling an inspection date. The City of Minneapolis does not provide punch-list inspections or provide consulting services. Inspectors will not schedule an inspection without the documentation. If the installation is not complete and ready for final inspection when the inspection is performed, the contractor may be subject to a penalty as provided in Sections 326B.081 to 326B.085.

ELEVATOR CONTRACTOR SIGNATURE (SIGN OR TYPE)	DATE

Email or fax to the prior to scheduling the inspection. **(Fax to 612-673-5814).**

INSPECTOR'S NAME	E-MAIL ADDRESS	PHONE NO.	
Maris Cinis	maris.cinis@ci.minneapolis.mn.us	(612) 685-6491	
Dwaine Culliton	dwaine.culliton@ci.minneapolis.mn.us	(612) 685-2960	
Gene Heck	eugene.heck@ci.minneapolis.mn.us	(612) 685-8480	
Areslio Magana	areslio.magana@ci.minneapolis.mn.us	(612) 685-1491	
Richard Tack	richard.tack@ci.minneapolis.mn.us	(612) 685-1425	

ADD COMMENTS below if needed:

Print Form

Reset Form