

Owners/Management Information

Elevators and related devices are required by state statute to be inspected annually. Please make sure the following items are available, and that all required documentation is up-to-date to enable the inspector to complete the inspection in a timely manner:

- Please be sure all keys are available when the inspector arrives.
- Be sure the registration card is installed in each cab and the identification floor plan is up-to-date and available to the inspector upon request.
- Oil Usage Log in a notarized statement
- Maintenance Log documenting maintenance, examinations, repairs, call backs and firefighter's service operations.
- Fire Service testing logs
- Safety test reports. You need to be able to provide, upon request, a current 12 month safety test, 60 month safety test, or gap test (if applicable for that device)

After the inspection, if corrections are needed, you will be mailed a list of repair items in a Code Enforcement (CE) order.

- Give a copy of the CE order to your licensed contractor who will need it to complete repairs.
- If you have questions, call the inspector and have the CE number available along with the elevator license number.
- If you are required to submit forms, fax or email them to the elevator inspector whose name is on the orders.
- **Removal from service** – an elevator device may be removed from service for any of the following reasons:
 - An unsafe condition is present
 - A compliance plan is not submitted within the defined timeline
 - A compliance plan is not followed

Contractor Information

When applying for an elevator permit and the work is for maintenance ordered under an annual inspection, *be sure to indicate it is for Annual Inspection repairs.*

- You will be responsible for all the repairs that are on the orders.
- Enter the CE number and the elevator license number from the orders you received from the owner.
- If required to submit forms, fax or email them to the elevator inspector whose name is on the orders.
- Call the inspector when all work is complete to set up the re-inspection.

Safety Test Notices and Forms

- All safety tests must be completed on the updated safety test form which can be found at: www.minneapolismn.gov/ccs/ccs_elevators.
- Completed safety tests should be submitted to the City of Minneapolis by the contractor.
- Building owners/managers are required to maintain current copies of all safety tests on site in the machine room.

Permit Applications

- Permit applications must be submitted on the most current form. This form can be found at the link provided above.
- The City of Minneapolis no longer references elevator devices by CID or ELEV number- all units have been assigned a new LIC number which should be referenced on the application. Please make sure to update your records.