



CITY OF CHARLOTTESVILLE

ELEVATOR INSPECTION POLICY

The Virginia Uniform Statewide Building Code requires newly installed and existing elevators, escalators and dumbwaiters to be inspected. The term elevator in this document pertains to any of this type of equipment required to be inspected per the current Virginia Uniform Statewide Building Code or current ASME A17.1 (Elevator Code). Please ensure that the report includes the correct address of the building where the elevator is located. We will return reports that include only the building or business name. The Certificate of Inspection normally placed within the elevator is not acceptable in lieu of the inspection report we require. Elevators installed in single and two family dwellings and townhouses are exempt from periodic inspections and tests but require an acceptance inspection and test at completion.

NEW ELEVATORS: A Building Permit is required before installation. An approved acceptance inspection and test is required before new buildings receive a Certificate of Occupancy. This inspection must be performed by a Qualified Elevator Inspector (QEI) as described in ASME A 17.1. The detailed requirements for equipment requiring inspection are found in ASME A17.1.

Inspection: If the inspection report is not given to the building inspector performing final inspections, fax or preferably e-mail the completed reports to (FAX) 434-970-3359 or NewElevatorInspection@charlottesville.org. Any e-mailed attachment shall be in PDF or word document format. The address, elevator inspectors name and QEI number must be legible and the report must clearly identify each elevator in multiple elevator buildings. The most current certificate of inspection shall be on display at all times within the elevator or attached to the escalator or dumbwaiter, be available for public inspection in the office of the building operator or be posted in a publicly conspicuous location.

EXISTING ELEVATORS: The current Virginia Maintenance Code requires inspections per section 606.1 below. We will allow a QEI or Virginia certified inspector to perform these inspections. An annual inspection and test is required.

Inspection: Fax or preferably e-mail the completed inspection reports to (FAX) 434-970-3359 or OldElevatorInspection@charlottesville.org. Any e-mailed attachment shall be in PDF or word document format. The address, elevator inspectors name and QEI number or Virginia Certification must be legible and the report must clearly identify each elevator in multiple elevator buildings.

VMC 606.1 General. Elevators, dumbwaiters and escalators shall be maintained in compliance with ASME A17.1. The most current certificate of inspection shall be on display at all times within the elevator or attached to the escalator or dumbwaiter, be available for public inspection in the office of the building operator or be posted in a publicly conspicuous location approved by the code official. An annual periodic inspection and test is required of elevators and escalators. A locality shall be permitted to require a six-month periodic inspection and test. All periodic inspections shall be performed in accordance with Section 8.11 of ASME A17.1. The code official may also provide for such inspection by an approved agency or through agreement with other local certified elevator inspectors. An approved agency includes any individual, partnership or corporation who has met the certification requirements established by the VCS. (Virginia Certification Standards)

Mail: NDS Elevator Inspections, 610 East Market Street, P.O. Box 911, Charlottesville, VA 22902
Please note new or existing elevator on envelope.

6/6/12