



# ELEVATOR/ESCALATOR PERMIT CHECKLIST

Building Division, Elevator Program  
Land Development Services  
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## **NEW INSTALLATION ELEVATOR (ELEVI)**

- Completed Elevator Application (PLUS)
  - Accurate Address
  - Type of Equipment
  - Scope of Work
  - Parent Building Permit Number
  - Standby Emergency Power
  - Fire Service Access Elevators
  - Valid State Contractors License
    - Elevator Classification
  - Valid Fairfax County Business License
  - Contract Cost/Per Fee Schedule
- Building Layout
  - Elevator Location Specifically Identified
- Plans
  - Address on EVERY sheet!
  - Signed and Sealed by Registered Design Professional
  - Minimum scale 1/8" =1 foot
  - Referenced Building/Alteration Permit
  - Identification of Machine Room/MRL
  - All Hoistway Openings Located/Identified
  - Fire Service Access Elevators Identified
  - Designated Level/Alternate Level of Egress
  - Suspension Members (FT-1, NFPA 13: 9.3.6.7.2)
  - Elevator Rise (Distance between Top/Bottom Terminal Limits)
  - Certificate of Conformance (AECO ASME 17.7)
- Manufacturer Cut/Spec Sheets
  - Non-Proprietary Details
  - Unique Equipment Data
    - Two-Way Visual Communication
    - Suspension Means
      - ⑩ Include Applicable Part numbers.
- Expanded Scope of Work
- Approved Code Modification
  - If applicable, shall be submitted at time of submission.

## **NEW INSTALLATION ESCALATOR (ELEVI)**

- Completed Elevator(Escalator) Application (PLUS)
  - Accurate Address
  - Type of Equipment
  - Scope of Work
  - Parent Building Permit Number
  - Valid State Contractors License
    - Elevator Classification
  - Valid Fairfax County Business License
- Building Layout
  - Escalator Location Specifically Identified
- Plans
  - Address on EVERY sheet!
  - Signed and Sealed by Registered Design Professional
  - Minimum scale 1/8" =1 foot
  - Referenced Building/Alteration Permit
  - Approved Building Plan Sheets
  - Elevator Rise (Distance between Top/Bottom Terminal Limits)
  - Certificate of Conformance (AECO ASME 17.7)
- Manufacturer Cut/Spec Sheets
  - Non-Proprietary Details
  - Unique Equipment Data
- Expanded Scope of Work
- Approved Code Modification
  - If applicable, shall be submitted at time of submission.

**NEW INSTALL RESIDENTIAL ELEVATOR (ELEVI)**

- Completed Elevator Application (PLUS)
  - Accurate Address
  - Type of Equipment
  - Scope of Work
  - Parent Building Permit Number
  - Standby Emergency Power
  - Fire Service Access Elevators
  - Valid State Contractors License
    - Elevator Classification
  - Valid Fairfax County Business License
  - Contract Cost/Per Fee Schedule
- Building/Home Layout
  - Elevator Location Specifically Identified
  - Elevator Equipment Room Identified
- Plans
  - Address on EVERY sheet!
  - Signed and Sealed by Registered Design Professional
  - Minimum scale 1/8" =1 foot
  - Parent Building Permit for Shaft Approved/Provided
  - Machine Room/Machine Room Layout
  - Opening Clearly Identified
  - Suspension Members (FT-1, NFPA 13:9.3.6.7.2)
  - Elevator Rise (Distance between Top/Bottom Terminal Limits)
  - Certificate of Conformance (AECO ASME 17.7)
- Manufacturer Cut Sheets/Specifications
  - Non-Proprietary Details
  - Unique Equipment Data
    - Two-Way Visual Communication
    - Suspension Means
      - ⑩ Include Applicable Part numbers.
- Expanded Scope of Work
- Approved Code Modification
  - If applicable, shall be submitted at time of submission.

**MODERNIZATIONS/ALTERATIONS/REPAIRS (ELEV)**

- Completed Application (PLUS)
  - Ensure Accurate Address
  - Type of Equipment
  - Specific Scope of Work
  - Building Permit Number (If Applicable)
  - Standby Emergency Power (If Applicable)
  - Fire Service Access Elevators (yes/no)
  - Valid State Contractors License
    - Elevator Classification
  - Valid Fairfax County Business License
  - Contract Cost/Per Fee Schedule
- Building Layout
  - Elevator Location Specifically Identified
- Plans
  - Address on EVERY sheet!
  - Signed and Sealed
  - Minimum scale 1/8" =1 foot
  - Fire Service Access Elevators Identified
  - Designated Level/Alternate Level of Egress
  - Suspension Members (FT-1, NFPA 13: 9.3.6.7.2)
  - Elevator Rise (Distance between Bottom Terminal and Top Terminal Landing)
  - Certificate of Conformance (AECO ASME 17.7)
- Manufacturer Cut Sheets/Specifications
  - Non-Proprietary Details
  - Unique Equipment Data
    - Two-Way Visual Communication
    - Suspension Means
      - ⑩ Include Applicable Part numbers.
- Expanded Scope of Work
  - ALL Specific Components
- Approved Code Modification
  - If applicable, shall be submitted at time of submission.