



Land Development Services

Technical Bulletin

Subject: Policy and Process Updates for Fairfax County Elevator Program

Date: 12/14/23

No.: 23-08

Summary: This Land Development Services (LDS) technical bulletin (TB) documents and clarifies policies and procedures of the Fairfax County Elevator Program.

Effective Date: Immediately

Background: As part of Fairfax County's commitment to public safety and customer service, LDS has updated and improved its elevator and escalator inspection and permit processes. The updated processes incorporate feedback from the elevator industry to provide more flexibility when scheduling generator tests and inspections.

Summary: The Fairfax County Elevator Program policies and procedures include:

- **Generator Policy Update:** Fairfax County will allow for an emergency generator to be tested and witnessed up to **30 calendar days** prior to the consecutively scheduled annual inspections without intentional delay. This test request shall be made by submitting the online form. The [form](#) can be found on the [Fairfax County Elevator Webpage](#). When requesting this test, please be sure to list all "FFX ID's" associated with the specific generator. Each Address/Generator must have its own request. Test fees must be paid before scheduling the generator testing.
- **Out of Service Policy:** To avoid unnecessary fees in relation to failed inspections, the owner/agent must notify the Fairfax County Elevator Program when a unit is out of service by emailing LDSelevator@fairfaxcounty.gov. A unit is considered out of service if the unit is not able to be inspected at either the scheduled annual inspection, periodic inspection, or for a period of six consecutive months. If a unit is out of service for more than six months, the unit must pass a Category 1 inspection before placing it back in service.
- **Cancellation Policy:** If a building owner/operator cancels a scheduled inspection or acceptance testing appointment less than 48 hours before the appointed time, or if the equipment is not inspection-ready at the time of the appointment, the county will charge the permit holder for all tests individually that were to be performed at the appointed time, as well as a reinspection fee. These fees must be paid before rescheduling the appointment.
- **Reinspection and Retest Fees:** If the equipment does not pass all necessary tests during a scheduled inspection or acceptance testing appointment, the permit holder will be charged the fees for any re-tests that need to be performed. This may include reinspection

and all applicable re-tests, based on the items that do not pass at the original appointment. All fees must be paid to Fairfax County before any re-tests may be scheduled.

- **Accident/Entrapment Policy:** If an accident/entrapment occurs, the affected equipment must be removed from service immediately. The responsible party should contact Fairfax County by completing the [online accident/entrapment form](#). A Fairfax County (ATIS) inspector will coordinate with either the maintenance company of record or the building owner representative to coordinate an inspection of the unit affected. The affected unit will only be returned to service if no violations are found, and a current/valid certificate is issued.
- **Needed Information:** Please make sure that Fairfax County has the most up-to-date contact information for your building or residence (including the correct owner/agent information). Fairfax County is not responsible for late fees and other issues that may arise if you have not provided accurate contact information. To update your information, go to fairfaxcounty.gov/landdevelopment/elevators.

Stay tuned for more news about the Fairfax County Elevator Program. We are launching a new elevator distribution list soon. Please visit the link below and register your email for all Fairfax County elevator news.

[Sign up for News from the LDS Elevator Program.](#)

If you have any questions, please contact Nick Kavanagh, Fairfax County Elevator Program Manager at **703-324-1778, TTY 711**

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