



**Department of Housing, Buildings and Construction
Division of Building Code Enforcement
Elevator Branch
500 Mero Street
Frankfort KY 40601-5412
Office Phone Number: 502-573-1694
Fax Number: 502-573-1059
Information Bulletin
January 2024**



Permits

- In accordance with section 3012.2 of the Kentucky Building Code, equipment or devices subject to the provisions of this code shall not be constructed, installed, relocated or altered unless a permit has been received from the state elevator inspector before the work is commenced. A copy of such permit shall be kept at the construction site at all time while the work is in progress. This includes new acceptance, construction use or alterations testing. Permits shall be on the main line disconnect or control for authorized personnel throughout the project. Application shall be emailed to Chris.Sutherland@ky.gov for approval prior to erecting the project.
- In accordance with 198B.520, permits are valid twenty-four (24) months after the date of issuance or within a shorter period of time as specified by the Department at the time of the permit is issued or if the work is abandoned for a period of sixty (60) days after work commences or a within a shorter period of time as specified by the Department at the time of the permit is issued.
- In accordance with section 3013.3 of Kentucky Building Code, construction use permits shall be issued for periods for not more than 90 days. The state elevator is authorized to renew the construction use permits for additional periods of not more than 90 days each. It is responsibility of the elevator company to submit a construction permit extension *if needed* prior to the 90 days expiration date.
- In accordance with 815 KAR 4:025, each passenger and freight permit shall be include two (2) inspections (one final and one supplement, if necessary) at no cost. All passenger and freight permits in excess of two (2) inspections shall be performed at the rate of the original permit fee per inspection performed. Payment for all necessary permits and inspections shall be received by the Elevator Section prior to final approval is granted.

Scheduling

- A pre-inspection test shall be performed prior by a Kentucky licensed elevator mechanic/company prior to requesting an inspection. This pre-inspection test requires all the function and trades that go along with the elevator, escalator and private residence new acceptance and alteration testing.
- Pre-inspection checklist shall be emailed to the inspector that has the assigned project forty- eight (48) hours in advance of requesting an inspection with no exceptions. This gives the assigned inspector ample time to review the checklist and project. The pre-inspection checklists is available on our department's website.
- Failure to perform pre-inspection test and submit the completed checklist to the inspector within forty-eight (48) hours in advance of requesting an inspection will post pone the inspection further, no exceptions.
- Pre-inspection checklist is governed (815 KAR 4:025) and is a mandatory form that must be completely filled out by a licensed Kentucky Elevator Mechanic / Company. If the elevator mechanic / company is caught falsifying the governed document in any way the elevator mechanic / company may be subject to fines and penalties by the department.
- Effective October 1, 2018, new and alteration inspections request will be scheduled within a minimum of seven (7) days and a maximum of fourteen (14) days. Re-scheduling failed inspections could be as long as fourteen days (14).
- Alteration permits shall be taken out per elevator where building fire alarm system has been upgraded or altered. (Buildings that have changed fire alarm system without elevator permit for testing will be subject to a warning tag with follow up inspections)
- Alteration permit shall be taken out for elevator cab security.
- Alteration permit shall be taken out for Phone Communication change via VOIP or cellular.

Driving Machine Brakes will require 5yr test tag and seal starting in July 2024

Skirt Indexing shall be completed prior to annual test. Test not provided results in failed Insp.

- An elevator mechanic/company performing 1 year or 5-year safety test on an overdue violation, shall submit the completed safety inspection report by email to the inspector that has the assigned area so that the violation can be removed. Phone calls or emails to the inspector indicating the safety test is in compliance is not acceptable. The safety inspection report is available on our department's website.

Violations other than safety violation are to be documented by inspection report or service work orders and emailed to the inspector that has the assigned area so that the violations can be removed. Phone calls to the inspector indicating the violation have been made is not acceptable documentation.

Form and informational bulletins are available on our website at: www.dhbc.ky.gov. If you have any questions or concerns, please contact our office at 502-573-1694.