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BOARD AND CODE ADMINISTRATION DIVISION  
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## **MEMO**

**TO:** ALL BUILDING OFFICIALS IN MIAMI-DADE COUNTY

**FROM:** Secretary of the Board  
Board of Rules and Appeals (BORA) 

**DATE:** June 24, 2026

**SUBJECT:** Elevator Guidelines

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At their regularly scheduled meeting of June 18, 2026, the Board of Rules and Appeals considered and approved the attached elevator guidelines to process permits for work on elevators. The elevator guidelines were established from the work of a focus group consisting of elevator contractors and building officials, who unanimously endorsed them.

These guidelines provide clear and consistent direction for permitting, plan review, inspections, and coordination of work performed in elevator machine rooms, hoist ways, and pits. They clarify when Elevator Section involvement is required, identify work that must be performed under the supervision of a qualified elevator technician, and improve coordination between elevator contractors and other trades. When permit, inspection, or notification requirements are unclear, the guidelines recommend contractors, building owners, and other stakeholders should consult the Building Official and Elevator Section before beginning work.

A copy of these guidelines is attached.

If you have any questions, please contact Jaime D. Gascon, Board and Code Administration Division Director at (786) 315-2508, or Jeanne (Lundy) Clarke, Chief Code Officer at (786) 315- 2057.



## **Elevator Guidelines**

[6-18-2026]

### **Scope**

Multiagency Elevator Permitting, Plan Review, and Inspection Guidelines for Work by Other Trades

### **Background**

Permitting, plan review, and inspection procedures for elevators and conveyance systems are currently governed through a combination of code provisions, administrative practices, and regulatory requirements. While these provisions establish minimum standards for safety and compliance, there is presently no consolidated administrative guideline that provides uniform direction to Building Department personnel, design professionals, elevator contractors, trade contractors, and inspection agencies.

The absence of a standardized guideline has resulted in inconsistent submittal requirements, varying plan review expectations, differing permit processing procedures, and coordination challenges during inspections. Establishing uniform guidelines will improve consistency among agencies, enhance code compliance, promote life safety, and streamline permitting and inspection processes.

### **Purpose**

These guidelines are intended to provide administrative clarification regarding permitting, plan review, inspection responsibilities, and coordination requirements for work performed within elevator machine rooms, hoist ways, and pits by trades other than licensed elevator contractors.

These guidelines are not intended to constitute a comprehensive list of all work activities that may or may not require permits, plan review, or inspections by the Authority Having Jurisdiction (AHJ), including the Elevator Section, Fire Department, or Building Department trade disciplines. Each project must be evaluated individually based on the proposed scope of work, applicable codes, and operational impact to the elevator system.

It remains the responsibility of the licensed contractor, design professional, building owner, or authorized representative to determine whether the contemplated work requires permits, inspections, or coordination with the AHJ Elevator Section and other applicable agencies.

The guidelines are intended to:

- Clarify which types of work within elevator machine rooms or hoist way pits may not require review or permitting by the AHJ Elevator Section;
- Identify work activities that require the presence and supervision of a qualified elevator technician when performed by other trades; and
- Improve coordination between elevator contractors and other trade disciplines, including electrical, plumbing, mechanical, structural, fire protection, low-voltage, information technology, and related systems contractors.

For purposes of these guidelines, the term “tradesperson” includes all non-elevator trade personnel performing work within or adjacent to elevator-related spaces.

Pursuant to applicable elevator safety codes and regulations, only qualified elevator personnel are permitted to independently perform work within elevator machine rooms, hoist ways, and pits. Any work performed by other trades within these areas shall be conducted under the supervision and presence of a qualified elevator technician, as required by the applicable code and safety regulations.

Accordingly, no unauthorized personnel should enter or perform work within an elevator machine room, hoist way, or pit without the presence or authorization of a qualified elevator technician.

In cases where uncertainty exists regarding permit requirements, inspection responsibilities, or whether notification to the AHJ Elevator Section is required, contractors, building owners, property managers, operators, and maintenance personnel are strongly encouraged to contact the local AHJ and Elevator Section prior to commencing work to obtain direction regarding the appropriate permitting and compliance procedures.

## **Job Scope and Conditions**

### **I. Trigger for Notifying the Elevator Section – Summary**

Elevator Section Notification is **REQUIRED** when:

- Work is part of an active alteration project.
- Work impacts operational elevator components.

- Work affects life-safety systems.
- Work alters elevator code compliance characteristics.
- Scope is unclear and may materially impact system performance.

Elevator Section Notification is **NOT REQUIRED** when:

- Work is strictly trade specific.
- No change to elevator operation.
- No impact to life safety.
- No change to code-regulated elevator performance characteristics.

Fully covered by standard trade inspections.

## **II. Items that will NOT require an elevator permit by the Elevator Section for work inside the elevator machine room, but may or may not require a trade permit by the Building Department**

This list may include, but is not limited to, the following:

1. Installation of air conditioning in the elevator machine room when it is a direct like-for-like replacement and a permit was previously issued. A mechanical permit may still be required. No elevator permit required.
2. Maintenance or repair of existing air conditioning systems, including cleaning and/or repair of condensate lines. No elevator or mechanical permit required.
3. Repair or replacement of condensate pumps and/or float switches. May or may not require a trade permit; however, no elevator permit is required from the Elevator Section.
4. Repair or replacement of light fixtures may or may not require an electrical permit depending on scope. Where work is part of a building lighting retrofit (such as CFL to LED conversion), a trade permit is required. The installation of any new electrical equipment, wiring, raceways, cables, pipes, or ducts serving an elevator hoist way, machinery space, machine room, control space, or control room constitutes elevator-related work and requires an elevator permit.
5. Minor electrical repairs inside the machine room, such as replacement of GFCI receptacles, lamps, or light switches. No trade permit required.

6. Replacement of a single safety switch, where not associated with an overall elevator alteration or modernization project, may require an electrical permit. If the “safety switch” is a component of the elevator system (including escalators or moving walks) that is subject to acceptance or periodic testing requirements, an elevator permit is required.
7. Troubleshooting and replacement of fuses in safety switches located inside the elevator machine room, including switches serving main line disconnects, cab lighting, air-conditioning disconnects, rope grippers, or master control disconnects. No elevator or trade permit required.
8. Troubleshooting and IT programming for advertising devices inside elevator cabs, including elevator music or sound systems. No elevator permit required.
9. Annual fire alarm recertification activities that are not part of the annual elevator recall test, although the activities may coincide. No elevator permit required.
10. Maintenance, repair, and like-for-like replacement of existing shaft vent dampers that do not require entry into the hoist way shaft. No elevator permit required, provided no work affecting the elevator system or required clearances is performed.

**III. Items that will NOT require an elevator permit by the Elevator Section for work inside the elevator hoist way pit, but may or may not require a trade permit by the Building Department**

An elevator technician shall be present, and all work shall be performed under the direct supervision of an elevator certificate of competency holder.

This list may include, but is not limited to, the following:

1. Replacement of GFCI receptacles and single-purpose receptacles.
2. Repair or replacement of light fixtures.
3. Replacement of lamps and/or light bulbs.
4. Replacement of existing sump pumps.
5. Annual fire alarm recertification activities not associated with the annual elevator recall test, although such activities may coincide.
6. Annual fire recall testing.
7. Waterproofing of elevator pit walls and floors.

**IV. Items that will require issuance of an elevator permit by the Elevator Section for work inside the elevator hoist way pit and a trade permit issued by the Building Department**

An elevator technician shall be present. The addition of any new equipment to an elevator hoist way requires an elevator permit by the Elevator Section.

This list may include, but is not limited to, the following:

1. Installation of oil alarms.
2. Installation of new single-purpose receptacles.
3. Installation of new pit lighting.
4. Installation of high-water alarms.
5. Installation of new sump pumps requiring creation of a new sump pit or sump hole.
6. Installation of sump pump discharge piping.

**V. Items that will require issuance of an elevator permit by the Elevator Section for work inside elevator machine rooms and a trade permit issued by the Building Department**

An elevator technician shall be present. Elevator permits issued by the Elevator Section are required except as otherwise specifically noted.

This list may include, but is not limited to, the following:

1. Single-car or multi-car elevator alteration and modernization projects.
2. Multiple replacements of safety switches, including main line disconnects, cab lighting disconnects, air-conditioning disconnects, and any additional disconnect devices installed for associated purposes.
3. Installation of new elevator machine room air-conditioning systems.
4. Disconnection and reconnection of fire alarm recall systems, including installation of additional devices required for code compliance.
5. Installation of shunt-trip devices.
6. Installation of new shaft vent dampers in existing shaft vents.

7. Replacement of standby generators or automatic transfer switches (ATS) when connected to elevator systems and required for code compliance, such as in high-rise applications.
8. Installation of interface devices controlling generator start, transfer, shutdown, or transfer delay settings for testing and emergency operation.

Any trade permit issued in conjunction with an elevator alteration project should reference the associated elevator permit where applicable. For multi-car alteration projects, a single trade permit per trade discipline may be issued for the overall scope of work, while each elevator, escalator, or conveyance requires its own elevator permit. Coordination between the AHJ Elevator Section and the applicable Building Department should allow flexibility in permit sequencing so as not to unnecessarily delay issuance of trade permits. Verification by the AHJ Elevator Section of associated trade permits may occur as part of the final approval process, and Building Officials are encouraged to apply similar coordination practices.

**VI. Items that will NOT require Fire Department review or permit as it relates to elevators**

1. Installation of air conditioning in the elevator machine room where the work is a direct like-for-like replacement and a prior permit existed. A mechanical permit may still be required.
2. Maintenance or repair of existing air-conditioning systems, including cleaning and repair of condensate lines.
3. Repair or replacement of condensate pumps and/or float switches.
4. Repair or replacement of light fixtures where not associated with an elevator alteration project, although trade permits may still be required for building lighting retrofit work.
5. Minor electrical repairs inside machine rooms, including replacement of GFCI receptacles, lamps, or light switches.
6. Replacement of a single safety switch not associated with an elevator modernization or alteration project, though an electrical permit may still be required.
7. Replacement of fuses in safety switches serving main line disconnects, cab lighting, air-conditioning disconnects, rope grippers, or master control disconnects. No Elevator Section or Building Department trade permit required.

8. Troubleshooting and IT programming for advertising devices or sound systems within elevator cabs.
9. Annual fire alarm recertification activities not associated with the annual elevator recall test, although the activities may coincide.
10. Annual fire recall testing.
11. Power outage simulations where a utility power main is available, including coordination with the utility provider.

**VII. Items that will require Fire Department review and permit as it relates to elevators**

1. Disconnection and reconnection of fire alarm recall systems, including installation of devices required for code compliance.
2. Installation of new shunt-trip devices.
3. Installation of new shaft vent dampers in existing shaft vents.
4. Installation of fire alarm interface devices controlling shaft vent dampers.
5. Replacement of automatic transfer switches (ATS).
6. Replacement of standby generators.
7. Installation of interface devices controlling generator start, transfer, shutdown, or transfer delay settings for testing and emergency operation.