Miami-Dade County Department of Regulatory and Economic Resources
Office Of Elevator Safety
11805 S.W. 26 Street, Suite 230
Miami, Florida 33175-2474
T 305-375-1577 F 305-372-6367
http://www.miamidade.gov

Application for Permit to Alter or Repair an Elevator

SECTION 1 – ELEVATOR SERIAL NUMBER	
Serial Number	**Note: The serial number must be present or the application will be returned.**

Please check the appropriate box. **SECTION 2 – ELEVATOR PERMIT TRANSACTION TYPE**

☐ Planned ☐ Emergency*
☐ Expedited Application

☐ Alteration ☐ Repair Brief Description of work:

SECTION 3 – ELEVATOR COMPANY INFORMATION

Organization Name and CC number			Estimated Completion Date
Address			
City	County	State	Zip Code

CONTACT INFORMATION

Contact Name (Qualifier of permitted work and CC number)	Primary Business Phone Number
Primary E-Mail Address	Alternate Phone Number or Fax Number

SECTION 4 – ELEVATOR INFORMATION

Elevator Class: Please check the appropriate box.

☐ 01-Traction Passenger
☐ 02-Hydraulic Passenger
☐ 03-Traction Freight
☐ 04-Hydraulic Freight
☐ 05-Hand Power Passenger
☐ 06-Hand Power Freight
☐ 07-Moving Walk
☐ 08-Inclined Lift
☐ 09-LU/LA (Limited Use / Limited Application)
☐ 10-Dumbwaiter
☐ 12-Escalator
☐ 14-Sidewalk Elevator
☐ 15-Material Lift/Dumbwaiter with Automatic Transfer Device
☐ 16-Special Purpose Personnel Elevator
☐ 17-Inclined Stairway Chairlift
☐ 18-Inclined & Vertical Wheelchair Lift

Manufacturer's Serial Number

Elevator Number	Capacity	Landings	Travel in Feet	Speed Up	Speed Down

Building Type: Please check one of the following.

☐ C-Commercial (ex. airports, banks, department stores, office buildings)
☐ CC-Community College
☐ CD-Condominiums
☐ CH-Churches
☐ CI-City Buildings
☐ CO-County Buildings
☐ H-Public lodging (hotel, motel)
☐ HP-Hospitals (medical centers, nursing homes, adult congregate living facilities, etc)
☐ I-Industrial (paper mills, power plants, manufacturing)
☐ R-Food service
☐ S-Schools (except grades K-12)
☐ SE-Schools grades K-12
☐ ST-State agencies
☐ U-Universities

SECTION 5 – BUILDING INFORMATION			
Owner Name (enter real person or corporate name of the building owner and/or property owner of record)			
Building or D/B/A Name (enter Business Name or Doing Business As Name of the building)			
Building Address (enter building address where elevator is located)			
Billing Address (Owner or Manager) for Certificate of Operation			
City, Village, Township	County	State	Zip Code
Folio No.	Manager Phone number		Master Permit No.

SECTION 6 – VARIANCE INFORMATION
Does the elevator being installed meet the minimum standards of Chapter 30 of the Florida Building Code? ☐ Yes ☐ No
If no, you are required to contact Miami-Dade County Office of Elevator Safety to have the variance granted. The variance must be approved prior to approval of the install permit.

SECTION 7 – APPLICANT SIGNATURE	
All Permits are valid for one year from date of issuance (Chapter 61C-5, FAC)	
Authorized Signature of Applicant	Date Signed
Social Security Number*	Date Submitted
* Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary unless specifically required by Federal statute. In this instance, disclosure of social security numbers is mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and sections 409.2577, 409.2598, and 559.79, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations.	

SECTION 8 – OFFICE USE ONLY			
Maintenance Status		For Validation Use Only	
Maintenance Contract			
Maintenance Company			
Age Installed (note: this is the date the permit to install is approved)			
Approved By		Approval Date	
Inspector's Name			

***SPECIAL NOTE:** Please note that a request for an emergency repair permit (thus allowing work prior to the actual permit having been issued) will not generally be considered unless the unit is in a hospital, or service elevator in a nursing home, or a single unit serving any building. Expedited permits are for those other projects which are shut down, but they have other alternative means of transportation. You must notify our office or the duty inspector at 305-276-6546 when work is completed.