

## In This Issue

- Division Goes Digital
- New Codes Take Effect
- Navigating the Inspection Report
- Hot Topic Q&A – Certificate Frame Size
- Updated License Applications
- New Website Links
- I Am Here to Help
- Upcoming Meetings & Important Dates

## License Information

Elevator Permits

Elevator Licenses

Professional Licenses

## Laws, Rules & Codes

Florida Statutes

Florida Administrative Code

Florida Building Code

## Department's Online Services

Apply for a License  
**Web portal to apply for a new license or permit.**

Maintain Your License  
**Online account to maintain or renew your license.**

Customer Contact Center  
**Submit an email correspondence.**

All issues of Elevator UPdate can be viewed on our [Elevator News](#) webpage.

## Happy New (Codes) Year

There are a multitude of traditions surrounding the New Year, most of which relate to bringing good luck, good fortune, peace, prosperity, or cleansing the soul. In China, people paint their front door red and hide knives to bring happiness, good fortune and luck. Japanese Buddhists ring temple bells 108 times to cleanse themselves of their sins. People in France, Germany, Austria, Estonia, Greece, Armenia, Russia, Norway, Denmark, Spain and the United States celebrate with food in one way or another. In Johannesburg, South Africa, people literally toss out the old – old appliances – to ring in the new year.

Here at the Division, we are bringing in something new – new codes. Although we are not actually tossing out the old codes, a new Florida Building Code took effect on December 31, 2017. I'm not sure if new codes will bring anyone good luck, good fortune, peace, prosperity or soul cleansing, but I know they will bring changes for the better.

For instance, the new codes require certain maintenance control program records and documentation to be kept on site, which will increase the records' availability to elevator personnel and inspectors. The building code also removed the hoistway ventilation requirement, providing more flexibility in meeting other code requirements such as energy efficiency.

So, ring bells and consume lots of code – just don't throw out those old code books. Happy New Codes Year!

Sincerely,

*Michelle Comíngore, MPA*  
Chief, Bureau of Elevator Safety

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## Division Moves to Digital Inspection Report

For years, the Division's elevator inspectors have been recording inspection results on the same "bubble form" that many in the industry use – DBPR Form HR 5023-003. However, our inspectors now complete a digital inspection report and print it in the field. Elevator owners and personnel will notice the new inspection report looks different from the "bubble form" state inspectors previously used and many private inspectors currently use.

A sample form, which is located on our website, shows the basic format of the Division's new inspection report. This digital form includes additional information that was not recorded on the "bubble form" inspection report, including the re-inspection date by which cited violations must be corrected; the owner's name and building name; and the elevator license expiration date. Violations are noted as "OUT" of compliance and specific violation descriptions are listed at the end of the report.

## New Building and Elevator Codes Effective December 31, 2017

The Florida Building Commission adopted the 6<sup>th</sup> Edition of the Florida Building Code, effective December 31, 2017. The Division updated the elevator safety codes adopted by Rule 61C-5.001, Florida Administrative Code, to match the codes adopted in the Florida Building Code.

The following elevator-related codes are effective as of December 31, 2017:

- **6<sup>th</sup> Edition Florida Building Code**
- **ASME A17.1-2013**
- **ASME A17.3-1996**
- **ASME A18.1-2008**
- **NFPA 70-2014**

All work performed under permits applied for on or after December 31, 2017, must meet the minimum standards set out in the above codes. The Division will be inspecting to ensure new installations, alterations, and relocations meet the applicable codes in effect at the time of permit application.

Maintenance, periodic tests, and inspections are also required to meet specific parts of the new codes, including updated maintenance control program requirements. The Division adopted Rule 61C-5.0015, F.A.C., to phase in the onsite maintenance control program (MCP) documentation requirements over two years and require owners to provide a method for viewing electronic MCPs. The phase-in schedule is listed in the rule, which can be viewed on the Department of State's website here:

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=61c-5>, and summarized in the box to the right.

The Division is also working on adopting a rule to allow alternative testing methods for category 5 tests when specific requirements are met. Contact our rules coordinator at [dhrrules@myfloridalicense.com](mailto:dhrrules@myfloridalicense.com) to request a copy of the proposed language or to be included on an email list notifying you of the status of proposed rules.

Additional codes not referenced herein may apply to elevators, but are not enforced by the Division. You should contact the local authority having jurisdiction over the Florida Building Code and the Florida Life Safety Code regarding any additional code changes.

Please contact us at 850.487.1395 or

[dhrrules@myfloridalicense.com](mailto:dhrrules@myfloridalicense.com) with questions about the new elevator codes or adopted rules.

### Starting License Number for New Code Compliance: 106384

### MCP Checklist Available

The division developed a checklist that outlines the base maintenance control program requirements set out in s. 8.6, ASME A17.1-2013. The checklist is not required, but is provided to help owners, companies, and inspectors identify the minimum MCP requirements.

The form is available on the Forms & Publications page of the Bureau of Elevator Safety website at <http://www.myfloridalicense.com/DBPR/elevator-safety/>.

### MCP Phase-In Schedule\*

Elevators must comply with the MCP onsite documentation requirements found in s. 8.6.1.2, ASME A17.1-2013, according to the following schedule.

Installation Code	Date to Comply
A17.1-2013	1/1/2018
A17.1b-2009	7/1/2018
A17.1a & S-2005, A17.1-2000	1/1/2019
A17.1b-1998	7/1/2019
A17.1b-1995 and earlier	1/1/2020

\*See Rule 61C-5.0015, F.A.C., for more information.

## Unlicensed Activity is Costly – Check Your Status Today!

Elevator professional licenses expired on December 31, 2017. Is your license current? Do you have a permit for that installation, alteration, or relocation? If not, you are subject to a citation and fines up to \$1,000 per occurrence.

Don't risk getting caught without a valid license. Find out if your license is current on our website at <http://www.myfloridalicense.com/DBPR/online-services/>. Contact us if you have questions about obtaining a current license.



## Navigating the Inspection Report - Pass/Fail and Person Receiving

The following information is a brief overview only. For detailed information on inspection reports, please see the [Step by Step Instructions for Completing the Elevator Inspection Report](#) posted on our website.

Below the Comments section, you will find the "Person Receiving this Report" section, which includes the Pass/Fail box. The inspector bubbles in whether the elevator passed the inspection by having no violations, or if it failed inspection due to violations found and cited. The Pass/Fail box is available to clearly indicate to the owner the result of the inspection. If violations are cited and the elevator failed the inspection, the report becomes an Order to Correct. The cited violations must be corrected within 90 days, as required by Florida law.

A representative of the owner completes the rest of this section. The owner's representative signs the report and provides a printed name, title and phone number. The inspector leaves a copy of the inspection report with the owner's representative who signed as the person receiving the report.

If there is no one available to sign the report, the inspector must still provide a copy of the report to the owner or owner's agent. Failure by the inspector to provide a copy of the report to the certificate of operation holder and the department within five days is a violation subject to administrative action.

PERSON RECEIVING THIS REPORT	
If violations are cited, this report constitutes an Order to Correct as outlined in s. 399.061(4), Florida Statutes. Violations must be corrected within 90 days in accordance with s. 399.105(4), Florida Statutes.	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Signature	Title
Print Name	Phone Number
PLEASE DO NOT WRITE BELOW THIS LINE	

## Hot Topic Q&A - Certificate of Operation Display Frame Size

Q. What size frame do I have to install in my elevator to display the certificate of operation?

A. Florida law requires the certificate of operation to be "posted in a conspicuous location on the elevator," and framed with a transparent cover. The certificate also must include the text of s. 823.12, Florida Statutes, relating to the prohibition against smoking in elevators. The designation "NO SMOKING" along with the international no-smoking symbol is also required to be conspicuously displayed in the interior of the elevator in plain view of the public – which is printed on the certificate of operation.

Since the law requires the certificate and the no smoking symbol to be "conspicuously displayed" in the elevator, the Division requires that the certificate frame be large enough to display the certificate and the required information printed on the certificate.



## License Applications Changing to Collect Additional Information

The Division is updating all license applications. The applications now collect a license mailing address, the name and address for the elevator owner or lessee, and list the building name and an elevator identifier or nickname as the DBA. This change will improve the licensee's contact information on file and enable the Division to specifically identify the elevator owner as the licensee on the license record. Listing a building name and elevator identifier/nickname as a DBA will help the division clearly and consistently identify each individual elevator, making it easier to find the elevator when on site.

The permit application now requires the license number of the elevator being removed and replaced with a new one, when applying for a permit to install. Collecting this information will enable the division to cancel certificates of operation for elevators that no longer exist, improve license records, and reduce licensing errors.

The updates reorganize the order in which the information is collected, placing the owner name first, the location information second, and the mailing information third. Lastly, the code compliance/variance

statement was moved to the first section of the first page of the permit application. This statement is still required, but is now included with the license information and description of the scope of work.

The new forms are required. Old forms will not be accepted. Current forms are available on our website. We recommend applicants review the new form carefully and understand what information is being requested to ensure the license is issued to the correct owner, location, and mailing address. Please contact us at 850.487.1395 or [dh.elevators@myfloridalicense.com](mailto:dh.elevators@myfloridalicense.com) with questions about the updated application forms.

## Department Launches New Website - Update your links today!

Department Home Page: <http://www.myfloridalicense.com/DBPR/>

Bureau of Elevator Safety Home Page: <http://www.myfloridalicense.com/DBPR/elevator-safety/>

## I am Here to Help!

This recurring article will help you get to know the Division's staff. Each issue features a member of the Division's staff who works to support you, our customers. This month, we are featuring Daniela Radneva with the Director's Office, Customer and Government Relations Section.



**Name:** Daniela Radneva

**Job Title:** Operations Review Specialist

**What I do for you:** I am the compliance manager for the Bureau of Elevator Safety. I communicate with you regarding citations, administrative complaints, elevator compliance, and fine payments. I issue and track citations, prepare administrative complaints, act as the settlement officer, send follow-up correspondences, and record payments. I also fulfill elevator public records requests and coordinate the Bureau's rule adoptions.

**About me:** I love walking on the beach, swimming in the ocean or hiking in the mountains. I enjoy spending time with family and friends.

## Upcoming Meetings & Important Dates

### January 2018

- 1 – Professional licenses expire, if not renewed
- 1 – New Year's Day (*Division offices closed*)
- 15 – Martin Luther King Jr. Day (*Division offices closed*)

### February 2018

No planned meetings or events

### March 2018

- 1 – Delinquent certificates of competency go Null and Void

### April 2018

- 1 – Four months left to obtain passing inspection for certificate of operation renewals
- 3 – Elevator Safety Technical Advisory Council (*Tampa*)



## Questions? Contact Us

Email: [dh.elevators@myfloridalicense.com](mailto:dh.elevators@myfloridalicense.com)

Website:

[www.myfloridalicense.com/DBPR/contact-us](http://www.myfloridalicense.com/DBPR/contact-us)

Phone: (850) 487.1395, ext-110

Mail: 2601 Blair Stone Road  
Tallahassee, FL 32399