

# Request Schedule an Elevator Field Inspection

State ID# \_\_\_\_\_ Permit # \_\_\_\_\_ Request Date(s) of Inspection: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

## INSTRUCTIONS:

Fax this form to 614.644.3580 to schedule a new or alteration inspection. **ALLOW 48 HOURS FOR A RESPONSE** to your request. Cancelled inspection and re-inspection will be scheduled based upon availability of field inspectors. To obtain a re-inspection, submit this same form which is available at [www.com.state.oh.us/dic/dicform.asp#Elev](http://www.com.state.oh.us/dic/dicform.asp#Elev).

Company Making the Request: \_\_\_\_\_ Contact Person(s): \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Conformation Fax # \_\_\_\_\_

Type of Inspection:      New                      Alteration                      Reinspection                      Other (specify) \_\_\_\_\_

Numbers of Floors \_\_\_\_\_

**NOTE:** To ensure proper scheduling for an alteration, please describe all items that have been altered.

Directions to the elevator location site: (include known crossroads)

List known violations if your intention is to apply for a temporary certificate of operation.

List any other site specific notes that maybe needed.

Signature: \_\_\_\_\_ (will not be scheduled without a signature) Print Name: \_\_\_\_\_

**Please read before signing:** My signature acknowledges that the elevator has been reviewed for violations prior to requesting an inspection against the common violations checklist included with the installation permit. It is acknowledged that a State of Ohio inspector must inspect an elevator before a certificate of operation of operation can be issued as outlined in ORC 4105. No person or company, including a contractor, owner, tenant or elevator installer may use the elevator to haul materials, furniture or persons not directly related to the construction of the elevator until a certificate is issued. Elevator companies may not operate the elevator as a material lift unless a certificate of operation has been issued by the State of Ohio after an inspection has been performed. **The elevator inspection section does not perform "punch-list" type inspections or provide consulting service.**

## The area below is for State of Ohio Office Usage:

Date of Inspection: \_\_\_\_\_ Time: \_\_\_\_\_ Inspector: \_\_\_\_\_

Notes: