

Third Party Elevator Inspections

Effective February 1, 2018, the City of Norfolk transitioned to independent, Third-Party Inspectors for inspections that are required on all privately-owned elevators, escalators, moving walks and lifts regulated by the Virginia Uniform Statewide Building Code. All Annual, 5-year, and New Equipment Acceptance Tests of privately-owned equipment must be inspected by City approved, Third-Party Inspectors.

1. Approval of Elevator Third-Party Inspectors
 - a. Third-Party Elevator Inspectors shall be certified as follows:
 - i. Virginia Board of Housing and Community Development Elevator Inspector
 - b. All requests for approval of Third-Party elevator inspectors shall be submitted to the Building Commissioner by completing the City of Norfolk Application for certified Third-Party Elevator Inspectors, Appendix A, and by emailing to norfolkelevator@norfolk.gov
 - c. Once approved, certified Third Party Elevator Inspector business contact information will be added to the City of Norfolk Approved Third Party Elevator Inspectors list.
 - d. The approved Third-Party Elevator Inspector list will be posted on the Norfolk Planning website.
2. Required Elevator Permits
 - a. An Elevator (ELEV) permit is required for all new elevators, lifts, escalators and moving walks regulated by the Virginia Uniform Statewide Building Code. Modernization and some repairs of existing equipment requires obtaining an ELEV permit.
 - b. ELEV permits may be obtained from the Development Services Center located at 810 Union Street, First Floor, Norfolk, VA 23510.
 - c. Applications may be obtained from the Norfolk Planning website. <https://norfolk.gov/DocumentCenter/View/37286>
3. Elevator Plan Review
 - a. Under the ELEV Permit 3 sets of plans signed and sealed by a Registered Design Professional or Engineer must be submitted with a completed ELEV permit application for review. Once approved, the applicant will be notified that the permit is ready for payment and pick up from the Development Services Center.
 - b. All permits must be posted at the jobsite in plain view from the street prior to commencement of work.
 - c. The approved plans must be available at the worksite.
4. Inspection
 - a. All existing, new, and modernized elevators, lifts, escalators, and moving walks shall have an Annual and 5-year maintenance inspection in accordance with Virginia Statewide Building Code VMC 606.1, which shall be performed by an independent, City of Norfolk approved, Third-Party Elevator Inspector.

- b. Inspection documentation must be submitted by emailing to:
norfolkelevator@norfolk.gov

- 5. Issuance of Certificate(s)
 - a. New and modernized elevator Certificates of Inspection are included in the cost of the ELEV Permit.
 - b. Certificates will be available for payment and issuance, 72 hours after Norfolk Elevator staff receives and confirms the Third-Party Elevator Inspection report that approves all new installation, modernization, repair, Annual and 5-Year inspections.

- 6. Certificate of Inspection
 - a. The most current Certificate of Inspection must be displayed at all times within the elevator, attached to the escalator, moving walk or lift, be available for public viewing in the office of the building operator or be posted in a publicly conspicuous location approved by the Code Official.

- 7. Maintaining Elevator Operation
 - a. In buildings equipped with passenger elevators, at least one elevator shall be maintained in operation at all times when the building is occupied.

Exception: Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing and service.