

Elevator, Escalator, Moving Walkways. Lifts
Inspection Guidelines

Annual and 5year inspections will be completed by a THIRD PARTY INSPECTOR

1. As of February 1, 2018 all elevators, escalators, moving walks and lifts will require a THIRD PARTY Annual and 5 Year Inspection test.
2. A list of THIRD PARTY approved Inspectors can be found at www.norfolk.gov under City Planning or on the back of this page
3. Schedule your Annual or 5-year inspection with your maintenance company and your THIRD PARTY Inspector.

COMPLETE AND PASS YOUR THIRD PARTY INSPECTION BEFORE SUBMITTING PAYMENT TO THE CITY OF NORFOLK

4. Once inspection is completed email your completed passed results to NorfolkElevator@norfolk.gov
5. Certificate of Issuance **will not** be issued with a failed third-party inspection report. If there is more than one piece of equipment at the property **all** equipment must have a passed third-party inspection for Certificate Issuance to be issued. All payment received will be returned or held until a passed third-party inspection has been received in our office.
6. A review of the results will be conducted by City staff and will be ready for Certificate issuance within 72 hours unless corrections are noted.
7. Fill out an Elevator Certificate application that can be found at www.norfolk.gov under City Planning and mail with check to:

Neighborhood Quality
Attn: Elevator Program
401 Monticello Ave 1st Floor
Norfolk, Virginia 23510

Make check payment for the correct amount depending on number of equipment inspected made out to **Norfolk City Treasurer**. (see below fee schedule)

Total# of Equipment	Per Unit Cost
1	\$80.00
2	\$160.00
3	\$240.00
4	\$320.00
5	\$400.00
6	\$480.00
7	\$560.00
8	\$640.00
9	\$720.00
10	\$800.00

Failure to obtain and provide an annual inspection report will result in the discontinuance of service of equipment to include placarding in accordance with the Virginia Maintenance Code section 105.3

Approved Third Party Elevator Inspectors for the City of Norfolk

Overlord Services, LLC
1238 Gatewood Road
Newport News, Va. 23601
(757) 508-0847
Info@overlordservices.com
www.overlordservices.com

National Elevator Inspection Services
P.O. Box 952
Norfolk, Va. 23501
(757) 286-6793
(800) 886-6347
www.us.bureauveritas.com

Atis Elevator Inspections, LLC
1976 Innerbelt Business Central Drive
St. Louis, Mo. 63114-5760
(855) 755-2847
Info@atis.com

Brandon.upright@us.bureauveritas.com
EEIS/Elevating Equipment Inspection Service
208 W Depot Street
Bedford, Va. 24523
(540) 551-5520
(800) 346-0287
admin@eeisonline.com

Bayline Lift Technologies
249 E. Little Creek Road
Suite 203
Norfolk, Va. 23505
(757)583-8900
ghughes@baylinelift.com

Genesis Elevator Inspections
4241 Indian Run Rd.
Amissville, Va. 20106
(540) 359-0923
Davidsettle01@gmail.com