

Elevator, Escalator, Moving Walkways. Lifts
Inspection Guidelines

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.
3. Schedule your Annual or 5-year inspection with your maintenance company and your THIRD PARTY Inspector
4. Once inspection is completed email your completed passed results to NorfolkElevator@norfolk.gov
5. 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.
6. Fill out an Elevator Certificate application that can be found at www.norfolk.gov under City Planning and mail or fax to:

Development Services Center
Attn: Elevator Inspection
810 Union Street 1st Floor
Norfolk, Virginia 23510

Along with a check 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	Technology Fee	2% Tax	Total
1	\$80.00	\$5.00	\$1.60	\$86.60
2	\$160.00	\$5.00	\$3.20	\$168.20
3	\$240.00	\$5.00	\$4.80	\$249.80
4	\$320.00	\$5.00	\$6.40	\$331.40
5	\$400.00	\$5.00	\$8.00	\$413.00
6	\$480.00	\$5.00	\$9.60	\$494.60
7	\$560.00	\$5.00	\$11.20	\$576.20
8	\$640.00	\$5.00	\$12.80	\$656.20
9	\$720.00	\$5.00	\$14.40	\$739.40
10	\$800.00	\$5.00	\$16.00	\$821.00

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