



Elevator, Escalator Moving Walkways, Lifts, Certification Application

Building Name:			
Property Address:			
Property Owner:			
Management Company			
Contact Person:		Phone Number:	
E-mail Address:			
Mailing Address:			
Elevator Contractor:		Phone Number:	
3rd Party Inspector:		Date Inspected:	
List Equipment			
Location		Type:	
Equipment #			
Location		Type:	
Equipment #			
Location		Type:	
Equipment #			

Additional equipment and a fee schedule can be found on the back of the application
Questions and Concerns can be emailed to norfolkelevator@norfolk.gov

Make Check(s) Payable to the **City of Norfolk Treasurer**

And mail to: Bureau of Neighborhood Quality- Attn: Elevator Program 835 Glenrock Rd., 2nd Fl.,
Norfolk, VA 23502



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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 106.3

Approved Third Party Elevator Inspectors for the City of Norfolk

Atis Elevator Inspections, LLC 1976 Innerbelt Business Central Drive St. Louis, Mo. 63114 (855) 755-2847 Info@atis.com	Bayline Lift Technologies 249 E. Little Creek Road Suite 203 Norfolk, Va. 23505 (757) 583-8900 ElevatorDr@baylinelift.com
Central Elevator Inspection Services P.O. Box 102 Boston, VA 22713 (540) 987-3111 info@central-elevator.com	Dominion Elevator Inspection Services 2018 John Rolfe Pkwy Henrico, VA 23238 (804) 683-7344 leeann@dominioninspections.com
National Elevator Inspection Services P.O. Box 952 Norfolk, Va. 23501 (800) 886-6347 Office Theresa.Klein@bureauveritas.com 571-220-1249 jason.loving@bureauveritas.com 301-412-9420	Roanoke Valley Elevator Inspection, LLC P.O. Box 12174 Roanoke, VA 24023 (540) 206-3954 www.rveinspection.com



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1. Annual and 5year inspections will be completed by a THIRD-PARTY INSPECTOR
2. As of February 1, 2018, all elevators, escalators, moving walks and lifts will require a THIRD-PARTY Annual and 5 Year Inspection test.
3. Schedule your Annual or 5-year inspection with your maintenance company and your THIRD-PARTY Inspector.
4. COMPLETE AND PASS YOUR THIRD-PARTY INSPECTION BEFORE SUBMITTING PAYMENT TO THE CITY OF NORFOLK
5. Once inspection is completed email your completed passed results to: NorfolkElevator@norfolk.gov
6. 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.
7. 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.

Fill out an Elevator Certificate application (not elevator permit) that can be found at www.norfolk.gov under City Planning and mail with check to:

Neighborhood Quality
Attn: Elevator Program
835 Glenrock Road.
2nd Floor

Norfolk, Virginia 23502

Make check payment for the correct amount depending on number of equipment inspected made out to **City of Norfolk Treasurer.**

Total Number 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