



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:	
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: Division of Neighborhood Quality- Attn: Elevator Program
 500 East Main Street, 9th Floor, Norfolk, VA 23510



Elevator, Escalator Moving Walkways, Lifts, Certification Application

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

<p>Atis Elevator Inspections, LLC 1976 Innerbelt Business Central Drive St. Louis, Mo. 63114-5760 (855) 755-2847 Info@atis.com</p>	<p>Bayline Lift Technologies 249 E. Little Creek Road Suite 203 Norfolk, Va. 23505 (757)583-8900 ghughes@baylinelift.com</p>
<p>EEIS/Elevating Equipment Inspection Service 208 W Depot Street Bedford, Va. 24523 (540) 551-5520 (800) 346-0287 admin@eeisonline.com</p>	<p>Genesis Elevator Inspections 4241 Indian Run Rd. Amissville, Va. 20106 (540) 359-0923 Davidsettle01@gmail.com</p>
<p>National Elevator Inspection Services P.O. Box 952 Norfolk, Va. 23501 (757) 286-6793 (800) 886-6347 www.us.bureauveritas.com Brandon.upright@us.bureauveritas.com</p>	<p>Overlord Services, LLC 1238 Gatewood Road Newport News, Va. 23601 (757) 508-0847 Info@overlordservices.com www.overlordservices.com</p>



Elevator, Escalator Moving Walkways, Lifts, Certification Application

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. A list of THIRD PARTY approved Inspectors can be found at www.norfolk.gov under City Planning or on the back of this page
4. Schedule your Annual or 5-year inspection with your maintenance company and your THIRD PARTY Inspector.
5. COMPLETE AND PASS YOUR THIRD PARTY INSPECTION BEFORE SUBMITTING PAYMENT TO THE CITY OF NORFOLK
6. Once inspection is completed email your completed passed results to NorfolkElevator@norfolk.gov
7. 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.
8. 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 that can be found at www.norfolk.gov under City Planning and mail with check to:

Neighborhood Quality
 Attn: Elevator Program
 500 East Main Street, 9th Floor
 Norfolk, Virginia 23510

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