

## Elevator/Dumbwaiter Information Sheet

<b>NWCCOG requires a separate permit and fees.</b>
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NOTE: NWCCOG requires one (1) set of shop drawings of the elevator or dumbwaiter. Contact NWCCOG for an elevator or dumbwaiter final inspection in advance of the building final. Compliance with the following items prior to requesting an elevator inspection will minimize delay of final approval.

### Elevator Checklist

One complete set of plans for each elevator, dumbwaiter, escalator, platform lift, or moving walk shall be submitted with each elevator permit application. Compliance with the following items prior to requesting an elevator inspection will minimize delay of final approval.

#### Machine Room:

1. Permanent access provided
2. Machine room door (self closing and self locking and labeled)
3. Permanent lights, light switches, and convenience outlets (GFI) installed.
4. Lockable Main line disconnect (fused or circuit breaker).
5. Separate lockable 110-volt circuit breaker per car GFI protected.
6. Machine room ventilation is to be thermostatically controlled.
7. Liquid piping and gas piping is prohibited in the machine room.
8. Foreign electrical wiring and equipment is prohibited in the machine room.
9. Machine room enclosure completed (minimum headroom 7 feet).
10. All wall penetrations to be fire caulked.
11. Install permanent fire extinguisher, type ABC

#### Secondary and Overhead Sheave:

1. Proper access installed.
2. Permanent lights, light switches, convenience outlets (GFI), and stop switches installed.
3. Guards installed (if required).
4. Decking/floor installed.

#### Hoistway and Pit:

1. Hoistway completely enclosed.
2. Hoistway glass (laminated meets requirements of ANSI Z97.1).
3. Hoistway ventilation completed.
4. Projections, recesses, setbacks that are more than 2" shall be beveled at 75 degrees from the horizontal.
5. Top of hoistway clearance as per approved elevator design requirements.
6. Access pit (ladder, light, light switch, receptacle (GFI), stop switch), as per code.
7. Sump covers installed flush with pit floor. The sump shall not be connected to the sewer system.
8. Guards installed (if required).
9. Fire safety apparatus installed.
10. Hoistway wiring completed.
11. Liquid lines or gas lines are prohibited in the hoistway.
12. All wall penetrations to be fire caulked.
13. Elevator Entrances finished for fire rating

#### Miscellaneous:

1. Fireman's service and smoke detectors installed, Fire Panel PRETESTED and ready for testing.
2. Elevator stand-by power checked and tested.
3. Requirements for the use of shunt-tip circuit breaker controlled by heat detectors in the machine room shall be PRETESTED and ready for testing.
4. Telephone wiring permanently connected to the emergency telephone in the elevators, and OPERATING per code.

*Notes 1. Each escalator or moving walk unit powered by one motor shall be considered as separate escalator or moving walk.  
2. Residential elevators do not require certificates of inspection, but is recommended annually.*

**Contact for Elevator Inspections: Northwest Colorado Council of Governments  
970-468-0295 x 108  
PO Box 2308, Silverthorne, CO 80498**