

TO: ALL BUILDING DIVISION PERSONNEL
FROM: DOUG WISE
BUILDING DIVISION DIRECTOR
PREPARED BY: BUILDING DIVISION
SUBJECT: RESIDENTIAL ELEVATOR
PPM #: PB-O-134

ISSUE DATE
November 18, 2019

EFFECTIVE DATE
November 18, 2019

PURPOSE:

To ensure all residential elevators are permitted, inspected, and safe for the residents of Palm Beach County and their guests.

UPDATES:

Future updates to this PPM are the responsibility of the Director of the Building Division, Deputy Building Official, Assistant Deputy Building Official, or Codes Product & Training Supervisor, under the authority of the Director of the Building Division.

AUTHORITY:

- Florida Building Code Residential Section R321.1, as amended
- Florida Building Code Residential Chapter 30, as amended
- Florida Statutes 468 and 553, as amended
- Palm Beach County Building Code Amendments Sections 110 and 104.12, as amended

SCOPE:

This PPM shall address the permitting and inspection of all residential elevators under the jurisdiction of the Palm Beach County Building Division.

DEFINITIONS:

Residential Elevators – designed for the needs of private residences such as single homes, townhomes and condominiums serving one family. Elevators in multi-family residences serving only a single dwelling unit, even if they originate in common area, are considered residential elevators.

Commercial Elevators – elevators serving multiple dwelling units and commercial occupancies.

POLICY:

Licensing:

A State of Florida licensed elevator contractor shall be required for all residential elevator installations permitted through the Building Division. In addition, a licensed General, Building or Residential Contractor as applicable, shall be required for any structural alterations required to the building. Electrical sub permits must be issued to a licensed Electrical Contractor.

PROCEDURE:

Requirements for Application and Plan Review:

If the elevator specifications and product literature is included with the original building plans, the elevator can be permitted as a no fee sub permit. If the elevator specifications and installation literature is not included in the original plans, it must be submitted as a fee'd sub permit by the Elevator Contractor. At a minimum, all elevator installation permits should include:

1. Two copies of manufacturer's engineered elevator drawings with specifications.
2. The elevator drawings should be stamped with a shop drawing acceptance by the building design professional and noted "approved as noted" or "no exceptions taken."
3. If the elevator shaft is shown on the plans then applicant and plan reviewer shall confirm the following:
 - a. 2pole 30amp and a 1pole 20amp circuits are shown in the panel schedule
 - b. Note a hardwired phone line is provided for the elevator

Reviewer: On sub-permit screen, select building trade from the drop down menu, select elevator fee sub permit and note "signed and sealed shop drawings under comments."

If the elevator exceeds the following ASME limitations:

- Minimum Rated Load per Net Platform Area (40 lb/ft² or 350 lb) $A_{net} \leq 12 \text{ ft}^2 > A_{net} (62.5 \text{ lb/ft}^2)$
- Maximum Inside Net Platform Area shall not exceed 15ft²

1. A letter from a qualified design professional shall be provided, requesting approval for an "alternate material or method" according to the provisions in the building code. The letter must include the basis for the deviation from the code.
2. Equipment specifications and manufacturer's literature shall also be provided as noted above in Section 2 under Requirements for Application and Plan Review.

Requirements for Inspections:

Rough Inspection:

- 1) The electrical connections and the structural framing will be inspected at the building/shaft rough inspection, even if the elevator sub-permits have not been issued

yet. This unique situation is due to the site specific nature of each elevator based upon the completed shaft dimensions.

- 2) The electrical inspector shall confirm the required phone line and circuits for the elevator motor and controls have been installed in an available area near the shaft for future installation of the equipment.
- 3) The building inspector shall confirm the structural framing of the elevator shaft matches the approved plans.

Final Inspection:

- 1) The elevator equipment will be inspected for general operation and safety compliance at the time of final building inspection. This may include the testing of the fundamental operation of the elevator.
- 2) This inspection will include verification of the cab dimensions, nameplate and weight rating to correspond with the approved plans.
- 3) At the time of final inspection, the inspector shall be provided with a signed and notarized letter from the elevator installer qualifier stating that "the elevator has been installed in compliance with the approved plans, manufacturer's specifications, and the applicable provisions of the governing ASME standard." The letter shall list the governing standard.

For all commercial elevators, the Building Division's only responsibility shall be to ensure documentation provided, indicates inspection and approval of the elevator by the Department of Business and Professional Regulation Division of Hotels and Restaurants Bureau of Elevator Safety.



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM# PB-O-134, 11/19