

**Application for Elevator Installation**  
 Oklahoma Department of Labor  
 Safety Standards Division - Elevator Inspections  
 409 NE 28th Street, 3rd Floor  
 Oklahoma City, OK 73105  
 405-521-6100

OFFICE USE ONLY	
STATE SERIAL NUMBER	
PERMIT NUMBER	
PERMIT APPROVED BY	DATE

**Permit numbers cannot be issued, nor inspections scheduled, until payment has been received.**

ELEVATOR LOCATION (BUILDING NAME)			COUNTY		
LOCATION (ADDRESS)		CITY		ZIP CODE	
RESPONSIBLE PARTY BILLING NAME		RESPONSIBLE PARTY BILLING ADDRESS		RESPONSIBLE PARTY PHONE	
				RESPONSIBLE PARTY EMAIL	
TYPE OF DEVICE/CONVEYANCE <small>SPECIFY IF OTHER</small>		MANUFACTURED BY		MANUFACTURER'S SERIAL NUMBER	
MACHINE TYPE <small>SPECIFY IF OTHER</small>	CAPACITY _____ LBS	RATED SPEED _____ FPM	RISE OF CAR _____ FT _____ IN		NUMBER OF LANDINGS
PERMIT REVIEW FEE UP TO \$500.00 PAYMENT RECEIVED: _____			TENTATIVE START DATE	TENTATIVE COMPLETION DATE	

**Verify by initials that the following information is included in the Permit Application Specifications:**

- \_\_\_\_\_ 1. Code of construction of all components of elevator system including both ASME code, edition and addenda.
- \_\_\_\_\_ 2. Code Data Plate to be stamped in accordance with ASME 17.1 Section 8.9
- \_\_\_\_\_ 3. Qualification of welders in accordance with ASME Section 8.8 if welding is to be performed during installation.
- \_\_\_\_\_ 4. Provide code specification checklist from general contractor, if applicable, showing Code & Edition of IBC and NEC, Fire safety and plumbing. (This will print out with the application if obtained online)
- \_\_\_\_\_ 5. Specific reference to comply with ASME 17.1 Section 2.8 Equipment in hoist ways and machine room.
- \_\_\_\_\_ 6. Specific reference to comply with ASME 17.1 Section 2.7 Machine rooms and machinery spaces.
- \_\_\_\_\_ 7. Specific reference to comply with ASME 17.1 Section 2.2 Pits.
- \_\_\_\_\_ 8. Specific reference to comply with ASME 17.1 Section 8.6 Maintenance or Section 8.7 Alterations.
- \_\_\_\_\_ 9. Specific reference to comply with ASME 17.1 Hydraulic jacks and special application elevators.
- \_\_\_\_\_ 10. Location of smoke detectors, heat sensors, and power shunts as they pertain to HOIST WAY AND MACHINE ROOM if installed as part of a sprinkler system.
- \_\_\_\_\_ 11. Detailed construction and design drawings of hoist way, machine room and elevator components.
- \_\_\_\_\_ 12. Registered Professional Engineer signature approving all documents and specifications submitted in the Permit application package.

**CONTRACTOR SIGNATURE**

CONTRACTOR'S COMPANY NAME AND BRANCH OFFICE (CITY)		CONTRACTOR LICENSE NUMBER	DATE
CONTRACTOR'S SIGNATURE	AN INSPECTION FEE WILL BE CHARGED FOR ANY INSPECTOR VISIT TO SITE PRIOR TO ACCEPTANCE INSPECTION.		AN INSPECTION AND CERTIFICATION FEE WILL BE CHARGED AT TIME OF ACCEPTANCE.



Leslie Osborn

COMMISSIONER OF LABOR

## CODE SPECIFICATION CHECKLIST

The following information is necessary in order for our office to properly evaluate a request for a permit.

1. General Contractor Information:

a. General Contractor Name: \_\_\_\_\_

b. Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. Elevator Contractor Information:

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

3. Address of Device Installation/Repair/Alteration:

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

4. IBC Code and Edition: \_\_\_\_\_

5. NEC Code and Edition: \_\_\_\_\_

6. ASME Code and Edition of Elevator Manufactured \_\_\_\_\_  
(Shall meet current adopted code)

If the latest edition/addenda of the above code(s) are not applicable, provide explanation for deviation of this requirement to the Elevator Safety Act OAC 380:70