



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER

Ralph T. Hudgens, Commissioner

2 Martin Luther King Jr., Dr., Suite 920, West Tower, Atlanta, GA 30334

Phone: 404-656-2064 ♦ Fax: 404-463-0769 ♦ E-mail: engineering@sfm.ga.gov



www.oci.ga.gov

APPLICATION FOR PERMIT TO INSTALL OR ALTER ELEVATORS

**SAFETY FIRE
SAFETY ENGINEERING
GID-287-SF SEP2016
(same as DOL-4217)**

Installer

Last Name		First Name		Middle Initial	
Company Name			Address		
City			State		Zip
Phone Number		Evening Phone		Fax Number	
E-mail Address					

Location

Company Name			Address		
City			State		Zip

ATTACH THE FOLLOWING ITEMS

- 1. Permit Fees: Check or Money Order must be made payable to the Office of Insurance and Safety Fire Commissioner-Engineering Section.**
- 2. Three (3) sets of "Final Field Erection Layouts"**
[Two (2) sets will be reviewed for compliance with Code and returned. One (1) will be kept on file by the Department.]
- 3. Self-addressed envelope-no postage required**
- 4. Mail the above items to:**

IF REMITTING ROLLED & BOXED PLANS & DRAWINGS "WITH FEE"

**Office of Insurance and Safety Fire Commissioner, Fire Safety Division, Safety Engineering Section
2 Martin Luther King Jr., Dr., Suite 920, West Tower, Atlanta, GA 30334**

IF REMITTING FLAT PACKAGES & ALL OTHER EXCEPT ROLLED & BOXED PLANS, "WITH FEE" BY MAIL

**Office of Insurance and Safety Fire Commissioner, Fire Safety Division, Safety Engineering Section
P.O. Box 935467, Atlanta, GA 31193-5467**

IF REMITTING FLAT PACKAGES & ALL OTHER EXCEPT ROLLED & BOXED PLANS, "WITH FEE" BY COURIER

**Office of Insurance and Safety Fire Commissioner, Fire Safety Division, Safety Engineering Section
Lockbox # 935467
Wells Fargo Lockbox Services
3585 Atlanta Ave, Hapeville, GA 30354**

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Certificate of Authority #: _____

Installation Type:

- New Install** # of Elevators _____
 Alteration # of Elevators _____ Jurisdiction # _____ # of Alterations _____

Equipment Type (Choose one):

- | | | | |
|-----------|--------------|-------------|-----------------|
| Passenger | Res Elevator | Escalator | Const. Elevator |
| Freight | Res CL | Moving Walk | Material Lift |
| Comm. WCL | Res DW | Comm. DW | Const. Mat Lift |
| Comm. CL | Res WL | Belt-Lift | Sp. Purpose |

Equipment Information:

Manufacturer	Capacity	Openings	Rise (Feet)	Speed

Street Address				
City		State		Zip

For official use only:				
Applicant:				
Permit No.:				
Check No.:		Receipt:		

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ELEVATOR FEES

INSTALLATION PERMIT:

1. \$400.00 base price per passenger or freight elevator per unit plus:
 - a. \$25.00 for each opening.
2. \$250.00 for dumbwaiter and material lift.
3. \$500.00 for each escalator.
4. \$500.00 for temp construction elevator & material lifts initial inspection, per unit.
5. \$150.00 for workman's hoist, tower rise, per unit.
6. \$250.00 for private residence elevator, and incline lifts.
7. \$250.00 for each belt lift.
8. \$250.00 for each special purpose personnel elevator.
9. \$250.00 for each wheelchair lift or chairlift.

ALTERATION PERMIT:

1. \$120.00 for the first item as defined in the code.
2. \$60.00 each additional item or,
3. \$600.00 maximum fee per elevator.

OPERATING PERMITS:

1. \$65.00 for operating permit for temporary elevator plus:
 - a. \$200.00 for the initial inspection of a temporary elevator or,
 - b. \$50.00 for periodic inspection of temporary elevator or construction lift.

All installation permit fees cover one inspection and the first operating permit. If more than one inspection is required, \$250.00 per inspection.



Penalty for installing without a permit. Fee plus penalty. Minimum penalty will be equal to the installation fee, or up to a maximum of \$1000.00 per elevator.