

# Instructions for Filling out the permit application for Annual Inspections Orders/Work

## General Information

- Once the annual inspection has been completed the owner will receive any needed orders from the City labeled *Elevator Annual Inspection*.  
*Notice of Ordinance/Code Violation*
- The contractor will need a copy of these orders to be able to complete the permit application.

## About the RFS Orders

- The orders are commonly called RFS orders as there is an RFS number on the right side of the first page, just under the gray box. This number needs to be noted on the permit application.
- There is an example of RFS orders and permit application on the website. Please view while reading these instructions.
- The permit needs to be obtained and the work needs to be completed by the due date on the orders.
- The contractor must obtain a permit that covers **all the work** in the orders.
- The orders identify the elevator that was inspected.
- The orders have the inspector's name, phone number and email address in case there are any questions regarding the orders.

## Filling out the Permit Application for Annual Inspection Orders

- There is a new permit application available online at <http://www.ci.minneapolis.mn.us/mdr/permits/elevatorpermits/Elevatorl.pdf>
- **Fill in the ELEV number** in the top part of the application. This number should match the number on the RFS orders.

Elevator Annual Inspection  
***NOTICE OF ORDINANCE/CODE VIOLATIONS***  
***Project Address: 250 5<sup>th</sup> St South***

On 21-JUL-10 the Annual Inspection at the project address above disclosed conditions that are in violation of the Minnesota State Building Code (MSBC) as defined in Minnesota Rules, Chapters 1300 and 1307 and adopted by Minneapolis Code of Ordinances (MCO) Chapter 85 Section 85.20; ASME A17; and/or NEC.

NOTE: If documents are required to be submitted, please mail them, email them, or fax them (612-673-5814) addressed to the inspector listed below.

Licensed contractors and permits are required for most repairs.

(CCS4000) This annual inspection was on the device identified below. When applying for a repair permit or for any correspondence about these orders, please refer to the ID number and to the RFS number above.

**Inspector Comments:**

\*\*\*ELEV 71798  
\*\*\*CID 002400  
\*\*\*CAR# 4  
\*\*\*ELECTRIC

The ELEV number on this RFS order should match the ELEV number entered on the permit application.

## APPLICATION

DOES THE SCOPE OF THE PROPOSED WORK INCLUDE THE CONSTRUCTION OF A NEW ELEVATOR HOISTWAY OR INSTALLATION OF AN ELEVATOR INTO A SHAFTWAY LOCATION WHICH HAS NOT PREVIOUSLY CONTAINED A REGISTERED ELEVATOR CAB? IF YES COMPLETE PART A AND B. IF NO LIST THE CITY OF MINNEAPOLIS ELEVATOR REGISTRATION NUMBER HERE. <b>ELEV: 71798</b> AND GO TO PART B.
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- **Part A** Information needed on the application:
  - \*Building name and address
  - \*Owner/contact name and phone number

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- Part B Type of Work to be done** Information needed:
  - \*Fill in the Value of work (see calculating the fee section)
  - \*Fill in the RFS number from the Annual inspection orders (don't confuse general elevator inspection orders with annual inspection orders. The annual inspection orders will have the headings of *Elevator Annual Inspection* on them).
  - \*Do not fill in anything on the "type of work line," instead drop down one line to the "Is the elevator work being proposed...." line and but check **Yes for annual inspection** work.

## APPLICATION

DOES THE SCOPE OF THE PROPOSED WORK INCLUDE THE CONSTRUCTION OF A NEW ELEVATOR HOISTWAY OR INSTALLATION OF AN ELEVATOR INTO A SHAFTWAY LOCATION WHICH HAS NOT PREVIOUSLY CONTAINED A REGISTERED ELEVATOR CAB?  
 IF YES COMPLETE PART A AND B.  
 IF NO LIST THE CITY OF MINNEAPOLIS ELEVATOR REGISTRATION NUMBER HERE **ELEV.:** \_\_\_\_\_ AND GO TO PART B.

**PART A**

JOB ADDRESS (PLEASE INCLUDE BLDG. #, STREET NAME & DIRECTION & BLDG. NAME IF KNOWN) \_\_\_\_\_ **Fill in ELEV Registration Number here**

OWNER / OCCUPANT AND PHONE NUMBER \_\_\_\_\_ **Don't fill in this line if work is from Annual Inspection Orders** **Fill in RFS number here**

**PART B**

TYPE OF WORK TO BE DONE: INSTALL  ALTER  REPLACE / REPAIR  TEMP USE  **VALUE OF WORK** \_\_\_\_\_

IS THE ELEVATOR WORK PROPOSED BEING CONDUCTED IN RESPONSE TO WORK ORDERS ISSUED AS PART OF THE CITY OF MINNEAPOLIS ANNUAL ELEVATOR INSPECTION PROGRAM? **YES**  NO  IF YES LIST RFS # \_\_\_\_\_

NOTE: PERMITS ISSUED TO SATISFY INSPECTORS ORDERS MUST INCLUDE A SCOPE OF WORK WHICH ENCOMPASSES ALL ITEMS LISTED ON THE CITY OF MINNEAPOLIS REQUEST FOR SERVICE (RFS). **Check Yes if work is because of Annual Inspection Orders**

PERMIT FEE IS 1.50% OF THE VALUE OF WORK + STATE SURCHARGE (MINIMUM FEE \$0.50) **PERMIT FEE \$** \_\_\_\_\_

STATE SURCHARGE = (0.0005 TIMES THE VALUE OF THE WORK)

**NEW INSTALLATION OR ALTERERATION (IF CHANGING)**

EQUIPMENT DATA:		BUILDING AND CAB DATA:	
CAPACITY (lbs.)		NUMBER OF STORIES	
SPEED (ft / min)		NUMBER OF LANDINGS	

- Scope of work:**
  - \*Write out the scope on a blank piece of paper and attach to the application. The scope **must include** all work identified on the RFS orders. Have the RFS orders with you to review with the plan reviewer, if needed.

HOIST ROPE DIAMETER (in.)		FLOOR COVERING TYPE AND WEIGHT (lbs)	
BALANCED LOAD WEIGHT (lbs)		TOTAL CAR WEIGHT	
<b>SCOPE OF WORK</b>			
ALL WORK REQUIRES THAT A DETAILED DESCRIPTION OF THE NATURE OF THE ALTERATIONS OR REPAIRS BE ATTACHED. FOR WORK BEING CONDUCTED IN ORDER TO SATISFY A CITY OF MINNEAPOLIS RFS, RFS DOCUMENTATION MUST BE ATTACHED.			

I certify that all information provided in this application form and any other information provided by me in support of this application is true and accurate to the best of my knowledge. I certify that I will comply with all applicable State and local laws and regulations in performing the work for which this permit is issued, and that I possess all contractor and personal licenses and certificates of competency, if any, that are required for lawful performance of the work described in this permit. I understand that the issuance of this permit does not imply or authorize the granting of any such license or certificate of competency, nor the issuance of any business license or professional license. Homeowners shall not hire unlicensed persons to perform work under any building, electrical, mechanical, or plumbing permit.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

COMPANY NAME:	CONTRACTOR LICENSE #:
COMPANY ADDRESS:	CONTACT PERSON #:
CITY: STATE: ZIP CODE:	CONTACT PHONE #:

MAKE CHECKS PAYABLE TO: **MINNEAPOLIS FINANCE DEPARTMENT**, OR CHARGE TO

<input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> DINERS CLUB	ACCOUNT#	EXP DATE: Mo ___ Yr ___
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**Scope of work needs to indicate that this is work from an Annual Inspection, and needs to cover all the orders that were written.**

Version 4.1.10

## Instructions for Filling out the permit application for Annual Inspections Orders/Work

- **Sign, date,** fill in company name, contractor license, etc.
- **Calculating the fees:** Fees are based on the value of the work. *(Base fee and state surcharge fee also need to meet the minimum required amount. Minimum base permit fee is \$71.80 and minimum surcharge fee is \$.50, for a minimum total of \$72.30).*

\*Example of fee calculation:

\* Value of Work is \$3000.00

\*Base fee:  $\$3000.00 \times .015 = \$45.00$  (less than minimum fee of \$71.80)

\*State Surcharge:  $\$3000.00 \times .0005 = \$1.50$  (more than minimum of \$.50)

\*Fee: \$71.80 (minimum fee) plus \$1.50 (state surcharge) = \$73.30

\*The only time a minimum fee is used is if the base value and state surcharge value come to less than the minimum amounts of \$71.80 and \$0.50 for Fee of \$72.30