



CITY OF CHARLOTTESVILLE

ELEVATOR INSPECTION POLICY

The Virginia Uniform Statewide Building Code requires newly installed, existing elevators, escalators dumbwaiters to conform to ASME A17.1 platform lifts, and stairway lifts to be installed in accordance with ASME A18.1.

Please ensure the inspection report is legible. We will not accept reports with illegible or without the building or structure address, elevator inspectors name, Qualified Elevator Inspector (QEI) number, and identification of each elevator in multiple elevator buildings. The "Certificate of Inspection" normally placed within the elevator is not acceptable in lieu of the required inspection report.

NEW ELEVATORS and LIFTS: A Building Permit is required before installation. An approved final acceptance report is required before new buildings will receive a Certificate of Occupancy. This inspection must be performed by a QEI as described in ASME A17.1 & A18.1.

Submit the final acceptance report (not the certificate) to any of the following

- The City of Charlottesville building inspector,
- Fax to 434-970-3359,
- Email PDF copy to NDSNewElevatorInspection@charlottesville.org or
- Send USPS to the address at the bottom of this page.

NOTE. Elevators installed in one- or two-family dwellings and townhouses require an approved inspection report but are exempt from submitting periodic inspections and tests to the NDS office.

EXISTING ELEVATORS: The Virginia Maintenance Code Section 606 (provided below) requires an annual periodic inspection and test of elevators and escalators. In addition, dumbwaiters shall be maintained in compliance with ASME A17.1.

May Fax maintenance reports to 434-970-3359, or preferably email to NDSOldElevatorInspection@charlottesville.org Any emailed attachment shall be in PDF or word document format. The address, elevator inspectors name and QEI number or Virginia Certification must be legible and the report must clearly identify each elevator in multiple elevator buildings.

Virginia Maintenance Code Section 606.1 Elevators, dumbwaiters and escalators shall be maintained in compliance with ASME A17.1. The most current certificate of inspection shall be on display at all times within the elevator or attached to the escalator or dumbwaiter, be available for public inspection in the office of the building operator or be posted in a publicly conspicuous location approved by the code official. An annual periodic inspection and test is required of elevators and escalators. A locality shall be permitted to require a six-month periodic inspection and test. All periodic inspections shall be performed in accordance with Section 8.11 of ASME A17.1. The code official may also provide for such inspection by an approved agency or through agreement with other local certified elevator inspectors. An approved agency includes any individual partnership or corporation who has met the certification requirements established by the Virginia Certification Standards.

Mailing address:

**NDS Elevator Inspections
610 East Market Street, P.O. Box 911
Charlottesville, VA 22902**

Please note new or existing elevator on envelope.

Revised 01/06/2020