



NCDOL
NC DEPARTMENT OF LABOR
LUKE FARLEY, COMMISSIONER

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COMMISSIONER

JOEY HAZELRIGG
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

ACCEPTANCE INSPECTION REQUEST FORM FOR NEW OR ALTERED/REPAIRED INSTALLATIONS

This form is to be submitted via email to the assigned inspector and their supervisor when requesting an acceptance inspection. By submitting and signing this form, you are stating that the units listed below have been completed, checked, and pretested for compliance with the rules and regulations of the NC Department of Labor, The North Carolina State Building Code, all applicable ASME and NFPA Codes, and that these units are ready for a final acceptance inspection.

Items to be checked and completed include but are not limited to:

- Hoistway and machine/control room/space completed and free of debris
- Fire alarm system and initiating devices completed and functioning properly
- Permanent illumination as required by ASME A17.1
- Required utilization equipment installed and functioning properly
- Emergency communications functioning properly
- If provided, emergency or standby power has been pretested and all building systems required for the operation of the elevator also on emergency or standby power
- For alteration/repair inspections, all previously noted violations must be corrected and required periodic testing must be completed

Please do not request an inspection until the unit(s) are ready. Violations found during inspection may result in the inspection being terminated immediately and delays in receiving a re-inspection and a certificate of operation. **13 NCAC 15 .0305** requires this form to be submitted at least 5 days prior to the requested date of inspection and cancellations to be submitted ASAP or at least 24 hours prior to the requested inspection date.

ID #(s) of unit(s) ready for inspection and the requested date of inspection below:

Building Contractor

Date

Elevator Contractor

Date