



**CHERIE BERRY**  
COMMISSIONER

**THOMAS M. CHAMBERS**  
BUREAU CHIEF  
ELEVATOR AND AMUSEMENT DEVICE BUREAU

DATE: March 25, 2015

MEMORANDUM TO: All Elevator Companies

*Thomas M. Chambers*

FROM: Thomas M. Chambers  
Bureau Chief

RE: Permits Required

Effective April 1, 2015, all buildings that undergo a modernization that includes removal of life safety systems connected to elevator (fire alarm), lighting, and utility electrical systems are required to file a permit with this office. Owners and service providers are advised to ensure permit applications are submitted prior to beginning work or removal of any systems connected to the elevators.

Owners of buildings where fire alarm systems are upgraded or changed will also be required to file an application for alteration prior to commencing work on any system directly related to the operation of any elevator within the structure.

Thank you for your support in this matter.

/nfv

Cc: NCDOL Supervisors/Inspectors