

ANNUAL ELEVATOR INSPECTION CERTIFICATE APPLICATION



Department of Professional and Financial Regulation
Office of Professional & Occupational Regulation

ELEVATOR AND TRAMWAY SAFETY PROGRAM

35 State House Station
Augusta, ME 04333-0035

Office Telephone: (207) 624-8672
Website: www.maine.gov/professionallicensing

Office located at: 76 Northern Avenue, Gardiner, Maine

APPLICATION INSTRUCTIONS ELEVATOR INSPECTION CERTIFICATE

COMPLETING THE APPLICATION FORM – Return the following to this office:

- Completed Application Form (PER UNIT)
- Inspection Certificate Fee of \$150.00 due 30 days prior to certificate expiration date. \$50.00 late fee if not submitted 30 days prior to expiration
- Inspection Report

Incomplete applications will be returned.

As the owner of an elevator, you are required to arrange for your elevator's annual inspection by contacting a licensed private elevator inspector.

Once inspected, you must submit the inspection report to this office with the attached application and certificate fee of \$70.00 30 days prior to the certificate expiration date. Your new certificate will expire in the same month each year unless you petition the office for a change.

If you do not file the inspection report, annual application and \$150.00 certificate fee 30 days prior to the certificate expiration date, you must submit a late filing fee of \$50.00 in addition to the regular certificate fee of \$150.00.

It is a Class E crime to operate an elevator in Maine without a current and valid inspection certificate (32 M.R.S.A. § 15223). As the owner of an elevator, you are legally responsible for the safety and maintenance of the elevator. If you allow your elevator to be used without a current certificate, your elevator may be taken out of service by a state elevator inspector and you may be subject to administrative discipline, fines or criminal prosecution for allowing your elevator to be operated without a current inspection certificate.

ELEVATOR CERTIFICATE RENEWAL APPLICATION

Date Received	STATE OF MAINE DEPT. OF PROFESSIONAL & FINANCIAL REGULATION ELEVATOR & TRAMWAY SAFETY PROGRAM 35 STATE HOUSE STATION AUGUSTA, ME 04333 TEL: (207) 624-8672 FAX: (207) 624-8636 MAINE RELAY: 711 (TTY)	FOR OFFICE USE ONLY CK # _____ AMT _____ CN _____ CODE 4530/1908
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AMOUNT DUE: \$150.00

Please Note: If you do not file the annual renewal application, inspection report, and \$150 certificate fee 30 days prior to certificate expiration date, you must submit a late filing fee of \$50 in addition to the certificate renewal fee of \$150. Your new certificate will expire in the same month each year unless you request a change of expiration. The expiration date cannot be extended beyond the current expiration date.

Make checks payable to "Maine State Treasurer" or fill out the following:

NAME OF CARDHOLDER (please print)		
<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ADDRESS OF CARDHOLDER (please print)		
I authorize the Department of Professional and Financial Regulation, Office of Professional & Occupational Regulation to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD the following amount: \$ _____		
Card number: <i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date <i>mm / yyyy</i>	
(check here) <input type="checkbox"/> I understand that fees are non-refundable		
SIGNATURE	DATE	

UNIT INFORMATION

Elevator Registration #:	Name of Building:	
Building Location: _____		
<i>Street</i>	<i>City</i>	<i>Zip Code</i>
Location of Unit in Building (ie; lobby, gym, wing, etc.):		
Certificate Expiration Date:	Change Certificate Expiration Date to:	

OWNER INFORMATION

Name of Owner:			
Mailing Address:			
City:	State:	Zip:	County:
Contact Person:		Phone Number:	