

Pikes Peak REGIONAL Building Department

POLICIES FOR ELEVATORS, ESCALATORS AND OTHER REGULATED CONVEYANCES

SCOPE. The Pikes Peak Regional Building Conveyance Safety Code (RBC310) shall regulate the design, construction, installation, operation, inspection, testing, maintenance, alteration, and repair of new and existing elevators, dumbwaiters, escalators, moving walks, and platform lifts hereon defined as 'Conveyances' and as defined in ASME A17.1, ASME A18.1, and Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 1-4).

AUTHORITY HAVING JURISDICTION. Pikes Peak Regional Building Department Conveyance Division (PPRBD) is an Approved Authority Having Jurisdiction that has entered into a Memorandum of Agreement with the State of Colorado Department of Labor and Employment, Division of Oil and Public Safety, Conveyance Division, to regulate the scope as defined and as written in the Colorado Conveyance Regulations, 7 C.C.R. 1101-8 (Section 3-1). At any time, Pikes Peak Regional Building Department Conveyance Division may enforce more stringent written testing procedures or inspection procedures than listed in ASME A17.1, ASME A17.2, ASME A17.6, ASME 18.1, and per Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 2-2(2)). The policies written herein are more stringent than referenced in the ASME Codes and / or the Colorado Conveyance Regulations and are tailored to be applicable in the Pikes Peak Regional Building Department Conveyance Division Jurisdiction.

SECTION 1 - CONVEYANCE OWNER RESPONSIBILITY. A conveyance owner / representative shall be responsible for all conveyance operations and compliance per the State of Colorado 'Elevator and Escalator Certification Act' (C.R.S. Title 9, Article 5.5), Colorado Conveyance Regulations 7 C.C.R. 1101-8 and the policies written herein. Links to the Colorado Revised Statute document and Colorado Conveyance Regulation document are shown below and are also available at www.pprbd.org.

[State of Colorado Conveyance Statutes](#)

[State of Colorado Conveyance Regulations](#)

1. Periodic Inspections. The conveyance owner / representative shall accommodate a Pikes Peak Regional Building Department conveyance inspector to perform periodic inspections and re-inspections during regular business hours of a standard weekday. Access requirements to keys and conveyance equipment are as written in sub-section (7) and (8) of this Section.

SECTION 1 - CONVEYANCE OWNER RESPONSIBILITY (CONT)

- 2. Witness Inspections and Testing.** A conveyance owner / representative shall accommodate a Pikes Peak Regional Building Department conveyance inspector, and licensed conveyance mechanic employed by a licensed conveyance contractor, to perform witness inspections and testing during regular business hours of a standard weekday. Access requirements to keys and conveyance equipment are as written in sub-section (7) and (8) of this Section. Exception to this policy would be applicable to Generator Emergency / Standby Power Witness Testing if required by the facility to be performed outside of regular business hours as an overtime inspection - (see Section 2(7)) of these policies).
- 3. Test Report Recording and Resolutions.** Conveyance mechanic test reports that are turned into the Pikes Peak Regional Building Department Conveyance Division are recorded to the conveyance compliance permit as a public record to ensure continued compliance documentation of the conveyance is readily accessible as required by the State of Colorado. Resolutions are a satisfactory means provided to the Conveyance Division via utilizing electronic means (video, pictures, email documentation, etc.) to resolve violations that have been cited during a previous inspection without making a site visit thus allowing quicker response to continued compliance. Recording and processing of test reports and resolutions are billed to the conveyance owner / representative at \$50.00 per conveyance per recording.
- 4. Maintenance Control Program.** Every regulated conveyance in the Pikes Peak Regional Building Department Conveyance Divisions Jurisdiction shall be provided with a compliant Maintenance Control Program (MCP) by either the conveyance manufacturer, conveyance owner, or the conveyance servicing contractor. As required by the Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 2-3-3), and the currently-adopted edition of ASME A17.1 and ASME A18.1, the Maintenance Control Program shall consist of an applicable documented set of:
 - a) Maintenance Tasks performed - (including dates of service)
 - b) Examinations performed – (including dates of service)
 - c) 5 years worth of Maintenance Records
 - d) Written Unique Testing and Inspection check-out procedures
 - e) Testing Documentation - (Acceptance, Category 1, Witness, Fire Fighters Service, Two-Way Communication)
 - f) Wiring Diagrams
 - g) Logs - (Hydraulic Oil, Repair / Replacement)
 - h) Emergency Personnel Evacuation Procedures
 - i) 5 years worth of PPRBD Inspection Reports

SECTION 1 - CONVEYANCE OWNER RESPONSIBILITY (CONT)

- j) A copy of the most current Certificate to Operate issued by PPRBD
- k) Written procedures for transferring the emergency communication monitoring to a subsequent monitoring entity

The MCP must consist of a minimum of 5 years of said documents at all times once the elevator reaches its 5-year anniversary from acceptance, and from thereon. All acceptance documents must remain onsite for the life of the conveyance. The MCP is designed to ensure the conveyance equipment is being maintained in conformance with the requirements of the currently-adopted edition of the ASME Codes and Colorado Conveyance Regulations. Once a conveyance owner is provided a MCP by a conveyance servicing contractor, that MCP is owned by the conveyance owner and may not be removed. MCP's are to be kept onsite within the building where the conveyance is located. If the MCP is not kept within a designated conveyance equipment room or space, the conveyance equipment shall be labeled as to where to find the MCP within the building. No form of the MCP is permitted to be presented in an electronic form in the Pikes Peak Regional Building Department Conveyance Divisions Jurisdiction.

5. **Maintenance Control Program Location for Machine Room-Less Elevators.** Maintenance Control Programs (MCP) for elevators of the Machine Room-Less type that do not have a designated room or space where the associated elevator equipment is located, need to be provided with a lockable enclosure located within the building where the elevator is located, large enough to retain all the required components of the MCP. The lockable enclosure shall be located outside of the elevator hoistway, and installed in a room or space accessible only to authorized and elevator personnel. The lockable MCP enclosure will not be permitted outside, nor in an area of the building accessible to the general public. The lockable MCP enclosure must be clearly labeled "ELEVATOR DOCUMENTS – DO NOT REMOVE" in minimum 3/8" (.375) inch size typed letters. Additional labeling will also be required on the elevators 'Test and Inspection Access Panel' indicating the actual location of the lockable MCP enclosure within the building. This labeling shall also be typed at a minimum letter height of 1/4" (.250) inch and applied in the top corner of the elevator entrance door jamb where the elevator's 'Test and Inspection Access Panel' is located. Keys to the lockable MCP enclosure are to remain onsite, along with any other keys associated with the elevator as described in Section 1(8) of these policies. Keys to the lockable MCP enclosure are to be accessible 24 hours a day by authorized personnel and assigned licensed conveyance mechanics.

[MCP Lockable Enclosure Policy](#)

SECTION 1 - CONVEYANCE OWNER RESPONSIBILITY (CONT)

6. **Monthly Firefighters Emergency Operation Testing and Quarterly Two-Way Communication Testing.** Testing of the Firefighters Emergency Operation shall be performed monthly by a conveyance owner / representative or assigned authorized personnel. Testing of the Two-Way Communication Operation shall be performed quarterly by a conveyance owner / representative or assigned authorized personnel. Findings of these tests shall be documented in accordance with the Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 2-3-3(2)(c)(iv)). Documents used for recording shall be made available to the inspector, conveyance service provider and other licensed conveyance personnel. If the documents used for recording these tests are stored in a remote location other than a designated conveyance space or room along with the Maintenance Control Program, a sign or label shall be posted in a visible location on the conveyance equipment that designates the location. A link to the required form is shown below and is also available at www.pprbd.org.

[Monthly Fire Service and Quarterly Two-Way Communication Test Log](#)

7. **Access to Conveyances and Related Equipment.** The conveyance owner / representative shall provide a means of access necessary for all assigned licensed conveyance mechanics to conduct maintenance, testing and examinations as per their obligation and requirement. The conveyance owner / representative shall also provide a means of access necessary for licensed Pikes Peak Regional Building Department Conveyance Inspector(s) to conduct inspections with prior notice given to the conveyance owner / representative when requested. Conveyances that are available for operation outside of normal business hours shall have a means of access provided 24-hours a day to all related conveyance equipment for all assigned licensed conveyance mechanics to assist in the event of an emergency.
8. **Keys.** Keys to access conveyances and conveyance related equipment shall include all keys listed in Section 8.1 of the currently-adopted edition of ASME A17.1, as applicable. Keys shall be available on the premises by either obtaining from authorized personnel or a lockbox in a location readily accessible, but not accessible to the general public. Such keys shall include, but not limited to:
- a. Keys, codes or fobs to enter areas of the building where the conveyance equipment is located
 - b. Machine rooms, control rooms, or machine / control spaces
 - c. Hoistway access and hoistway enable switches
 - d. Phase I and Phase II Firefighters Emergency Operation switches
 - e. Pit access, if applicable
 - f. Equipment access panels
 - g. Maintenance Control Program Lockable Enclosure - (see Section 1(5)) of these Policies)

SECTION 1 - CONVEYANCE OWNER RESPONSIBILITY (CONT)

9. **Change of Conveyance Ownership or Management.** A conveyance owner / representative or management company shall be responsible for notifying Pikes Peak Regional Building Department Conveyance Division of any change in ownership or management contact information within 30 days of the change. Failure to notify Pikes Peak Regional Building Department Conveyance Division within 30 days of change will result in enforcement as outlined in this Section. A link to the PPRBD Change of Ownership / Management Form is shown below and is also available at www.pprbd.org.

[Conveyance Change of Ownership Form](#)

10. **Removal of a Conveyance from a Facility.** The conveyance owner / representative must notify Pikes Peak Regional Building Department Conveyance Division when a conveyance is being removed from a facility.

11. **Accident Reporting.** Accidents involved with conveyances that result in serious injury in the Pikes Peak Regional Building Department Jurisdiction shall be reported within 24 hours in accordance with the Colorado Revised Statutes (C.R.S. Title 9, Article 5.5-110) and Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 2-6) as written. A Colorado Conveyance Accident Report must be completed with a copy sent to the Pikes Peak Regional Building Department Conveyance Division and the State of Colorado Conveyance Division. A link to the Accident Report Form is shown below and is also available at www.pprbd.org.

[Colorado Conveyance Accident Report Form](#)

12. **Fees.** Fees are applicable per Appendix B of the 2023 edition of the Pikes Peak Regional Building Code

13. **Enforcement.** Failure to comply with the requirements of this Section and the Policies written herein shall result in the conveyance receiving a Red Tag Order Notice posted in a visible location on the conveyance listing a shutdown date, and / or fines imposed as stated in the Pikes Peak Regional Building Code (RBC 103.12), and may result in a Certificate of Non-Compliance Lien being recorded to the property with the Clerk and Recorder in the associated county per the 2023 edition of the Pikes Peak Regional Building Code (RBC103.13).

SECTION 2 - INSPECTIONS

Shall be in accordance with the currently-adopted edition of ASME A17.1 (Section 8.10 and 8.11), ASME A18.1 (Section 10), the Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 2-3), and as listed in this section.

1. **Inspection Fees:** Inspection fees are applicable to periodic inspections, re-inspections / resolutions, and shutdowns performed in the Pikes Peak Regional Building Department Conveyance Divisions Jurisdiction, and as described in this Section. A link to the PPRBD Conveyance Inspection Fee document is shown below and is also available at www.pprbd.org.

[PPRBD Conveyance Inspection Fees](#)

SECTION 2 - INSPECTIONS (CONT)

- 2. Inspection Violations.** Violations associated with a conveyance inspection, and as identified on an associated conveyance inspection report, must be mitigated by the expiration date as listed on the Temporary Certificate to Operate. Links to the Pikes Peak Regional Building Conveyance Division Violations Tables listing the most common violations with allowed operation time after inspection are shown below and are also available at www.pprbd.org.

[PPRBD Elevator Violations Table](#)

[PPRBD Escalator Violations Table](#)

- 3. Non-Compliant Conveyances.** Conveyances subject to repeat violations identified on an associated conveyance inspection report are subject to non-issuance or revocation of the Temporary Certificate of Operation and shutdown of the conveyance. If the conveyance inspection results are related to a shutdown per the Conveyance Divisions Violations Table(s), the inspector shall, notify the conveyance owner / representative of the repeat violation(s) resulting in the shutdown of the conveyance, and place a Conveyance Division lock and tag on the conveyance main electrical disconnect in the open position. The lock may only be removed by a Pikes Peak Regional Building Conveyance Division Inspector for violations to be addressed, and may not be placed back into service until the violations are verified as resolved. Every non-compliance shutdown of a conveyance generates a \$200.00 fee billed to the conveyance owner / representative. Each lock removal visit generates a \$50.00 fee billed to the conveyance owner / representative. Reinspection of the mitigated violations generates a \$50.00 fee billed to the conveyance owner / representative. All fees associated with the conveyance compliance account must be paid in full before the conveyance can be placed back into service.
- 4. Immediate Shutdown of a Conveyance.** If a conveyance inspector determines that a conveyance poses imminent danger to passengers, authorized / elevator personnel or equipment, the inspector shall immediately notify the conveyance owner / representative of the condition, and shutdown the conveyance by placing a Conveyance Division lock and tag on the conveyances main electrical disconnect in the open position. A conveyance main electrical disconnect may only be unlocked by a Pikes Peak Regional Building Conveyance Division Inspector for repairs to be made and may not be returned to service until the violations are verified as resolved. Every immediate shutdown of a conveyance generates a \$200.00 fee billed to the conveyance owner / representative. Each lock removal visit generates a \$50.00 fee billed to the conveyance owner / representative. Reinspection of the mitigated violations generates a \$50.00 fee billed to the conveyance owner / representative. All fees associated with the conveyance compliance account must be paid in full before the conveyance can be placed back into service.
- 5. Special Inspections.** At any time, the Pikes Peak Regional Building Department Conveyance Division may require a special inspection to be performed by a special inspector as outlined in the 2023 edition of the Pikes Peak Regional Building Code (RBC109.7) for any work involving a conveyance.

SECTION 2 - INSPECTIONS (CONT)

6. **Inspection of Premises.** After the periodic inspection of the conveyance is performed by a Pikes Peak Regional Building Conveyance Inspector, a subsequent re-inspection or resolution may be required to be completed to ensure violations have been mitigated and compliance of the conveyance remains in accordance with the Colorado Revised Statutes and Colorado Conveyance Regulations throughout the compliance year.
7. **Overtime Inspections.** Request to perform inspections outside of normal business hours must be approved by the Building Official and are subject to fees. Payment of the determined fee is to be submitted prior to the inspection being performed.
8. **Escalator Handrail Drive Chains.** Escalators that have Handrail Drive Chains as a non-integral part of the Escalator Drive Machine shall receive lubrication, examinations and / or adjustments by a licensed conveyance mechanic employed by a licensed conveyance contractor within intervals not to exceed 6-months, and shall be documented in the onsite Escalator Maintenance Control Program. Failure to perform items as described will result in immediate shutdown of the escalator.
9. **Conveyance Equipment Room Identification.** The location of conveyance machine rooms or control rooms shall be identified by a permanent sign at the entry of the room and / or adjacent rooms providing an identifiable access path to the conveyance machine room or control room from a common area of the building. The sign(s) shall read 'Elevator Equipment Room' or 'Elevator Machine Room', whichever is applicable. Character height needs to be a minimum of ¾ inches. This requirement shall apply to all existing conveyances within the Pikes Peak Regional Building Department Jurisdiction.
10. **Elevator Main Electrical Disconnects.** Location of the elevators main electrical disconnecting means for equipment not within site of the elevator driving machine shall be identified by a sign or label at the designated level elevator entrance door jamb, and at the elevators 'Test and Inspection Access Panel' location, that provides the location of the elevators main electrical disconnects. If the room where the elevators electrical disconnects is not accessible or identified from a common area of the building, additional through entrances shall also be provided with signage or labeling from a common area of the building until the room containing the main electrical disconnecting means is visible.
11. **Elevator Cab 110 Volt Electrical Disconnects.** Existing Elevator Cab 110 Volt electrical disconnecting means not required to be located within the elevator machine room, machine space, control room or control space shall be identified and labeled somewhere visible on the elevator equipment as to where the location of the electrical disconnecting means is and how to access.
12. **Conveyance Location.** Conveyances equipped with a two-way communication means not required to comply with A17.1 – 2002a (2.27.1.1.3) or, conveyances installed prior to 10/4/2002, shall be provided with a sign or label posted within the elevator car indicating the address location of the elevator.
13. **Dumbwaiters.** Dumbwaiters in the Pikes Peak Regional Building Department Jurisdiction installed in a commercial application require Annual Periodic Safety Inspections as outlined in ASME A17.1 (Section 8.11.5.4).

SECTION 3 - TESTING

Testing shall be in accordance with ASME A17.1 (Section 8.6 and 8.10, 8.11), ASME A18.1 (Section 10), Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 2-3) and as listed in this section.

1. **Results of Tests.** The results of all tests required by the ASME Codes and the Colorado Conveyance Regulations shall be recorded on the applicable Pikes Peak Regional Building Department Conveyance Division Test Report Form and shall be submitted to Pikes Peak Regional Building Department Conveyance Division when the test has been completed. The test report must be signed by the Colorado Licensed Conveyance Mechanic performing the test, and when applicable, the Conveyance Inspector Witnessing the test. Test reports used outside of the Pikes Peak Regional Building Department Jurisdiction will not be accepted and will result in non-compliance of the conveyance. Incomplete or incorrect test forms will not be accepted or recorded, and will be returned to the conveyance contractor and mechanic to be completed or revised. Failure to provide test forms once completed will result in fines to the Conveyance Contractor as specified in the Regional Building Code (RBC 103.12). Links to the Pikes Peak Regional Building Conveyance Division Test Forms are shown below and are also available at www.pprbd.org.

[PPRBD Traction Elevator Test Form](#)

[PPRBD Hydraulic Elevator Test Form](#)

2. **Dumbwaiters.** Dumbwaiters in the Pikes Peak Regional Building Department Jurisdiction installed in a commercial application require 5-year Periodic Testing per ASME A17.1 (Section 8.6.10.1.1), by a licensed conveyance mechanic employed by a licensed conveyance contractor. The test report shall be left onsite in the dumbwaiters Maintenance Control Program, and a copy of the test report sent to the Conveyance Division for recording.
3. **Elevators Provided with Emergency or Standby Power Operation.** Per State of Colorado Conveyance Division Policy, elevators that are provided with emergency or standby power shall be tested annually by either the conveyance owner or authorized personnel transferring power via the building Automatic Transfer Switch with a conveyance mechanic present to verify, or by the conveyance mechanic simulating the operation within the controller as if the elevator(s) were operational on emergency or standby power. The results of this testing shall be recorded on the appropriate Pikes Peak Regional Building Department Conveyance Divisions Test Report Form indicating 'Actual Transfer' or 'Simulated' in the 'Comment' section of the test form - (See State of Colorado Conveyance Division Policy below).

[State of Colorado Generator Power Testing Policy](#)

4. **Witness Testing.** Witness Testing frequency shall comply with the Colorado Conveyance Regulations 7 C.C.R 1101-8 (Table 2-3-2), the requirements of ASME A17.1 (8.11), and ASME A18.1 (Section 10). Witness Testing is required to be performed by a licensed conveyance mechanic employed by licensed conveyance contractor, with a Pikes Peak Regional Building Conveyance Division Inspector present.

SECTION 4 - PERMITS REQUIRED

Permits shall be required for any new or altered conveyance per ASME A17.1, Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 2-4), and as listed in this Section.

1. **New Installations.** New conveyance installations shall be performed in accordance with the applicable ASME Codes and the Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 2-4-2(4) and (5)). Approved plan review with applicable construction documents and permits per the [2023 edition of the Pikes Peak Regional Building Code](#) are required prior to any new installation performed in the Pikes Peak Regional Building Department Jurisdiction. A link listing the required applicable documents for plan review is shown below and is also available at www.pprbd.org.

New Conveyance Plan Review

2. **Alterations and Replacements.** Alterations and replacements related to conveyances shall be performed in accordance with the applicable ASME Codes and Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 2-4-1(2) through (7)). A plan review with applicable construction documents and permits per the 2023 edition of the Pikes Peak Regional Building Code are required prior to any alteration being performed in the Pikes Peak Regional Building Department Jurisdiction. Listed below are detailed requirements to the most common alterations or replacements, but not limited to:

- a) **Modernizations.** Modernization to a conveyance(s) that involve a controller replacement not defined in ASME A17.1 (8.6.3.17.2) is considered a 'Substantial Alteration' and shall comply with the requirements of the Colorado Conveyance Regulations 7 C.C.R. 1101-8 (2-4-1(4)(c)), and currently-adopted version of ASME A17.1 and ASME A17.3. Substantial Alterations require a site consultation visit with a Pikes Peak Regional Building Department Conveyance Inspector before any plan documents will be accepted. A link listing the required applicable documents for plan review is shown below and is also available at www.pprbd.org.

Conveyance Modernization Plan Review

- b) **Controller Replacement.** ASME A17.1 (8.6.3.17.2) does allow a replacement of a controller with equipment equivalent to the original make and model due to damage or loss. The replacement controller shall be permitted to conform to the code under which the original controller was installed or last altered. Controller replacements that fall under the guidelines of this sub-section require a permit and shall comply with the inspection and testing requirements of ASME A17.1 before the conveyance can be placed back into service. A minimum submission of the controllers specifications, installation instructions and valuation of the project shall be provided at the time of permit request.
- c) **Hydraulic Power Unit.** Conveyances that receive an alteration to, or replacement of, a hydraulic power unit require a permit and shall comply with the inspection and testing requirements of ASME A17.1 before the conveyance can be placed back into service. A minimum submission of the hydraulic power unit specifications, installation instructions and valuation of the project shall be provided at the time of permit request.

SECTION 4 - PERMITS REQUIRED (CONT)

- d) **Hydraulic Drive Machine Control Valves.** All hydraulic elevators that receive a combination control valve alteration or replacement containing a check valve, manual lowering valve, relief valve, or any combination thereof, require a permit and inspection with a full load to establish a new hydraulic working pressure and speed before the conveyance can be placed back into service. A minimum submission of the valve manufacturers installation instructions and valuation of the project shall be provided at the time of permit request.
- e) **Hydraulic Jack.** Conveyances that receive an alteration to, or replacement of, a hydraulic jack require a permit and shall comply with the inspection and testing requirements of ASME A17.1 before the conveyance can be placed back into service. A minimum submission of the hydraulic jack layouts and valuation of the project shall be provided at the time of permit request.
- f) **Car Door Operators.** Conveyances that receive an alteration to, or replacement of, a car door operator require a permit and shall comply with the inspection and testing requirements of ASME A17.1 before the conveyance can be placed back into service. All car door operator alterations or replacements shall be accompanied by the addition of a means of car door interlock or car door restriction in conformance with ASME A17.1 if not already provided. A minimum submission of the door operator manufacturers installation instructions and valuation of the project shall be provided at the time of permit request.
- g) **Suspension / Compensation Means or Governor Rope.** Conveyances that receive an alteration to, or replacement of, the Suspension Means, Compensation Means, Governor Rope or a Wind-Up Safety Drum Rope require a permit and shall comply with the inspection and testing requirements of ASME A17.1 before the conveyance can be placed back into service. Exception to this requirement would be to Platform Lifts and Dumbwaiters. No manufacturer installation instructions are required to be provided for permitting. Valuation of the project shall be provided at time of permit request.
- h) **Releasing Carriers.** Conveyances that receive an alteration to, or replacement of, a releasing carrier require a permit and shall comply with the inspection and testing requirements of ASME A17.1 before the conveyance can be placed back into service. A minimum submission of the releasing carrier installation instructions and valuation of the project shall be provided at the time of permit request.
- i) **Speed Governors.** Conveyances that receive an alteration to, or replacement of, a speed governor require a permit and shall comply with the inspection and testing requirements of ASME A17.1 before the conveyance can be placed back into service. A minimum submission of the speed governors installation instructions and valuation of the project shall be provided at the time of permit request.

SECTION 4 - PERMITS REQUIRED (CONT)

- j) **Driving-Machine and Emergency Brakes.** Any part of driving machine brake or emergency brake that is changed, replaced or adjusted that can affect the holding capacity or decelerating capacity of the brake requires a permit and shall comply with the inspection and testing requirements of ASME A17.1 before the conveyance can be placed back into service. All adjustments performed on the Driving-Machine Brake shall be sealed per ASME A17.1 (8.6.4.20.4). If there are physical adjustments available on an Emergency Brake that are capable of being sealed, those adjustments shall be sealed per the Authority Having Jurisdiction. All seals shall be of the wire type with tamper-proof means or other approved method. No manufacturer installation instructions are required to be provided for permitting. Valuation of the project shall be provided at time of permit request.
- k) **Alterations to Car Interiors.** Alterations to the interior of an elevator car shall comply with the requirements of ASME A17.1, and also be in conformance with Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 2-4-1-1). Pikes Peak Regional Building Department Conveyance Division shall be contacted before any work commences inside the elevator car to determine if permits are required, approval of materials used, and whom is allowed to perform the work.
- l) **Escalator Steps.** All escalators that receive an alteration to the step system, or replacement of more than 25% of the entire escalators step count, require a permit and shall comply with the inspection and testing requirements of ASME A17.1. Before the escalator can be placed into service, a skirt to step index test shall all be witnessed by a Pikes Peak Regional Building Conveyance Division Inspector with a licensed conveyance mechanic present performing the required testing. No manufacturer installation instructions are required to be provided for permitting. Valuation of the project shall be provided at time of permit request.
- m) **Escalator Handrails and Handrail Systems.** All escalator handrail and handrail system alteration or replacements require a permit and shall comply with the inspection and testing requirements of ASME A17.1. Before the escalator can be placed into service, an inspection of the handrail, skirt panel electrical protective devices, handrail entry electrical protective devices and a skirt to step index test shall all be witnessed by a Pikes Peak Regional Building Conveyance Division Inspector with a licensed conveyance mechanic present performing the required testing. No manufacturer installation instructions are required to be provided for permitting. Valuation of the project shall be provided at time of permit request.

SECTION 4 - PERMITS REQUIRED (CONT)

4. **Private Residence Elevators.** Permits are required for new Private Residence Elevators and are subject to Acceptance Inspections and Testing as outlined in ASME A17.1 (Section 8.10.5.2). Approved plan review with applicable construction documents and permits per the 2023 edition of the Pikes Peak Regional Building Code are required prior to any Private Residence Elevator installation being performed in the Pikes Peak Regional Building Department Jurisdiction. Private Residence Elevators are no longer permitted to be installed in a commercial application per the Colorado Conveyance Regulations. A link listing the required applicable documents for plan review is shown below and is also available at www.pprbd.org.

[Residential Conveyance Plan Review](#)

5. **Enforcement.** Failure to obtain a permit for work to any conveyance where required as noted within this Section, or the Colorado Conveyance Regulations, will result in the conveyance being immediately shutdown, a Stop Work Order issued per the 2023 edition of the Pikes Peak Regional Building Code, and / or fines imposed as stated in the 2023 edition of the Pikes Peak Regional Building Code (RBC 103.12) to the person(s), entity, and conveyance owner engaged in the work being performed, and may result in a Certificate of Non-Compliance Lien being recorded to the property with the Clerk and Recorder in the associated county per the 2023 edition of the Pikes Peak Regional Building Code (RBC103.13).

SECTION 5 – CONVEYANCE LICENSING AND ENFORCEMENT

1. **Conveyance Contractors.** All conveyance contractors engaging in work on regulated conveyances installed in the Pikes Peak Regional Building Department Jurisdiction shall be licensed and / or registered per the Chapter 2 of the 2023 edition of the Pikes Peak Regional Building Code. Commercial Conveyance Contractors are required to be licensed per the Colorado Revised Statutes (C.R.S. Title 9, Article 5.5-107 and 108), and the Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 4-1). Licensed and registered commercial conveyance contractors are permitted to install residential conveyances with no additional credentials.
2. **Residential Only Conveyance Contractors.** All conveyance contractors engaging in work strictly related to residential conveyances shall be licensed per Chapter 2 of the 2023 edition of the Pikes Peak Regional Building Code holding a 'Residential Only' sub-categorized allowance. Residential Only Conveyance Contractors are not permitted to engage in work related to commercial conveyances.
3. **Conveyance Mechanics.** Conveyance Mechanics engaging in work on commercial conveyances shall be employed by a conveyance contractor carrying the credentials as required in this Section, and shall also carry the credentials as required per the Colorado Revised Statutes (C.R.S. Title 9, Article 5.5 -107 and 108), and the Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 4-1-1).

SECTION 5 – CONVEYANCE LICENSING AND ENFORCEMENT (CONT)

4. **Conveyances Shut Down due to Imminent Life Safety.** It is required per the State of Colorado Conveyance Regulations 7 C.C.R 1101-8 (Section 2-8(3)) for a conveyance mechanic to notify the Pikes Peak Regional Building Department Conveyance Division when a commercially installed conveyance is shut down due to an unsafe condition. Failure to notify the division will result in enforcement as described in this Section.
5. **New and Altered Conveyances.** Notification to the Pikes Peak Regional Building Department Conveyance Division by the conveyance contractor or conveyance mechanic is required prior to turnover of all new installations and modernizations. Failure to notify the division will result in enforcement as described in this Section.
6. **Purposely Making Safety Devices Inoperative or Leaving a Conveyance with an Unsafe Condition.** Where a conveyance mechanic is found through investigation, of purposely leaving an unsafe condition on any regulated conveyance, (i.e., leaving controller doors open where required to be closed per ASME A17.5 to contain arc flash, leaving hydraulic tank lids off where required to be closed per the Fire Code, leaving conveyance machine room doors open where required to be closed per the Fire and Building Code, disabling car door restriction, etc.), that conveyance mechanic and conveyance contractor will be subject to enforcement as described in this Section. The conveyance in questions will be subject to immediate red tag and shutdown as described in (Section 2(4)) of these polices.
7. **Maintenance Control Program Logs.** Where a conveyance mechanic is found through investigation, of not providing the appropriate information on a log required by the ASME Codes or State of Colorado Conveyance Regulations, the conveyance mechanic and conveyance contractor will be subject to enforcement as described in this Section.
8. **Test Reports.** Where a conveyance mechanic is found through investigation, providing false information on a test report required by the ASME Codes, State of Colorado Conveyance Regulations, and the Authority Having Jurisdiction, the conveyance mechanic will be subject to enforcement as described in this Section.
9. **Enforcement.** Conveyance contractors or conveyance mechanics engaging in work without the credentials as listed in this Section, or found to be engaged in unlawful activities as described within Colorado Revised Statute (C.R.S Title 9, Article 5.5), State of Colorado Conveyance Regulations 7 C.C.R. 1101-8, or within these Policies, shall be subject to fines imposed as stated in the 2023 edition of the Pikes Peak Regional Building Code (RBC 103.12). Where necessary, enforcement will be escalated to the State of Colorado Division of Oil and Public Safety.

SECTION 6 – CONVEYANCE CERTIFICATE TO OPERATE

A Certificate of Operation is required for all conveyances installed in a commercial application to operate in accordance with Colorado Revised Statutes (C.R.S. Title 9, Article 5.5). Colorado Conveyance Regulations 7 C.C.R. 1101-8 (Section 2-3-1-2) and the Pikes Peak Regional Building Department Conveyance Division Jurisdiction

1. **Conveyance Certificate to Operate (CO).** No person nor State, County or City Government, nor any agency, subdivision or department thereof, shall operate or cause to be operated, any conveyance governed by Colorado Revised Statutes (C.R.S. Title 9, Article 5.5) “Elevator and Escalator Safety Act”, Colorado Conveyance Regulations 7 C.C.R. 1101-8, and (RBC310) of the 2023 edition of the Pikes Peak Regional Building Code, without first obtaining a conveyance Certificate to Operate from the Pikes Peak Regional Building Department Conveyance Division.
2. **Issuance and Expiration of Conveyance Certificate to Operate.** A Certificate to Operate is generated and issued after a passing periodic inspection is performed. The Certificate to Operate is emailed to the point of contact on file of the conveyance compliance account. Any additional copies of the Certificate to Operate may only be obtained by request to the Pikes Peak Regional Building Department Conveyance Division. The Certificate to Operate expires the last day of a 6-month period beyond the compliance month issued. A copy of the Certificate to Operate shall be located in the onsite Maintenance Control Program, and is permitted to be posted in the elevator car. Fees associated with the issuance of the Certificate to Operate are listed in Section 2(1) of these policies.
3. **Temporary Certificate to Operate (TCO).** A Temporary Certificate to Operate may be issued for a conveyance if the Pikes Peak Regional Building Department Conveyance Division Inspector has not identified immediate life safety issues. A TCO shall be valid for a maximum of 60-days or a period as determined by the Authority Having Jurisdiction. If the Authority Having Jurisdiction determines an additional TCO is necessary to help with continued compliance of the conveyance, or additional time needed to address the violations cited, each additional TCO will be billed at \$50.00 per conveyance to the conveyance owner / representative. An additional TCO may or may not require a site visit.
4. **Suspension or Revocation of Conveyance Certificate to Operate.** Pikes Peak Regional Building Department Conveyance Division may revoke a conveyance Certificate to Operate whenever the certificate has been issued in error, or on the basis of incorrect information provided, or in violation of any other provisions of codes enforced or policies written herein. The revocation of the conveyance Certificate to Operate shall constitute termination of the authority to operate the conveyance and the operation of the conveyance thereafter of the conveyance shall be unlawful. During any unlawful operation, the Conveyance Division shall have the authority to physically shutdown the conveyance and assess any enforcement as outlined in this Section.

SECTION 6 – CONVEYANCE CERTIFICATE TO OPERATE (CONT)

5. **Conveyances Out of Service for Repairs.** It is required by the State of Colorado Revised Statute C.R.S (9.5.5.109(c)), and the Authority Having Jurisdiction, for any conveyance that has been shut down for repairs by a conveyance owner / representative, conveyance contractor or conveyance mechanic beyond the date of the conveyances issued Certificate to Operate (CO) or Temporary Certificate to Operate (TCO), to notify Pikes Peak Regional Building Department Conveyance Division before the unit is placed back into service. This ensures the conveyance has received the required inspection needed to issue a valid CO or TCO as outlined in this Section. If the conveyance has not been issued a valid CO or TCO, it is unlawful to place the conveyance back into service. Conveyances that are found out of service for repairs at the time of a periodic inspection or re-inspection will have a Conveyance Division notification tag and seal placed on the mainline electrical disconnect and / or controller cabinet door indicating the Conveyance Division must be notified before the unit is placed back into service. Removal of the notification tag and seal without the Conveyance Divisions authorization will result in the enforcement as described in this Section.
6. **Conveyances That Are Unable to Return to Service During or After an Inspection.** If a conveyance faults out during or after a periodic inspection or re-inspection, and is unable to return to service, the Pikes Peak Regional Building Department Conveyance Division Inspector will notify the conveyance owner / representative and conveyance contractor or mechanic about the condition. A Conveyance Division tag and seal will then be placed on the elevator main line electrical disconnect and / or conveyance controller to notify the conveyance mechanic that the Conveyance Division needs to be notified before the unit is placed back into service. This ensures the conveyance has received the required inspection needed to issue an a valid CO or TCO as outlined in this Section. Removal of the notification tag and seal without the Conveyance Divisions authorization will result in the enforcement as described in this Section. If the conveyance has a valid CO, and there is no Conveyance Division tag or seal placed on the conveyances main line electrical disconnect and / or conveyance controller, it is not necessary to notify the Conveyance Division before the conveyance is placed back into service.
7. **Enforcement.** Any conveyance found in operation without a Certificate to Operate or Temporary Certificate to Operate will result in the conveyance being red tagged, immediately shutdown, and a Conveyance Division lock and tag placed on the electrical mainline disconnect in the open position. An investigation will ensue that will require conveyance service documentation to be provided to the Conveyance Division by all person(s) and entities involved with the operation of the conveyance. Based on the result of the investigation, the person(s) or entities involved with the unlawful operation of the conveyance may be subject to imposed fines as stated in 2023 edition of the Pikes Peak Regional Building Code RBC 103.12.

SECTION 7 – ADDITIONS AND MODIFICATIONS

Additions and Modifications as listed in this section are provisional requirements for the Pikes Peak Regional Building Department Jurisdiction.

1. Modify ASME A17.1 (Section 2.7.9.2) **Temperature and Humidity**. Where natural or mechanical ventilation is designed as part of a new installation or an alteration for conditioning a machine space or control space within the hoistway, the opening(s) into or exiting the hoistway shall be equipped with a motorized damper rated for the shaft construction that fails to the closed position in the event of:
 - a) temperature satisfaction via control located in top of elevator shaft accessible from the elevator car top (see #3 of this Section)
 - b) any elevator related fire alarm initiating device actuation
 - c) building power loss
2. Mechanical ventilation equipment associated with hoistway ventilation as described above shall also be electrically disconnected from its power source in the event of:
 - a) Temperature satisfaction via control in top of elevator shaft accessible from the elevator car top (see #3 of this Section)
 - b) any elevator related fire alarm initiating device actuation
 - c) building power loss
3. Means of controlling temperature shall be of the mechanical action type that is wired to and / or through the main power supply of the mechanical equipment serving the elevator hoistway. The means for controlling temperature shall be located in the elevator hoistway accessible to elevator personnel for periodic inspection and testing.
4. Where hoistway ventilation exists and is not required as part of a new installation or alteration, it shall be eliminated and sealed with materials meeting the rating of the surrounding construction.
5. Modify ASME A17.1 (Section 2.8.4) **Electrical Heaters**. Electrical Heaters that require service or maintenance from the hoistway are not permitted in an elevator hoistway in the Pikes Peak Regional Building Jurisdiction.
6. Modify ASME A17.1 (Section 2.8.5) **Air Conditioning**. Air Conditioning equipment that requires service or maintenance from the hoistway is not permitted in an elevator hoistway in the Pikes Peak Regional Building Jurisdiction.
7. Modify ASME A17.1 (8.6.11.4.1) **Cleaning of Car and Hoistway Transparent Enclosure**. Authorized Personnel may not enter the elevator hoistway without the supervision of Licensed Elevator Personnel. Licensed Elevator Personnel is permitted to clean the transparent car or hoistway enclosures.