



Elevator Alteration/Modernization Application

Department of Consumer and Business Services
 Building Codes Division • Elevator Safety Program
 1535 Edgewater St. NW, Salem, Oregon
 Phone: 503-373-1298 • Fax: 503-378-4101
 Web: bcd.oregon.gov

Mail application with payment to:
 DCBS Fiscal Services
 P.O. Box 14610
 Salem, OR 97309-0445

A licensed elevator contractor must complete this application.

- **Instructions:** For each conveyance, submit relevant drawings, information, and fees.
- Alterations shall comply to A17.1, as applicable.
- ADA requirements may apply to equipment being altered.

APPLICATION FEES			
Contract valuation (round up to nearest \$1,000):	\$	_____	
Plan fee (only if plans submitted):	\$	_____	70211/1212
Permit fee:	+	\$	_____ 70211/1195
12% surcharge:	x .12	\$	_____ 70211/1291
Total fee:	\$	_____	

DEPARTMENT USE ONLY			
Date received:	R/P no.:	Site no.:	Assigned area:
Plans approved:	Plans reviewed by:	Quantity of units affected:	
SITE INFORMATION		CONVEYANCE INFORMATION	
Site name:	Check applicable: <input type="checkbox"/> Simplex <input type="checkbox"/> Duplex <input type="checkbox"/> Group		
Address:	State ID numbers (list all that apply):		
City/State/ZIP:			
ELEVATOR CONTRACTOR INFORMATION			
Elevator contractor:	Phone:	-	-
Contact person:	Fax:	-	-
E-mail:			
License no.:	CCB no.:		
Job supervisor/installer:	Supervisor/installer license no.:		
When alteration consists of replacement of the <i>car enclosure, controller, hoistway entrances, and driving machine</i> , the upgrade is considered a new installation. Use the new-installation application.			
CONTRACTOR INFORMATION			
Comments: _____			
Contractor's representative (print name): _____		Date: _____	
Title: _____	Phone: _____	-	-
		Fax: _____	-

**Secure fax for credit card payments:
503-947-2333**

If paying by credit card, applicant must sign credit card information box.

Make check or money order payable to Department of Consumer & Business Services.

Do **not** send cash.

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	Phone: _____
_____		_____ / _____	
Credit card number		Expiration date	
Name of cardholder as shown on credit card			
_____		\$	_____
Cardholder signature		Amount	

DCBS Fiscal use only:



<i>Requirement</i>	<i>Description</i>	<i>Requirement</i>	<i>Description</i>
SECTION A		SECTION C	
Electric (8.7.2) and Hydraulic (8.7.3) Elevators		Alterations to other types of equipment	
1.	<input type="checkbox"/> 8.7.2.1/8.7.3.1 Hoistway enclosures	C.1 – Miscellaneous equipment	
2.	<input type="checkbox"/> 8.7.2.2/8.7.3.2 Pits	1.	<input type="checkbox"/> 8.7.4.1 Rack-and-pinion elevators
3.	<input type="checkbox"/> 8.7.2.3/8.7.3.3 Location and guarding of cwt.	2.	<input type="checkbox"/> 8.7.4.2 Screw-column elevators
4.	<input type="checkbox"/> 8.7.2.4/8.7.3.4 Vertical clearances	3.	<input type="checkbox"/> 8.7.5.1 Inclined elevators
5.	<input type="checkbox"/> 8.7.2.5/8.7.3.5 Horizontal clearances	4.	<input type="checkbox"/> 8.7.5.2 LULA elevators
6.	<input type="checkbox"/> 8.7.2.6/8.7.3.6 Protection of spaces below	5.	<input type="checkbox"/> 8.7.5.6 Rooftop elevators
7.	<input type="checkbox"/> 8.7.2.7/8.7.3.7 Machine rooms and spaces	6.	<input type="checkbox"/> 8.7.5.7 Special-purpose personnel elevator
8.	<input type="checkbox"/> 8.7.2.8/8.7.3.8 Electrical equipment and wiring	7.	<input type="checkbox"/> 8.7.5.8 Shipboard elevators
9.	<input type="checkbox"/> 8.7.2.9/8.7.3.9 Machinery, beams, and supports	8.	<input type="checkbox"/> OESC Section 9 Vertical reciprocating lifts
10.	<input type="checkbox"/> 8.7.2.10/8.7.3.10 Entrances and H/W doors	9.	<input type="checkbox"/> A90.1 Belt manlifts
11.	<input type="checkbox"/> 8.7.2.11/8.7.3.11 Hoistway door locks and access	C.2 – Sidewalk elevators	
12.	<input type="checkbox"/> 8.7.2.12/8.7.3.12 Power operation of H/W doors	1.	<input type="checkbox"/> 8.7.5.5.1 Electrical
13.	<input type="checkbox"/> 8.7.2.13 Door reopening device	2.	<input type="checkbox"/> 8.7.5.5.2 Sidewalk doors
14.	<input type="checkbox"/> 8.7.2.14/8.7.3.13 Car enclosures/door and gates	3.	<input type="checkbox"/> 8.7.5.5.3 Car enclosures
15.	<input type="checkbox"/> 8.7.2.15/8.7.3.14 Cars, frames, and platforms	4.	<input type="checkbox"/> 8.7.5.5.4 Bow irons
16.	<input type="checkbox"/> 8.7.2.16 Capacity, loading, classification	5.	<input type="checkbox"/> 8.7.5.5.5 Increase capacity
17.	<input type="checkbox"/> 8.7.2.17.1/8.7.3.22.1 Change in travel	6.	<input type="checkbox"/> 8.7.5.5.6 Increase speed
18.	<input type="checkbox"/> 8.7.2.17.2/8.7.3.22.2 Increase in rated speed	7.	<input type="checkbox"/> 8.7.5.5.7 Driving machine
19.	<input type="checkbox"/> 8.7.2.18/8.7.3.15 Car and counterweight safeties	8.	<input type="checkbox"/> 8.7.5.5.8 Operating devices
20.	<input type="checkbox"/> 8.7.2.19/8.7.3.16 Governors and governor rope	C.3 – Dumbwaiters without auto-transfer devices	
21.	<input type="checkbox"/> 8.7.2.20 Ascending car overspeed	1.	<input type="checkbox"/> 8.7.7.1.1 General
22.	<input type="checkbox"/> 8.7.2.20 Unintended car movement	2.	<input type="checkbox"/> 8.7.7.1.2 Increase in rated load
23.	<input type="checkbox"/> 8.7.2.21/8.7.3.25 Suspension ropes, connections	3.	<input type="checkbox"/> 8.7.7.2 Adding an auto-transfer device
24.	<input type="checkbox"/> 8.7.2.22/8.7.3.26 Counterweights	4.	<input type="checkbox"/> 8.7.7.3.1 Material lift – general
25.	<input type="checkbox"/> 8.7.2.23 Cars and counterweight buffers	C.4 – Escalators and moving walks	
26.	<input type="checkbox"/> 8.7.2.24/8.7.3.28 Guide rails and their supports	1.	<input type="checkbox"/> 8.7.6.1.1/8.7.6.2.1 General
27.	<input type="checkbox"/> 8.7.2.25 Driving machines and sheaves	2.	<input type="checkbox"/> 8.7.6.1.2/8.7.6.2.2 Relocation
28.	<input type="checkbox"/> 8.7.2.26 Terminal stopping devices	3.	<input type="checkbox"/> 8.7.6.1.3/8.7.6.2.3 Floor openings
29.	<input type="checkbox"/> 8.7.2.27.1/8.7.3.31.1 Top-of-car operating devices	4.	<input type="checkbox"/> 8.7.6.1.4/8.7.6.2.4 Fire protection
30.	<input type="checkbox"/> 8.7.2.27.2/8.7.3.31.2 Car leveling-truck zone devices	5.	<input type="checkbox"/> 8.7.6.1.5/8.7.6.2.5 Construction
31.	<input type="checkbox"/> 8.7.2.27.3/8.7.3.31.4 Change in power supply	6.	<input type="checkbox"/> 8.7.6.1.6/8.7.6.2.6 Handrails
32.	<input type="checkbox"/> 8.7.2.27.4/8.7.3.31.5 Controllers	7.	<input type="checkbox"/> 8.7.6.1.7/8.7.6.2.7 Steps/treadways
33.	<input type="checkbox"/> 8.7.2.27.5/8.7.3.31.6 Change in motion control	8.	<input type="checkbox"/> 8.7.6.1.8/8.7.6.2.8 Combplates
34.	<input type="checkbox"/> 8.7.2.27.6/8.7.3.31.7 Change in operation control	9.	<input type="checkbox"/> 8.7.6.1.9/8.7.6.2.9 Trusses and girders
35.	<input type="checkbox"/> 8.7.2.28/8.7.3.31.8 Emergency operation, signaling	10.	<input type="checkbox"/> 8.7.6.1.10/8.7.6.2.10 Step wheel tracks
36.	<input type="checkbox"/> OSSC Chapter 30 Operating fixtures (car and hall)	11.	<input type="checkbox"/> 8.7.6.1.11/8.7.6.2.11 Rated load or speed
SECTION B		12.	<input type="checkbox"/> 8.7.6.1.12/8.7.6.2.12 Driving mach/brakes
Hydraulic Elevators (8.7.3)		13.	<input type="checkbox"/> 8.7.6.1.13/8.7.6.2.13 Operative devices
1.	<input type="checkbox"/> 8.7.3.17 Change in type of service	14.	<input type="checkbox"/> 8.7.6.1.14/8.7.6.2.14 Lighting and access
2.	<input type="checkbox"/> 8.7.3.18 Change in class loading	15.	<input type="checkbox"/> 8.7.6.1.15 Entrances and egresses
3.	<input type="checkbox"/> 8.7.3.19 Carrying pass. on frt. elevators	16.	<input type="checkbox"/> Other:
4.	<input type="checkbox"/> 8.7.3.20 Increase in rated load	C.5 – Material lifts and dumbwaiters with auto-transfer devices	
5.	<input type="checkbox"/> 8.7.3.21 Increase in dead weight of car	1.	<input type="checkbox"/> 8.7.7.3.1 General
6.	<input type="checkbox"/> 8.7.3.23.1 Hydraulic jack	2.	<input type="checkbox"/> 8.7.7.3.2 Removal of auto-transfer device
7.	<input type="checkbox"/> 8.7.3.23.2 Plungers	3.	<input type="checkbox"/> 8.7.7.3.3 Converting to elevator classification
8.	<input type="checkbox"/> 8.7.3.23.3 Cylinders	4.	<input type="checkbox"/> 8.7.7.3.4 Converting to dumbwaiter classification
9.	<input type="checkbox"/> 8.7.3.23.4 Increase in working pressure	FILE/LISTING INFORMATION	
10.	<input type="checkbox"/> 8.7.3.23.5 Relocation of hydraulic jack	If applicable to the alteration, indicate the file or listing numbers for the following equipment:	
11.	<input type="checkbox"/> 8.7.3.23.6 Relocation of hydraulic machine	Control listing no. (2.26.4.2):..... <input type="checkbox"/> UL <input type="checkbox"/> ETL	
12.	<input type="checkbox"/> 8.7.3.23.7 Plunger gripper	Mfg./model: <input type="checkbox"/> CSA <input type="checkbox"/> MET	
13.	<input type="checkbox"/> 8.7.3.24 Valves, piping, and fittings	Buffer listing no. (8.3.2): <input type="checkbox"/> UL <input type="checkbox"/> ETL	
14.	<input type="checkbox"/> 8.7.3.27 Car buffers and bumpers	Mfg./model: <input type="checkbox"/> CSA <input type="checkbox"/> MET	
15.	<input type="checkbox"/> 8.7.3.29 Tanks	Door lock no. (8.3.3):..... <input type="checkbox"/> UL <input type="checkbox"/> ETL	
16.	<input type="checkbox"/> 8.7.3.30 Terminal stopping devices	Mfg./model: <input type="checkbox"/> CSA <input type="checkbox"/> MET	
17.	<input type="checkbox"/> 8.7.3.31.3 Anti-creep leveling device	Control valve listing no. (8.3.5):..... <input type="checkbox"/> UL <input type="checkbox"/> ETL	
18.	<input type="checkbox"/> 8.7.3.31.9 Auxiliary power lowering devices	Mfg./model: <input type="checkbox"/> CSA <input type="checkbox"/> MET	
19.	<input type="checkbox"/> A17.3 upgrades only		

Reminders:

ORS 460.045(3): No installation shall begin until plans are approved by the division.

ORS 460.045(6): Units shall not be placed in service until inspected by the division.

ORS 460.048: Plans and application must be submitted in triplicate.

ELEVATOR ALTERATION / MODERNIZATION FEE SCHEDULE

Plan review fee (only pay if plans are submitted)	\$	78.00
\$1,000 or under	\$	98.00
Over \$1,000 but under \$15,000		
First \$1,000	\$	98.00
Each additional \$1,000 or fraction	\$	13.00
\$15,000 or over but under \$50,000		
First \$15,000	\$	280.00
Each additional \$1,000 or fraction	\$	8.00
\$50,000 or over		
First \$50,000	\$	553.00
Each additional \$1,000 or fraction	\$	3.00
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Example:		
Plan review fee (for plans submitted)	\$	78.00
Elevator alteration contract valuation \$26,748		
For the first \$15,000	\$	280.00
Balance of \$11,748 — round up to \$12,000		
Multiply \$8 per \$1,000 — or \$8 x 12	\$	96.00
Subtotal	\$	454.00
x 12% surcharge (ORS 455.210)	\$	54.48
Total fee	\$	508.48

Do not send cash.

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P.O. Box 14610
Salem, OR 97309-0445