

Annual Conveyance Operational Permit Application

Note: This Operational Permit is not an authorization to operate a conveyance; a separate Certificate of Operation is required for each conveyance.

This permit allows maintenance, replacement of components and repair work to be conducted on conveyances located at the listed facility. This permit is only valid when the conveyances at the listed facility have valid Certificates of Operation issued by the Denver Fire Department.

A separate Denver Fire Department Conveyance Installation/Alteration Permit shall be obtained for all activities as required in the State Conveyance Regulations 7 CCR 1101-8 and Denver Fire Code (IFCA) when conveyances are installed or altered.

No conveyance shall operate within the City and County of Denver without a valid, current Operational Permit and Certificate of Operation on file with the Fire Department.

As required by IFCA Section 920.5 a Conveyance Operational Permit shall be obtained each year by all building owners/managers in cooperation with their licensed Conveyance Contractors for each conveyance located at their facility. Building owners/managers shall ensure each conveyance at their facility has a valid Conveyance Operational Permit for the current year. Work on a conveyance without a current Conveyance Operational Permit and Certificate of Operation is not permitted. Multiple conveyances within a facility may be submitted in a common application.

The Licensed Conveyance Contractor shall ensure that the Operational Permit is in place prior to conducting maintenance, replacement of components and repair work activities.

All conveyances operating in the City and County of Denver shall have an Operational Permit with the following Exceptions: Wheelchair lifts, dumbwaiters and Type A Material Lifts, and Personnel Hoists that are being used to transport construction personnel during the construction of renovation of a building that has been issued a current Construction Use Certificate of Operation from DFD.

Building Name:			
Address:			
City:		Zip:	
Property Owner:			Contact Name:
Address:			
City:	State:	Zip:	
Email Address:			Phone:
Mgmt Company:			Contact Name:
Address:			
City:	State:	Zip:	
Email Address:			Phone:



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A log of all work on each conveyance shall be maintained on site for DFD inspection during normal business hours. Fire Department review of logs shall occur on an annual and random basis. Log content shall be as described in Section 8.6.1.4 of the 2013 edition of ASME A17.1 Safety Code for Elevators and Escalators as adopted by the Denver Fire Code. Logs shall be in hard copy, printed format, maintained in a loose-leaf binder on site. Alternatively, logs may be provided in a complying electronic format approved by the Fire Department. All log sheets shall bear the following statement at the header or footer:

“All work on conveyances during this period has been conducted in accordance with the applicable codes and standards, manufacturer’s specifications and maintenance control plan.”

Fee Schedule

Annual operating permit: \$300 per conveyance (includes fee for annual Certificate of Operation).

Total number of conveyances being applied for = _____

\$300.00 fee for each conveyance times number of conveyances = _____

Fine for the operation of a conveyance without a current Operational Permit and/or Certificate of Operation is twice the associated permit fee, issuance of an “Order to Comply,” and placement of conveyance(s) “Out of Service” until permit and/or certificate of operation is obtained. Failure to comply with any issued Order to Comply shall result in penalties as prescribed in Section 1-13(a) of the Denver Revised Municipal Code. Contractors found complicit in the operation of conveyances without proper permits and or/certificate of operation are subject to revocation of any license(s) issued by the Department as well as other penalties described herein.

Double fees will be assessed on all Building Owners who fail to obtain the Conveyance Operational Permit by the expiration date of the current Certificate(s) of Operation.

Appeals shall be made under provisions of IFCA Section 108.

Permit fees are non-refundable and due upon application. Payment shall be made to “**Denver Manager of Finance.**” Completed forms shall be mailed to **Denver Fire Department – Fire Conveyances, 745 W Colfax Ave, Denver CO 80204.** Payment can also be made on-line at www.denvergov.org/fire. If paying on-line please email copies of payment receipt, signed Operational Permit Application, and conveyance inspection reports to DFDconveyances@denvergov.org.

Applicant

I certify that all the above information is true and accurate to the best of my knowledge and belief.

_____	_____
Printed Name	Title
_____	_____
Organization	Date
_____	_____
Signature	Email Address