

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
HAWAII OCCUPATIONAL SAFETY & HEALTH DIVISION  
BOILER AND ELEVATOR INSPECTION BRANCH  
830 Punchbowl Street, Room 425, Honolulu, Hawaii 96813

**REQUEST FOR FINAL INSPECTION PERMIT**  
(Elevators, dumbwaiters, escalators, moving walks and manlifts)

**Instructions**

Please completely fill out the REQUEST FOR FINAL INSPECTION PERMIT (For elevators, dumbwaiters, escalators, moving walks and manlifts).

**IMPORTANT:** This form is meant for "Annual" and "3 and 5 Year Safety" inspections, as well as the FINAL inspection in regards to "New Elevator Installations" and "Altered or Modified Units".

The Delivery Information section below lists various delivery options. Please select the most convenient method and submit the completed form accordingly.

Please remember to sign and date the form before submitting it.

**Delivery Information**

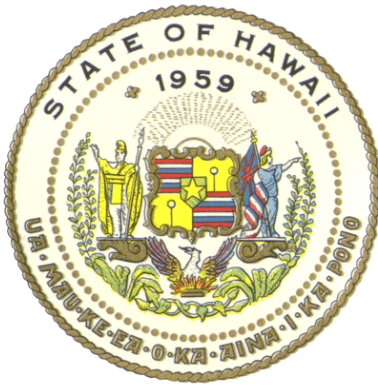
Delivery by U.S. Mail or In-Person:

Department of Labor and Industrial Relations, Hawaii Occupational Safety & Health Division  
Princess Keelikolani Building, 830 Punchbowl Street, Room 425, Honolulu, Hawaii 96813

Delivery by Fax:

Department of Labor and Industrial Relations, Hawaii Occupational Safety & Health Division to  
(808) 586-9104

Visit our Website at <http://Hawaii.gov/labor> for ALL interactive and downloadable forms.



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**REQUEST FOR FINAL INSPECTION PERMIT**  
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Date \_\_\_\_\_

Site Name:	
Site Address:	
Site City:	Site Island:

Owner/Contractor/Elevator Company:	
Owner/Contractor/Elevator Company Address:	
Name of Representative/Requestor:	
Phone:	Fax:

**Please check the appropriate box:**

- |  |   |
|--|---|
| <input type="checkbox"/> Inspection of New Elevator Installation | <input type="checkbox"/> Annual Inspection                  |
| <input type="checkbox"/> Inspection of Altered or Modified Unit  | <input type="checkbox"/> 3 or 5 Year Safety Inspection Test |

OBJECTS to be INSPECTED. Objects with the same description may be listed on one line indicating how many of each.

TYPE OF OBJECT	NO.	NO. OF FLOORS RISE

Before making this request for an inspection, each elevator unit included in this request must meet the requirements of Chapter 397, Hawaii Revised Statutes and Title 12, Subtitle 8, Part 11, Hawaii Administrative Rules. Please be aware that if the DLIR Inspector finds the elevator unit(s) does not meet the established criteria, the Inspector may cancel the inspection. Re-inspection requests require 30- day advance notice.

**Signature of Authorized Representative/Requestor:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Requested Inspection Date:** \_\_\_\_\_

Please submit this form 30 days in advance of desired inspection date. Every effort will be made to schedule this inspection on this date subject to availability of staff. If not, DLIR staff will contact the requestor with the new inspection date. Every effort will be made to give notice 30 days in advance of inspection.

FOR DEPARTMENTAL USE		
Approved		Not Approved
Elevator Inspection Section		

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