



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Application Instructions for Elevator/Escalator Certificate of Compliance

TDLR Mailing Address
P. O. Box 12157
Austin, TX 78711

TDLR Physical Address
920 Colorado
Austin, TX 78701

(800) 803-9202, (512) 463-6599, FAX: (512) 475-2871

www.license.state.tx.us , elevators.escalators@license.state.tx.us

REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPLIANCE

The Texas Health and Safety Code, Chapter 754, requires building owners to obtain an annual safety inspection on all elevators, escalators and related equipment every 12 months, or possibly be subject to administrative penalties of up to \$5,000 for each violation of this law.

THE BUILDING OWNER IS RESPONSIBLE FOR HIRING A QUALIFIED ELEVATOR INSPECTOR (QEI) TO PERFORM THE INSPECTION. A list of inspectors is available on our website at www.license.state.tx.us/LicenseSearch.

The building owner is responsible for submitting the following documentation and fees annually, within 60 days of the date of inspection, (late fees are assessed after 90 days from the inspection date):

A. Elevator Equipment Inspection Form (original from Inspector), for each elevator, escalator or piece of related equipment.

1. The Owner must complete the Owner and Contact Person information on the front of the form and sign and date in the space provided.
2. The Inspector will fill out the Violation Code and Description sections, and the Equipment Specifications. The Owner and Inspector both must sign and date the form.

B. Filing Fees

1. A fee of \$20 for each piece of equipment.
 2. Delay/Waiver fee of \$50 per violation (if applicable)
 3. Late fee of \$10 for every 30 day period for each inspection report filed after the 90th day from date of inspection (if applicable)
- Pay total amount of all fees owed by check or money order made payable to Texas Department of Licensing & Regulation.

IF YOU HAVE ANY VIOLATIONS LISTED ON YOUR REPORT:

C. The Owner or Owner's Agent must verify by signing the Elevator Equipment Report of Inspection that all violations have been corrected or are under contract to be corrected with all work required to be completed prior to the next inspection due date.

IF ALL VIOLATIONS ARE NOT CORRECTED OR UNDER CONTRACT TO BE CORRECTED, YOU MUST SUBMIT:

D. A completed Application for Delay or Waiver for each violation not under contract to be corrected, with a request to DELAY compliance until a specific date; With a \$50 Delay Fee **FOR EACH** violation.

OR

E. A completed Application for Delay or Waiver for each violation not under contract to be corrected, with a request to WAIVE compliance for an indefinite suspension of specific violations that are unable to be corrected (due to building being classified as historic, or noncompliance being due to structural components of the building; and, evidence that noncompliance will not constitute a significant threat to passenger safety and, with adequate alternative safeguards, will not constitute a threat to worker safety). With a \$50.00 Waiver fee **FOR EACH** violation. Pictures of violations requiring waiver must be included with application.

F. Send completed Equipment Inspection Form(s) along with all required attachments and fees to:
Texas Department of Licensing & Regulation, P.O. Box 12157 – Austin, TX 78711