STATE OF IDAHO
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES
11341 W CHINDEN BLVD BLDG 4
BOISE ID 83714
safety@dopl.idaho.gov
dopl.idaho.gov

Date:		**Current Elevator State ID #**	
Address:			

The purpose of this worksheet is to aid DOPL with the plan review process for modifications being completed on conveyances:

- ***No*** alterations or installation shall begin until plans are approved and a permit has been issued.
- Submit a sparate worksheet for each conveyance.
- Submit the complete outlined package to prevent delays.

Please type or print clearly

Supporting Alteration Plan Review documentation to submit :

- ❑ **Architectural drawings or layout of the machine room/space**
- ❑ **Scope of Work**
- ❑ **Work to be performed by others**
- ❑ **Photos**

EXISTING INFORMATION

General

Installation year: _____	Alteration year(s): _____	# Landings: _____	Front Openings: _____	Rear Openings: _____
Rated load: _____ lbs	Rated speed: _____ fpm		MRL: ☐ YES ☐ NO	

Type of Equipment:

☐ Passenger	☐ Dumbwaiter	☐ Vertical Platform
☐ Freight A	☐ Material Lift	☐ Inclined Platform
☐ Freight B	☐ Limited Use (LULA)	☐ Stairway Chair
☐ Freight C1	☐ Sidewalk	☐ Special Purpose
☐ Freight C2	☐ Escalator	
☐ Freight C3		

Type of Drive Unit:

☐ Cable ball and socket	☐ Chain (Electric)	☐ Chained Hydraulic	☐ Rack and pinion	
☐ Roped Hydro	☐ Direct Hydro	☐ Screw	☐ Traction	☐ Winding drum

Hoistway, Machine Room and Pit

Type of hoistway doors:	Type of car doors:		Number of ropes:		Size of ropes:
Type of operation:			Type of emergency communication in car:		
* Is elevator part of an accessible route?	** Fire rating of building:			Machine room vent:	Hoistway vent:
Type of hoistway construction:			Type of machine room construction:		
Sump pump:	Oil/water separator:	Buffer type: ☐ Elastromeric		Pit ladder:	Buffer stroke:
Guide rail type: ☐ Tee ☐ Formed ☐ Angle ☐ Omega				Guard rail sizes:	

EXISTING INFORMATION *continued*

Safety Device

Safety device type: ☐ A ☐ B ☐ C ☐ Other:			Speed governor type: ☐ Centrigual ☐ Fly-ball ☐ Friction ☐ Other:	
Car safety switch: ☐ Yes ☐ No	Slack rope switch: ☐ Yes ☐ No	Counterweight safeties: ☐ Yes ☐ No	Compensating ropes: ☐ Yes ☐ No	Ascending car overspeed and unintended car movement protection: ☐ Yes ☐ No
Size of governor rope:		Type of governor rope:		

Machine

Machine type: ☐ Hydraulic ☐ Winding drum ☐ Single wrap ☐ Double wrap ☐ Geared Traction ☐ Gearless Traction		Machine location: ☐ MRL ☐ Basement ☐ Pit ☐ Top of hoistway ☐ Overhead ☐ Side ☐ Remote	
Brake type: ☐ Disc ☐ Drum	Car weight: lbs _____	Counter weight: lbs _____	Rope Construction: _____ X _____
Rope material: ☐ Steel ☐ Other: _____		Type of rope fastenings: ☐ Babbit ☐ Wedge clamp	

Fire Fighter's Service and Fire Safety

Fire Fighter's Service: ☐ None ☐ Phase I ☐ Phase I & II	Sprinklers located in: ☐ Machine room ☐ Top of Hoistway/Runway ☐ Pit	Smoke/Heat Detectors: ☐ Machine room ☐ Hoistway/Runway ☐ Elev lobbies
Location of remote fire recall switches:	Main evacuation level:	Alternate evacuation level:

Electrical

Horsepower:	Power from more than 1 source: ☐ Yes ☐ No	Volts (main):	Phase:	
GFCI outlets? ☐ None ☐ Machine room ☐ Pit ☐ Hoistway	Emergency lowering only: ☐ Yes ☐ No	Emergency Stand-by Power: ☐ Yes ☐ No	Volts (battery if applicable): _____	

Photos Provided

☐ Machine Space	☐ Overhead	☐ Pit	☐ Hoistway

*** Is elevator part of the accessible route?**

For this information you will need to contact the building owner or local building juridiction to determine if the elevator is used to exit ADA during an emergency.

**** Fire rating of building:**

Fire rating is determined by the building code. Normally, 1 story is none, 2-4 stories is 1 hour and above 4 stories is 2 hour. Check with the building owner or originally building plans.

ALTERATION INFORMATION - *Check all items that apply*							
Electric (8.7.2) and Hydraulic (8.7.3) Elevators				**Hydraulic (8.7.3) Elevators**			
1.		8.7.2.1/8.7.3.1	Hoistway enclosures	1.		8.7.3.17	Change in type of service
2.		8.7.2.2/8.7.3.2	Pits	2.		8.7.3.18	Change in class loading
3.		8.7.2.3/8.7.3.3	Location and guarding of cwt	3.		8.7.3.19	Carrying pass, on freight elevators
4.		8.7.2.4/8.7.3.4	Vertical clearances	4.		8.7.3.20	Increase in rated load
5.		8.7.2.5/8.7.3.5	Horizontal clearances	5.		8.7.3.21	Increase in dead weight of car
6.		8.7.2.6/8.7.3.6	Protection of spaces below	6.		8.7.3.23.1	Hydraulic jack
7.		8.7.2.7/8.7.3.7	Machine rooms and spaces	7.		8.7.3.23.2	Plungers
8.		8.7.2.8/8.7.3.8	Electrical equipment and wiring	8.		8.7.3.23.3	Cylinders
9.		8.7.2.9/8.7.3.9	Machinery, beams, and supports	9.		8.7.3.23.4	Increase in working pressure
10.		8.7.2.10/8.7.3.10	Entrances and H/W doors	10.		8.7.3.23.5	Relocation of hydraulic jack
11.		8.7.2.11/8.7.3.11	Hoistway door locks and access	11.		8.7.3.23.6	Relocation of hydraulic machine
12.		8.7.2.12/8.7.3.12	Power operation of H/W doors	12.		8.7.3.23.7	Plunger gripper
13.		8.7.2.13	Door reopening device	13.		8.7.3.24	Valves, piping, and fittings
14.		8.7.2.14/8.7.3.13	Car enclosures/door and gates	14.		8.7.3.27	Car buffers and bumpers
15.		8.7.2.15/8.7.3.14	Cars, frames, and platforms	15.		8.7.3.29	Tanks
16.		8.7.2.16	Capacity, loading classification	16.		8.7.3.30	Terminal stopping devices
17.		8.7.2.17.1/8.7.3.22.1	Change in travel	17.		8.7.3.31.3	Anti-creep leveling device
18.		8.7.2.17.2/8.7.3.22.2	Increase in rated speed	18.		8.7.3.31.9	Auxiliary power lowering devices
19.		8.7.2.18/8.7.3.15	Car and counterweight safeties				
20.		8.7.2.19/8.7.3.16	Governors and governor rope				
21.		8.7.2.20	Ascending car overspeed	**Material lifts and dumbwaiters**			
22.		8.7.2.20	Unintended car movement	1.		8.7.7.3.1	General
23.		8.7.2.21/8.7.3.25	Suspension ropes, connections	2.		8.7.7.3.2	Removal of auto-transfer device
24.		8.7.2.22/8.7.3.26	Counterweights	3.		8.7.7.3.3	Converting to elevator classification
25.		8.7.2.23	Cars and counterweight buffers	4.		8.7.7.3.4	Converting to dmbwtr classification
26.		8.7.2.24/8.7.3.28	Guide rails and their supports				
27.		8.7.2.25	Driving machines ans sheaves				
28		8.7.2.26	Terminal stopping devices				
29.		8.7.2.27.1/8.7.3.31.1	Top-of-car operating devices				
30.		8.7.2.27.2/8.7.3.31.2	Car leveling-truck zone devices				
31.		8.7.2.27.3/8.7.3.31.4	Change in power supply				
32.		8.7.2.27.4/8.7.3.31.5	Controllers				
33.		8.7.2.27.5/8.7.3.31.6	Change in motion control				
34.		8.7.2.27.6/8.7.3.31.7	Change in operation control				
35.		8.7.2.28/8.7.3.31.8	Emergency operation, signaling				