



STATE OF IDAHO
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES
11341 W CHINDEN BLVD BLDG 4
BOISE ID 83714

Elevators@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 separate 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: ☐ Elastomeric	Pit ladder:
Guide rail type: ☐ Tee ☐ Formed ☐ Angle ☐ Omega	Buffer stroke:	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 ☐ Pit ☐ Top of hoistway ☐ Basement ☐ Side ☐ Remote ☐ Overhead		
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
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* Is elevator part of the accessible route?

For this information you will need to contact the building owner or local building jurisdiction 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 and 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					