



Instructions: Conveyance Permit Application

The following are instructions to assist in the completion and submission of the new Installation and Alteration application. If you have any questions, please [contact the Conveyance Program](#).

General Instructions

- All required fields must be completed. If a field is “not applicable,” leave it blank.
- One application can be submitted for multiple installations and alterations, provided that all work is identical.
- Some requested information may not be available through the contractor.
 - The local building department, fire department, or general contractor can assist in the acquisition of other required information.
 - The material manufacturer can provide the specific flame, smoke and critical radiant flux ratings.
- Use the drop-down selections for the applicable fields. If you need to insert an answer that is not provided in the drop-down list, you can also type in the fields.
- Layout drawings must be available upon request and should be submitted to the Conveyance Program within 7 days of the request. Drawings must also be on-site for elevator and authorized personnel to review.

Page 1

Application Type & Fees

- Check the appropriate application type.
- For alterations, choose **MAJOR** or **MINOR**; if unsure, mark **ALTERATION** only.

OPS Use Only

- If the application is denied, the Conveyance Program will return the application, marked denied, with an explanation in the **COMMENTS** box.
- An updated form will need to be completed and returned for review.

Pages 2 and 3

Conveyance Information

- For installations, all fields are required to be completed.
- Note the number of conveyances if the work is identical in scope.
- **PROPER FREIGHT SIGNAGE** is only required on freight elevators
- For each individual conveyance, note the **CONVEYANCE ID** (if known), **LOCAL ID** and **JOB CONTRACT** numbers.
- For alterations, only complete the following fields.
 - **# OF CONVEYANCES**
 - **CONVEYANCE REGISTERED**
 - **CERTIFICATE CURRENT AND EXPIRATION DATE**
 - **CONVEYANCE TYPE**
 - **DRIVE TYPE**
 - **CONVEYANCE ID**
 - **LOCAL ID**
 - **JOB CONTRACT #**

New Installation Information (If work is alteration only, go to page 4)

- Pit
 - **ALTERNATIVE CAR CLEARANCE** must be indicated for LULAs.
 - **# OF STOP SWITCHES** is required when pit depth exceeds 67 inches.
- Hoistway
 - **ALTERNATIVE CAR CLEARANCE** must be indicated for LULAs.
 - When an **ENCLOSURE SURFACE** is selected, the **ANGLE PERCENTAGE** field must also be completed.
- Car and Enclosure
 - For all installations, the cab panel and flooring material sections must be completed.
 - For all installations, the flame spread/smoke development for cab panels must be completed when panels other than metal are used.
 - For all installations, the critical radiant flux value for floor material must be completed when flooring is anything other than ceramic, porcelain or another non-combustible material.
- Layout Requirements: select the proper code for the type of conveyance being installed.
 - 2.28 - Traction, Roped Hydraulic, LULA
 - 3.28 - Hydraulic
 - 4.1.17 - Rack-and-pinion
 - 4.2.19 - Screw Column

Pages 4 and 5

Alteration Information (Minor and Major)

- Check as many items as are relevant to the alteration.
- If an alteration item is not on the checklist, include a full description in the **OTHER** box.
- **CAB PANEL** and **FLOORING** must have actual flame spread, smoke development and critical radiant flux values.
- All **FROM** and **TO** sections (as applicable to the alteration) must be completed.
- The Conveyance Program may change the alteration designation (minor to major or major to minor) upon review. This change in designation will not affect the issuance of a permit; however, a full acceptance inspection must be conducted if the designation is changed to a major alteration.

Branch Manager/Agent Certification

A signature on the application certifies compliance with all adopted code requirements for an installation or alteration and must be included in order for a permit to be issued.

Application Submittal

All applications must be submitted to OPS with payment. You have two options in submitting the completed application and payment.

- Electronically: complete the application electronically and submit it to the Conveyance Program at cdle_conveyance@state.co.us, along with an electronic copy of the check, in order to expedite processing. Promptly mail the actual check to the Conveyance Program. The Conveyance Program will review the application and issue the permit if the application is accepted and has no deficiencies. If payment is not received, OPS will cancel the permit, and any work started under the permit will be required to stop.
- Hard Copy: complete the application electronically, print it and mail it to the Conveyance Program with the appropriate fees.