



Elevator or Conveyance Equipment Permit Application

Department of Building Inspection, PO Box 40
 9800 Government Center Parkway, Chesterfield, VA 23832
 Phone: 804-748-1057
 Residential Fax: 804-751-4713 Commercial Fax: 804-717-6080
www.chesterfield.gov/bi
Avoid Paper and Apply Online:
<https://aca-prod.accela.com/CHESTERFIELD/>

ELEVATOR PERMIT #:

ASSOCIATED PERMIT #:

WORK DESCRIPTION & ELEVATOR INFO

(PLEASE CHECK): RESIDENTIAL COMMERCIAL

(PLEASE CHECK): NEW REPLACE MODERNIZE

Type of equipment to be installed: (List all that apply.)

<u>Equipment</u>	<u>Quantity</u>	<u>List how your equipment is identified in your building.</u>
PASSENGER ELEVATOR	_____	_____
FREIGHT ELEVATOR	_____	_____
ESCALATOR	_____	_____
MANLIFT	_____	_____
WHEELCHAIR LIFT	_____	_____
DUMBWAITER	_____	_____
OTHER (List equipment type)	_____	_____

JOB INFO

ADDRESS OF WORK TO BE PERFORMED (STREET #/STREET NAME/STREET TYPE):

BUILDING NAME (COMMERCIAL APPLICANTS ONLY):

ELEVATOR CONTRACTOR INFO

APPLICANT NAME (PLEASE PRINT):

REPRESENTING (NAME OF COMPANY):

COMPANY FULL MAILING ADDRESS

PHONE #:

PRIMARY CONTACT NAME:

PRIMARY CONTACT PHONE #:

PRIMARY CONTACT EMAIL:

APPLICANT SIGNATURE:

DATE:

JURAT STATEMENTS	CONTRACTOR EXEMPTION	<p>Complete this section if you are exempt from being a licensed contractor</p> <p>Contractor exemptions- These are common exemptions from being a licensed contractor pursuant to Code of Virginia § 54.1-1101: owner or lessee performing work on a commercial building for his or her own use; owner or lessee performing work on not more than one residential building for his or her own use during any 24-month period; students performing work as part of a technical education project for the construction of portable classrooms or single family homes; governmental agencies performing work with its own forces</p> <p>By checking this box I submit this statement to be true under penalty of perjury that I am not subject to licensure or certification as a contractor or subcontractor pursuant to chapter 11 of title 54.1 of the Code of Virginia, for the work described on this permit application.</p> <p style="text-align: center;"><input type="checkbox"/></p>						
	BUSINESS LICENSE REQUIREMENT	<p>Business License Requirement</p> <p>Contractors applying for permits must confirm that taxes or license fees required by a county or municipality in Virginia have been paid. If the amount of business done by the contractor in Chesterfield County exceeds \$25,000 YTD, a Chesterfield County Business license is required.</p> <p>By checking this box I submit this statement to be true under penalty of perjury that I have either a valid business license in a Virginia municipality that requires a business license, or I have a valid Chesterfield County business license.</p> <p style="text-align: center;"><input type="checkbox"/></p>						
		SIGNATURE:	DATE:	PLEASE PRINT OWNER NAME LEGIBLY:				
OFFICE USE ONLY	ELEVATOR PERMIT FEE:		<p><i>No plan review function was performed on this permit. The permit application ensures verification of the installing contractor's licenses.</i></p> <p>Inspections: Elevator inspections must be scheduled by contacting an approved third party inspection firm, this is not the installer. The permit holder is responsible for contacting the firm and scheduling required inspections. Once the third party inspection reports are completed they must be submitted to the commercial inspections division for review and completion of this permit.</p>					
	CASHIER:	DATE:					TENDER:	
							TZ	EZ