

State of New Jersey  
Department of Community Affairs (DCA)  
Elevator Safety Plan Review/Permit Process

## PLAN REVIEW/PERMIT APPLICATION SUBMISSION TO DCA

**Before submitting** plan review and/or permit application to the State of New Jersey confirm the project is in a municipality for which the State has jurisdiction for enforcing the Elevator subcode. Click [here](#) for a municipal listing of Elevator Subcode jurisdiction.

**New construction** in all State-owned properties, health care facilities, K-12 public schools or municipalities under State review must be submitted to the Bureau of Construction Project Review (BCPR) through the Department's Electronic Plan Review system (ePlans) (<https://www.nj.gov/dca/codes/offices/ePlans.shtml>). Click [here](#) for additional information regarding the electronic (Eplans) submission of elevator layout drawings and technical section.

If the project is in a municipality under State jurisdiction, and does not fall under BCPR jurisdiction as outlined above, proceed as follows:

### NEW INSTALLATION SUBMISSION REQUIRES:

- Elevator Subcode Technical Section ([UCC F150](#))
- Elevator Subcode Technical Section -Supplement for multiple devices ([UCC F155](#)) (if applicable)
- Request for Variation ([UCC F160](#)) (if applicable)
- Signed and sealed elevator layout drawings (must have raised seal signed by a New Jersey licensed Architect or Engineer and must reflect Code year on all layouts)
  - o 4 sets of layouts (commercial)
  - o 3 sets of layouts (residential elevator devices in use group R-3, R-4, R-5)
- Commercial installation of elevator must include completed [15 question architect questionnaire](#) by licensed architect/engineer on official letterhead and signed and sealed.
- Commercial installation of Inclined vertical chair or inclined vertical platform lift must include Platform Lift Certification letter completed by municipal Construction Official (sample can be found [here](#))

### ALTERATION TO EXISTING ELEVATOR DEVICE REQUIRES:

- Elevator Subcode Technical Section ([UCC F150](#)) including a **detailed** Scope of Work (use additional sheet if necessary)
- Elevator Subcode Technical Section -Supplement for multiple devices ([UCC F155](#)) (if applicable)
- Request for Variation ([UCC F160](#)) (if applicable)
- Decommission/Demolition permit application must include Decommission letter completed by municipal Construction Official (sample letter can be found [here](#))

### ALL SUBMISSIONS:

Elevator Subcode Technical Section ([UCC F150](#)) must be complete.  
Section A must include:

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- Block & Lot
- Work site location\*
- Owner in fee (not the elevator company)
- Contractor/Installer
- Contractor/Installer Federal Emp. ID #
- Mechanic license number and expiration date \*\*

Section B must be complete. Building Use Group and Estimated Cost of Elevator Work are required. Building registration number is required for alteration/modification to existing device and/or installation of new device(s) in existing building.

Section C MUST BE SIGNED.

Section D must include **detailed** Scope of Work (use additional sheet if necessary) and quantity and type of device(s).

\*Work site location must include correct municipality name. Mailing address city is not acceptable. Please refer to the [Municipal Listing of Elevator Subcode jurisdiction](#) for valid municipalities. Applications with invalid municipality name will be returned.

\*\* P.L. 2012, c. 71 established the Elevator, Escalator, and Moving Walkway Mechanics (EEMW) Licensing Board (N.J.S.A. 45:14H-1 et seq.). On May 21, 2018, the Department of Law and Public Safety, Division of Consumer Affairs, adopted rules requiring EEMW mechanics to be licensed (N.J.A.C. 13:44M). To provide for a grandfathering period required by the law, the EEMW Licensing Board began its enforcement of the existing statute and rules on February 1, 2020. Further, the law does not apply to any person who installs, constructs, alters, services, repairs, tests, or maintains a stairway chairlift in a dwelling unit.

Check made payable to "Treasurer State of New Jersey" ([refer to Elevator Fee Schedule](#))

USPS Mail: Department of Community Affairs  
Elevator Safety Unit  
PO Box 816  
Trenton, NJ 08625-0816

Overnight Service: Department of Community Affairs  
Elevator Safety Unit  
101 S Broad St 4<sup>th</sup> Floor  
Trenton, NJ 08608

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## **DCA REVIEW AND FINAL ACCEPTANCE INSPECTION**

DCA will review submissions for completeness and accuracy. Submissions missing information, not within DCA jurisdiction or required to be submitted through [ePlans](#) will be returned.

DCA review may result in reviewer comments requiring additional information or clarification.

## **NEW INSTALLATION PLAN REVIEW RELEASE & FINAL ACCEPTANCE (FA) INSPECTION**

Once plan review is complete and approved the project is released. Two (2) sets of stamped and signed drawings, signed F150 Elevator Subcode Technical form approved for permit and, if applicable, signed variations will be returned to the elevator company. DCA **does not issue** the construction permit for a new installation. Signed drawings, signed F150 Elevator Subcode form and, if applicable, signed variations must be submitted to the local construction office as part of the permit application.

When the elevator work is complete the contractor must submit an [FA request](#) to DCA for a final acceptance inspection. When the elevator has passed inspection DCA will again sign off on the elevator subcode technical section only for approval to issue Certificate. The municipal construction office issues the Certificate when all other aspects of the permit (electrical, building, etc.) are inspected and approved.

## **ALTERATION PLAN REVIEW & FA INSPECTION**

Once plan review is complete and approved the project is released. DCA will issue the construction permit once all permit fees have been paid.

When the elevator work is complete the contractor must submit an [FA request](#) to DCA for a final acceptance inspection. When the elevator has passed inspection DCA will issue the Certificate of Acceptance.

## **EXCEPTION FOR RESIDENTIAL ELEVATORS**

In accordance with N.J.A.C. 5:23-12.3(a)5 the Department will no longer perform the final acceptance inspections of private residence elevator devices. Please refer to [SLCI-Admin-001-2020](#) for additional information.

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**Elevator Fee Schedule**

	<b>Plan Review per Device</b>	<b>+</b>	<b>FA Inspection per Device</b>
<b>New Installation</b>			
Traction/Winding Drum (1-10 flrs)	\$365		\$340
Traction/Winding Drum (>10 flrs)	\$365		\$567
Hydraulic	\$365		\$302
Roped Hydraulic	\$365		\$340
Escalator/Moving Walk	\$365		\$302
Dumbwaiter	\$365		\$76
Stairway Chairlift, Inclined and Vertical			
Wheelchair Lifts, Manlifts	\$365		\$76
Oil Buffers (per buffer)			\$60
Counterweight Governor and Safety			\$151
Auxiliary Power Generator			\$114
Residential Elevator*	\$70		*
Residential Lift*	\$70		*

**Alteration**

[Cost of Elevator Work x 1.9] / 1000 + FA Inspection Fee (listed above)

Minor Work (per NJAC 5:23-2.17A & NJAC 5:23-12.8(b))	\$76
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\*In accordance with N.J.A.C. 5:23-12.3(a)5 the Department will no longer perform acceptance inspections of private residence elevator devices. Please refer to [SLCI-Admin-001-2020](#) for additional information. This applies to private residence elevator devices within the scope of ASME 17.1 (Safety Code for Elevators and Escalators) and ASME 18.1 (Safety Standard for Platform Lifts and Stairway Chairlifts).