

**STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF CODES & STANDARDS  
OFFICE OF STATE AND LOCAL CODE INSPECTIONS  
POLICY AND PROCEDURES**

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**SUBJECT: Acceptance Inspections of Private Residence Elevator Devices**

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**NUMBER:** SLCI-Admin 001-2020

**EFFECTIVE:** 10/18/2020

**REVISED:** 08/02/2023

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**APPROVAL:** \_\_\_\_\_

John A. Delesandro, Chief

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**PURPOSE:** This is an interdepartmental policy on the inspection of elevator devices in use group R-3, R-4, or R-5 buildings or located wholly within a dwelling unit in a structure of use group R-2.

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**POLICY:**

In accordance with the provisions of N.J.A.C. 5:23 - 12.3(a)5, it is the Department's policy to accept supporting acceptance inspections and test reports in accordance with N.J.A.C. 5:23-2.19 and 2.20 in lieu of conducting acceptance inspections and witnessing inspection tests for elevator devices located in use groups R-3, R-4 and R-5 or elevator devices located wholly within a dwelling unit in a structure of use group R-2.

**PROCEDURE:**

Where the Department acts as the elevator subcode official in municipalities that elect not to employ a subcode official in accordance with the provisions of N.J.A.C. 5:23-4.3, the Department will not perform acceptance inspections of elevator devices in buildings of use groups R-3, R-4 or R-5 or elevator devices wholly within dwelling units in buildings of use group R-2. As provided for in the rules, the Department will rely on special technical services and tests and special inspections as outlined in N.J.A.C. 5:23-2.19 and 2.20. In lieu of performing inspections and witnessing tests by the Department, the applicant will be required to submit a report from a New Jersey licensed engineer or registered architect to the local construction official having issued the permit at the applicant's expense. The report shall attest to the compliance of the device with ASME 17.1 or ASME 18.1, as appropriate for residential vertical platform lifts and stairway chair lifts and shall include documentation of all testing outlined in A17.1 or A18.1, as appropriate, for the installation or modification of elevator devices prior to their use. All testing and inspections shall be performed by entities licensed to do so pursuant to N.J.S.A. C.45:14H-1 et seq. as required by the Department of Law and Public Safety, Division of Consumer Affairs.

Permits for private residence elevator devices covered by this policy shall be processed as follows:

1. Plans for private residence elevator devices will be sent to the Department for review.
2. Upon successful review of the plans, an elevator technical section for the devices will be released by the elevator safety unit.
3. The permit shall be issued by the local construction official and shall remain open until a report, as described above, is received by the local construction official. The report shall include evidence of testing and inspections, through the submission of ASME 17.2 checklist, or UCC Form F310 for vertical platform lifts and stairway chair lifts, test data and proof of licensure for the mechanic performing the inspection. The cover page of the report shall be signed and sealed by an Architect or Engineer credentialed in New Jersey.
4. Receipt of a report submitted by a NJ licensed engineer or registered architect, to the local construction official that issued the permit, completes the elevator portion of the project allowing the local construction official to issue the appropriate certificate.