

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

SUBJECT: Acceptance Inspections of Private Residence Elevators Page 1 of 2

NUMBER: SLCI-Admin 001-2020

EFFECTIVE: 10/18/2020

REVISED:

APPROVAL:


Paul Lamberti

PURPOSE: This is an interdepartmental policy on the inspection of elevators 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.

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 elevators located in use groups R-3, R-4 and R-5 or elevators 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. 4.3, the Department will not perform acceptance inspections of elevators in buildings of use groups R-3, R-4 or R-5 or elevators 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 NJ licensed engineer or registered architect to the Department at the applicant's expense. The report shall attest to the compliance of the device with ANSI A17.1 and shall include documentation of all testing outlined in A17.1 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 NJSA C.45:14H-1 et seq. as required by the Department of Law and Public Safety, Division of Consumer Affairs. In cases where an applicant has a hardship, the Department may elect to perform

inspections at its discretion and the inspection fee must be paid upon approval of the hardship.

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

1. Plans for private residence elevators 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 the Department receives a report as described above. The report shall include evidence of testing and inspections, through the submission of ASME 17.2 checklists, 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. Upon receipt of a report the elevator safety unit shall mark the technical section approved and indicate to the construction office that the elevator portion of the project is complete allowing the local construction official to issue the appropriate certificate.