



Department of Consumer
and Business Services

Elevator Alteration/ Modernization Application

Department of Consumer and Business Services

Building Codes Division • Elevator Safety Program

1535 Edgewater St. NW, Salem, Oregon

Mailing address: P.O. Box 14470, Salem, OR 97309-0404

Phone: 503-373-1268 • Fax: 503-378-2322

Web: oregon.gov/bcd • Email: bcd.elevator@dcbs.oregon.gov

Mail application with
payment to:

DCBS Fiscal Services

P.O. Box 14610

Salem, OR 97309-0445

A licensed elevator contractor must complete this application.

- **Instructions:** For each conveyance, submit relevant drawings, information, and fees.
- Alterations must comply to A17.1, as applicable.
- Americans with Disabilities Act requirements may apply to equipment being altered.

APPLICANT CALCULATION

Contract valuation: _____

Installation permit fee: \$ _____ 70211/1212

12% surcharge: (permit fee * 0.12) \$ _____ 70211/1291

Plan review fee: \$ **78**

GRAND TOTAL: \$ _____

Date received: _____

Plans approved: _____

SITE INFORMATION

Site name: _____

Address: _____

City/state/ZIP: _____

CONVEYANCE INFORMATION

Check applicable: ☐ Simplex ☐ Duplex ☐ Group

State ID numbers (list all that apply): _____

ELEVATOR CONTRACTOR INFORMATION

Elevator contractor: _____

Phone: _____

Contact person: _____

Fax: _____

Email: _____

License no.: _____

CCB no.: _____

Job supervisor/installer: _____

Supervisor/installer license no.: _____

When alteration consists of replacement of the *car enclosure, controller, hoistway entrances, and driving machine*, the upgrade is considered a new installation. Use the new-installation application.

CONTRACTOR INFORMATION

Brief description of work: _____

Contractor's representative (print name): _____ Date: _____

Email: _____ Phone: _____

Secure fax for credit card payments: 503-947-2333

If paying by credit card, applicant must sign
credit card information box.

**Make check or money order payable to Department
of Consumer and Business Services.**

Do **not** send cash.

☐ Visa ☐ MasterCard ☐ Discover	Phone: _____
Credit card number	/
	Expiration date
Name of cardholder as shown on credit card	
Cardholder signature	\$ _____
	Amount

DCBS Fiscal use only:

<i>Requirement</i>	<i>Description</i>	<i>Requirement</i>	<i>Description</i>
SECTION A		SECTION C	
Electric (8.7.2) and Hydraulic (8.7.3) Elevators		Alterations to other types of equipment	
1.	☐ 8.7.2.1/8.7.3.1 Hoistway enclosures	C.1 – Miscellaneous equipment	
2.	☐ 8.7.2.2/8.7.3.2 Pits	1.	☐ 8.7.4.1 Rack-and-pinion elevators
3.	☐ 8.7.2.3/8.7.3.3 Location and guarding of cwt.	2.	☐ 8.7.4.2 Screw-column elevators
4.	☐ 8.7.2.4/8.7.3.4 Vertical clearances	3.	☐ 8.7.5.1 Inclined elevators
5.	☐ 8.7.2.5/8.7.3.5 Horizontal clearances	4.	☐ 8.7.5.2 LULA elevators
6.	☐ 8.7.2.6/8.7.3.6 Protection of spaces below	5.	☐ 8.7.5.6 Rooftop elevators
7.	☐ 8.7.2.7/8.7.3.7 Machine rooms and spaces	6.	☐ 8.7.5.7 Special-purpose personnel elevator
8.	☐ 8.7.2.8/8.7.3.8 Electrical equipment and wiring	7.	☐ 8.7.5.8 Shipboard elevators
9.	☐ 8.7.2.9/8.7.3.9 Machinery, beams, and supports	8.	☐ OESC Section 9 Vertical reciprocating lifts
10.	☐ 8.7.2.10/8.7.3.10 Entrances and H/W doors	9.	☐ A90.1 Belt manlifts
11.	☐ 8.7.2.11/8.7.3.11 Hoistway door locks and access	C.2 – Sidewalk elevators	
12.	☐ 8.7.2.12/8.7.3.12 Power operation of H/W doors	1.	☐ 8.7.5.5.1 Electrical
13.	☐ 8.7.2.13 Door reopening device	2.	☐ 8.7.5.5.2 Sidewalk doors
14.	☐ 8.7.2.14/8.7.3.13 Car enclosures/door and gates	3.	☐ 8.7.5.5.3 Car enclosures
15.	☐ 8.7.2.15/8.7.3.14 Cars, frames, and platforms	4.	☐ 8.7.5.5.4 Bow irons
16.	☐ 8.7.2.16 Capacity, loading, classification	5.	☐ 8.7.5.5.5 Increase capacity
17.	☐ 8.7.2.17.1/8.7.3.22.1 Change in travel	6.	☐ 8.7.5.5.6 Increase speed
18.	☐ 8.7.2.17.2/8.7.3.22.2 Increase in rated speed	7.	☐ 8.7.5.5.7 Driving machine
19.	☐ 8.7.2.18/8.7.3.15 Car and counterweight safeties	8.	☐ 8.7.5.5.8 Operating devices
20.	☐ 8.7.2.19/8.7.3.16 Governors and governor rope	C.3 – Dumbwaiters without auto-transfer devices	
21.	☐ 8.7.2.20 Ascending car overspeed	1.	☐ 8.7.7.1.1 General
22.	☐ 8.7.2.20 Unintended car movement	2.	☐ 8.7.7.1.2 Increase in rated load
23.	☐ 8.7.2.21/8.7.3.25 Suspension ropes, connections	3.	☐ 8.7.7.2 Adding an auto-transfer device
24.	☐ 8.7.2.22/8.7.3.26 Counterweights	4.	☐ 8.7.7.3.1 Material lift – general
25.	☐ 8.7.2.23 Cars and counterweight buffers	C.4 – Escalators and moving walks	
26.	☐ 8.7.2.24/8.7.3.28 Guide rails and their supports	1.	☐ 8.7.6.1.1/8.7.6.2.1 General
27.	☐ 8.7.2.25 Driving machines and sheaves	2.	☐ 8.7.6.1.2/8.7.6.2.2 Relocation
28.	☐ 8.7.2.26 Terminal stopping devices	3.	☐ 8.7.6.1.3/8.7.6.2.3 Floor openings
29.	☐ 8.7.2.27.1/8.7.3.31.1 Top-of-car operating devices	4.	☐ 8.7.6.1.4/8.7.6.2.4 Fire protection
30.	☐ 8.7.2.27.2/8.7.3.31.2 Car leveling-truck zone devices	5.	☐ 8.7.6.1.5/8.7.6.2.5 Construction
31.	☐ 8.7.2.27.3/8.7.3.31.4 Change in power supply	6.	☐ 8.7.6.1.6/8.7.6.2.6 Handrails
32.	☐ 8.7.2.27.4/8.7.3.31.5 Controllers	7.	☐ 8.7.6.1.7/8.7.6.2.7 Steps/treadways
33.	☐ 8.7.2.27.5/8.7.3.31.6 Change in motion control	8.	☐ 8.7.6.1.8/8.7.6.2.8 Combplates
34.	☐ 8.7.2.27.6/8.7.3.31.7 Change in operation control	9.	☐ 8.7.6.1.9/8.7.6.2.9 Trusses and girders
35.	☐ 8.7.2.28/8.7.3.31.8 Emergency operation, signaling	10.	☐ 8.7.6.1.10/8.7.6.2.10 Step wheel tracks
36.	☐ OSSC Chapter 30 Operating fixtures (car and hall)	11.	☐ 8.7.6.1.11/8.7.6.2.11 Rated load or speed
SECTION B		12.	☐ 8.7.6.1.12/8.7.6.2.12 Driving mach/brakes
Hydraulic Elevators (8.7.3)		13.	☐ 8.7.6.1.13/8.7.6.2.13 Operative devices
1.	☐ 8.7.3.17 Change in type of service	14.	☐ 8.7.6.1.14/8.7.6.2.14 Lighting and access
2.	☐ 8.7.3.18 Change in class loading	15.	☐ 8.7.6.1.15 Entrances and egresses
3.	☐ 8.7.3.19 Carrying pass. on frt. elevators	16.	☐ Other:
4.	☐ 8.7.3.20 Increase in rated load	C.5 – Material lifts and dumbwaiters with auto-transfer devices	
5.	☐ 8.7.3.21 Increase in dead weight of car	1.	☐ 8.7.7.3.1 General
6.	☐ 8.7.3.23.1 Hydraulic jack	2.	☐ 8.7.7.3.2 Removal of auto-transfer device
7.	☐ 8.7.3.23.2 Plungers	3.	☐ 8.7.7.3.3 Converting to elevator classification
8.	☐ 8.7.3.23.3 Cylinders	4.	☐ 8.7.7.3.4 Converting to dumbwaiter classification
9.	☐ 8.7.3.23.4 Increase in working pressure	FILE/LISTING INFORMATION	
10.	☐ 8.7.3.23.5 Relocation of hydraulic jack	If applicable to the alteration, indicate the file or listing numbers for the following equipment:	
11.	☐ 8.7.3.23.6 Relocation of hydraulic machine	Control listing no. (2.26.4.2):.....	
12.	☐ 8.7.3.23.7 Plunger gripper	Mfg./model:.....	
13.	☐ 8.7.3.24 Valves, piping, and fittings	Buffer listing no. (8.3.2):	
14.	☐ 8.7.3.27 Car buffers and bumpers	Mfg./model:.....	
15.	☐ 8.7.3.29 Tanks	Door lock no. (8.3.3):.....	
16.	☐ 8.7.3.30 Terminal stopping devices	Mfg./model:.....	
17.	☐ 8.7.3.31.3 Anti-creep leveling device	Control valve listing no. (8.3.5):	
18.	☐ 8.7.3.31.9 Auxiliary power lowering devices	Mfg./model:.....	
19.	☐ A17.3 upgrades only		

Reminders:

ORS 460.045(3): No installation shall begin until plans are approved by the division.

ORS 460.045(6): Units shall not be placed in service until inspected by the division.

ELEVATOR FEE SCHEDULE (OAR 918-400-0800)

Installation permit fee (calculated from contract valuation)

\$1,000 or less	\$98.00
More than \$1,000 but less than \$15,000	
First \$1,000.....	\$98.00
Each additional \$1,000 or fraction	\$13.00
\$15,000 or more but less than \$50,000	
First \$15,000	\$280.00
Each additional \$1,000 or fraction	\$8.00
\$50,000 or more	
First \$50,000	\$553.00
Each additional \$1,000 or fraction	\$3.00

Plan review fee \$78.00

EXAMPLE FEE CALCULATION

This example fee calculation is for an elevator alteration with a contract valuation of \$26,748.

Contract valuation: \$26,748

Installation permit fee

For the first \$15,000 \$280.00

Balance of \$11,748 — round up to \$12,000

Multiply \$8 per \$1,000 — or \$8 x 12 \$96.00

Permit fee total **\$376.00**

x 12% surcharge (*Permit Fee * 0.12*) (ORS 455.210) \$45.12

Plan review fee..... \$78.00

GRAND TOTAL **\$499.12**

Do not send cash.

Make check or money order payable to: Department of Consumer and Business Services.

Mail application and payment to: DCBS — Fiscal Services
P.O. Box 14610
Salem, OR 97309-0445