



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030-2326

[www.northhempsteadny.gov](http://www.northhempsteadny.gov)



### Submittal Requirements – Elevators & other Conveying Systems

Elevators and other Conveying Systems intended for the movement of people and materials require a permit, herein after referenced as an ‘Elevator & Conveyance Permit’. This includes but is not limited to the installation of: Elevators, Escalators, Moving Walks, Dumbwaiters, Materials Lifts, Platform & Wheelchair Lifts, Stairway Chairlifts, Conveyors (Belt, Chain, Live Roller, Bucket, Vertical Reciprocating, etc.), Belt Manlifts, Industrial Scissor Lifts, and Automotive Lifts.

Per [§2-9E](#) of the Town of North Hempstead Code a separate Elevator & Conveyance Permit must be filed for all elevator and other conveyance system installations even if such installation is in connection with and relating to an application to construct or alter a building or structure. This permit covers the cab, devices, machinery, & equipment associated with the elevator or other conveyance but does not cover the alteration or construction of the building to allow for the installation. Each individual elevator or other conveyance device/system must be filed on a separate Elevator & Conveyance Permit Application. Any alteration to a building such as the construction of a shaft or other hoistway must be included within the scope of work of a separate Residential or Commercial Building Permit.

The New York State Building Code specifies that all elevators and other conveying systems shall comply with the applicable reference standards listed in the table below.

#### ELEVATORS AND CONVEYING SYSTEMS AND COMPONENTS

TYPE	STANDARD
Elevators, escalators, dumbwaiters, moving walks, material lifts	ASME A17.1/CSA B44, ASME A17.7/CSA B44.7
Platform lifts, stairway chairlifts, wheelchair lifts	ASME A18.1
Conveyors and related equipment	ASME B20.1
Belt manlifts	ASME A90.1
Automotive lifts	ALI ALCTV
Industrial scissor lifts	ANSI MH29.1

Additionally, Elevators and Lifts which are a component of the accessible route and/or accessible means of egress as required under the NYS Building Code must comply with the accessibility standards of the ICC ANSI A117.1.

Upon initial review of your application, you will receive an **Owners Authorization Form**. This form must be signed by the owner(s) of the property, notarized and returned to us prior to the issuance of your permit.

The initial fee for an Elevator & Conveyance Permit Application is **\$100.00**. Fees are non-refundable and are **due upon submission of your application**. An exact **permit** fee will be calculated prior to permit issuance. For **“Maintain”** applications, used to legalize an installation performed without the benefit of a permit, prior to the issuance of a permit and for work done illegally, a fee of two **(2) times the normal fee** will be charged. Upon approval you will receive an email outlining the total due. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.

Be aware that after an Elevator or other Conveying System has been installed, you will be required to schedule and receive periodic inspections by an independent third-party inspection agency. Inspections must be performed in accordance with the applicable reference standard listed above and [§28-20.2](#) of the Town of North Hempstead Code. You will be required to submit elevator or other conveyance inspection certificates after each inspection.



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Below is the list of documents required to be submitted with your application. Documents with a gray checkbox may not be required for all projects. Please consult your design professional or [contact us](#) if you have further questions.

<input checked="" type="checkbox"/>	<p><b>Site Plan &amp; Key Plan</b> – A site plan indicating the location of the work, and building key plan clearly showing the location of the elevator or other conveyance within the premises must be provided.</p>
<input checked="" type="checkbox"/>	<p><b>Manufacturer’s Specifications or Elevator/Conveyance Shop Drawings</b> – Manufacturer’s installation specifications or shop drawings bearing the seal and signature of a NYS Licensed Design Professional (Architect or Engineer) for the cab, device, machinery, and equipment to be installed. The documents must demonstrate compliance with ASME A17.1, ASME A18.1, or other applicable reference standard.</p>
<input checked="" type="checkbox"/>	<p><b>Commercial or Residential Building Permit Application</b> – The alteration of a building to create a shaft, hoistway, or other floor system openings and conveyance enclosures; or to provide foundation support; or to create a space for machinery; or any other alteration to a building requires the submission of a separate building permit application for the work. Replacement or ‘modernization’ of a cab, machinery, and/or equipment within an existing elevator shaft or other hoistway does not require a separate building permit.</p>
<input checked="" type="checkbox"/>	<p><b>Electrical Inspection Certificate</b> - An original electrical inspection certificate will be required upon completion of the installation of all elevators and other conveyances.</p>
<input checked="" type="checkbox"/>	<p><b>Licenses &amp; Insurance</b> - Before a permit can be issued, we require a copy of a <b>current Nassau County Home Improvement License</b> for all general contractors. Plumbers or Electricians need a copy of their <b>current Town of North Hempstead License</b>.</p> <p><b>Proof of insurance</b> must be submitted with the application as follows:</p> <p><b>(a)</b> Proof of General Liability insurance with completed operations to which the Town of North Hempstead has been added as Certificate Holder; The policy must not contain the <b>X.C.U. Exclusion</b>.</p> <p><b>(b)</b> Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof of the contractor not being required to secure same (A <b>NYS CE-200</b> form must be submitted as such proof); and</p> <p><b>(c)</b> Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof of contractor not being required to secure same (A <b>NYS CE-200</b> form must be submitted as such proof).</p> <p>All insurances must name the Town of North Hempstead at the above address as “Certificate Holder” or “Additional Insured”. For further information, please reference our <a href="#">Insurance Requirements</a>.</p>