

Elevator Permit

Town of Herndon - Building Inspections
777 Lynn Street 2nd Floor Herndon, VA 20170
(703) 435-6850 buildinginspections@herndon-va.gov



PRE-APPLICATION REQUIREMENTS

If this application is in conjunction with a building permit, the building permit must be issued prior to application for elevator

REQUIRED DOCUMENTS

The documents below must be included in the application package. Failure to include the following will result in your application being returned.

- Completed Elevator Permit Application
- Virginia State Contractors License (if applicable)
- Owners Affidavit
- Plans and specifications of the elevator installation, modernization or repairs to be completed.
- If this is in conjunction with a building permit, please note the building permit number on the application.

HOW TO APPLY

Email all of the required documentation and plans to buildinginspections@herndon-va.gov

WHAT'S NEXT

Once your permit has been reviewed and approved by all Town agencies you will receive an email with payment instructions. Once payment is made, you will receive your permit(s) and approved plans by email.

Elevator Permit Application

Town of Herndon – Building Inspections

777 Lynn Street 2nd Floor, Herndon, VA 20170

Telephone (703) 435-6850

E-Mail: buildinginspections@herndon-va.gov

Permit # _____

Application for permit to install (check one): Passenger _____ ,

Freight _____, Combination _____, Other _____

Owner's Name: _____ Lot No. _____

Job Site Address: _____

Number to be Installed: _____ Cost of Installation: _____

Material of Bldg: _____ How Occupied: _____ Stories: _____

Contractor's Name : _____

Address: _____ Phone #: _____

Size of Car: _____ Material: _____ Weight: _____

Platform Area: _____ Capacity of Car: _____

Speed Per Minute: _____ Travel: _____ Location in

Building: _____, Purpose: _____

Will machine be capable of lifting 75 lbs. Per sq. ft. of floor area? _____

Will any wood be used in the framing of car? _____

Motive Power: _____ Volts: _____ Amperes: _____

H.P. _____ Location of Motor: _____

Insulated or Grounded: _____ Foundations: _____

Independent Circuits: _____ Size of Wires: _____

Electrical Brake: _____ Will all wiring be in steel of iron conduits? _____

Will elevator be equipped with over and under load circuit breaker? _____

Slack cable device: _____ Location of Controller: _____

Type: _____ Will hatchway limit switches be used? _____

Buffer Springs? _____ Height: _____

Distance top of car to lowest point of overhead _____

Bottom to Pit _____ Size of Beams supporting overhead _____

How supported? _____ Capacity of grating under overhead _____

Thickness of Slab _____ Number of car counterweight ropes _____
 # of drum counterweight ropes _____ Weight of car counterweight _____
 Weight of drum counterweight _____
 Will car and drum counterweights have four belts through each set? _____
 No. of hoisting ropes _____ material _____ Diameter _____
 Diameter hoisting sheave _____ D.C.W. sheave _____ Drum _____
 C.C.W. Sheave _____ Size and material car guide rails _____
 Weight per ft. _____ Size & Material of Counterweight Rails _____
 Weight per ft. _____ Distance apart of car guide and weight of rail
 brackets _____ Thickness _____ Type of Governor _____
 Trip speed _____ Size & Kind of governor rope _____
 Will equalizers be used? _____ Location _____
 Type of safeties _____ Type of enclosure _____
 Door _____ Type of door lock _____ Type of door on car _____
 Type of door contact _____
 Will all sills and offsets opposite car entrance be flared _____
 Wire glass used in enclosure _____ Thickness & size of each panel _____
 Size of shat ventilator _____ Location of tank _____
 Pressure _____ How will elevator be controlled? _____
 Type of shaft enclosure _____
 What factor of safety has been allowed for the apparatus? _____

Signature: _____
Elevator Contractor

Address: _____

E Mail: _____

Phone: _____

RECOMMENDED FOR PERMIT:

 Elevator Inspector

 Date

 Building Inspector

 Date