

Instructions for Obtaining an Elevator/Escalator Certificate of Compliance

The Texas Health and Safety Code, Chapter 754, requires building owners to hire a registered elevator inspector to conduct an annual safety inspection on all elevators, escalators and related equipment. Search for a licensed inspector in your area here: https://www.tdlr.texas.gov/Elevator_SearchApp/Inspector/Search. Per Elevator Safety and Licensing Administrative Rule, §74.50, the owner must submit all required documentation to the department within 30 days of the equipment inspection date.

*****Failure to timely submit all required documentation could result in penalties of up to \$5,000 per day for each violation. *****

Building Owner Responsibility

The building owner or owner's agent must:

1. Obtain the original Elevator Equipment Report of Inspection form from the inspector, for each elevator, escalator or piece of related equipment.
2. Complete the owner and contact information on the front of the Report of Inspection form.
3. Ensure the inspector completes the Violation Code and Description section and the Equipment Specifications section of the Report of Inspection Form.
4. Sign and date the inspection form and ensure the inspector signs and dates the form to acknowledge the inspection was conducted and any violations have been corrected or are under an active and legitimate contract to be corrected, prior to the next inspection.

The following documents and fees are required to be submitted every year, within 30 days of the date of inspection:

1. The completed Elevator Equipment Report of Inspection Form and the **total** amount of all fees owed. Fees must be made payable by check or money order to the Texas Department of Licensing and Regulation. The owner must pay a fee of \$20 for **each** piece of equipment inspected.
2. **Late Filing** - If an inspection report is filed 60 days after the date of inspection, each piece of equipment will be assessed a late fee of \$10 for each 30 day period the form is late.

Repeat Violations If any violation is marked as a "REPEAT VIOLATION", it must **immediately** be corrected, and the corrections must be verified by the inspector. The inspector must submit to TDLR written verification that the corrections were made before a certificate of compliance will be issued.

Waiver and Delay Consideration and Information For Waiver and Delay consideration and information, see the Elevator or Escalator Delay and Waiver Form here: <https://www.tdlr.texas.gov/elevator/ele005n.pdf>.

Mail all required documents and fees to the Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, TX 78711.

