



Request to Schedule an Elevator Acceptance Inspection

This form shall be completed and signed by the responsible parties before an acceptance inspection is scheduled.

All inspections and re-inspection request will be scheduled based upon inspector availability. Completed request forms shall be presented to the inspector prior to his arrival. Failure to complete this form in its entirety will result in a failed inspection and a re-inspection will have to be scheduled. A \$200.00 re-inspection fee applies for all failed inspections.

ONLY THE PERMIT HOLDER CAN REQUEST AN ACCEPTANCE INSPECTION

Person and Elevator company requesting the Inspection _____

Phone Number _____

Type of device to be inspected _____

State permit # of device to be inspected _____

All requirements, whether elevator or building related, must be complete for the inspection to be performed. The permit holder is responsible to review the job site to confirm all elevator requirements have been met.

1. Elevator installation 100% complete. Signature of Elevator Supervisor _____
2. Life safety devices have been pretested Phase 1, smokes, heats, shunt protection, etc. and Emergency Power (if applicable) have been pretested and functioning properly. Party responsible for life safety/alarm devices _____
3. All building requirements associated with the elevator have been met. (Many of the elevator acceptance requirements can be found on the State of Tennessee Elevator Unit's web site.)
Company and signature of General Contractor _____
4. Elevator Owner Contact Information _____

A minimum of 10 business days shall pass and all fees shall be paid before a reinspection will be scheduled. All reinspections will be scheduled within 20 business days.

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