

## INSTRUCTIONS FOR COMPLETING A CONVEYANCE ALTERATION PERMIT APPLICATION

1. For application type, check box for “Alteration”.
2. Enter the property (facility) information.
3. Enter the owner or management company contact information.
4. Enter the Conveyance Contractor information. The email address for the contractor is where the permit will be sent.
5. Complete all of the requested fields for conveyance information.
6. If the conveyances are identical (type, rated speed, landings, rise and rated load) multiple conveyances may be listed on the application. The conveyance ID is the number assigned by the Division of Oil and Public Safety (OPS) for example CP08-000003. Facility and conveyance information is available on the conveyance [database](#).
7. For the scope of alteration, choose from the drop down menus.
8. The drops downs are “categories” of alteration types (minor, major and substantial). Under “Other Scope”, note the specifics of the alteration. For example: “New TAC32 controller, new cab panels (Wilsonart vinyl – Flame Spread = 20, Smoke Development = 40).
9. Reminder: Substantial alteration permits will be issued for:
  - a. Change in type of service
  - b. Change in type of operation or motion control
  - c. The installation of a controller.

For a substantial alteration, scope must include fire service meeting ASME A17.1 2013 code requirements

Please enter all information on the permit application. Do not send additional attachments unless specifically requested by OPS.

[Contact us](#) with any questions.



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 Division of Oil and Public Safety – Conveyance Program  
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## Conveyance Permit Application

(Revised 08/06/2019)

The [Conveyance Regulations](#) require the submission of processing fees and a permit application stating the intent to install or alter a conveyance to the Conveyance Program 30 days prior to construction. Construction plans must be available upon request. Complete and submit this application, and the associated fees, to state the intent to install or alter a conveyance. No installation or alteration construction activities shall begin until the Conveyance Program has issued a permit. One application can be submitted for multiple installations or alterations, provided that all work or installations are identical.

### Application Type (with Associated Fee)

Installation (\$300.00)

Alteration (\$150.00)

### Property Information

Building Name:			
Address:			
City:		County:	
		ZIP:	

### Owner Information

Owner/Management Company:			
Address:			
City:		State:	
		ZIP:	
Contact Name:			
Phone Number:			
Email Address:			

### Conveyance Contractor Information

Contractor Company:			
Contact Name:			
Phone Number:			
Email Address:			

### Conveyance Information

Manufacturer:		Model:	
Conveyance Type:		Rated Load:	lbs
Rated Speed:	fpm	Total Rise:	ft in
# of Landings:		Install Year (if alteration):	

Conveyance ID #	Local ID #	Job Contract #

<b>Alteration Information</b>			
<i>Elevator</i>			
Scope of Alteration:			
Other Scope (if not included above):			
Additional Information:			
<i>Escalator or Moving Walk</i>			
Scope of Alteration:			
Other Scope (if not included above):			
Additional Information:			
<input type="checkbox"/> Check this box to verify that the following information has been considered. <ul style="list-style-type: none"> <li>• Sprinklers are required in the pit for newly-installed hydraulic elevators per NFPA 13.</li> <li>• Sprinklers are required at the top of the hoistway for all belted systems not meeting the UL fire rating per NFPA 13.</li> <li>• The OPS Conveyance Program does allow time-delay shunting prior to sprinkler activation.</li> </ul>			
<b>Owner or Contractor Certification</b>			
<b>I certify that all components of the entire proposed installation or alteration have been verified by the conveyance manufacturer or component manufacturer to meet all code-required<sup>1</sup> safety factors for all loads, forces, impacts and general requirements as stated in the currently adopted versions of code.</b>			
Owner/Contractor Name:			
Title:			
Signature:		Date:	

<sup>1</sup> Includes but is not limited to ASME, NFPA, ICC, local jurisdiction ordinances and other codes that are applicable to the installation or alteration of the conveyance(s).