



The County of Loudoun has contracted with NATIONAL ELEVATOR INSPECTION SERVICES, hereinafter referred to as NEIS, to conduct plan review and inspections relative to elevator installation in both new and existing commercial and residential structures. Loudoun County's Building & Development Code Enforcement Division, hereinafter referred to as the Code Enforcement Division, is responsible for reviewing and inspecting the elevator shaft not the elevator. **The telephone number for NEIS is (800) 886-6350.**

Elevator Permit Review Process

Elevator permit applications are available for pick up at 1 Harrison Street SE, Department of Building and Development, Permit Issuance, 2nd Floor, Leesburg VA 20177, on the County's website at <https://www.loudoun.gov/buildingpermits> or you may contact a Permit Issuance Division staff member at 703-777-0220 to request an application be emailed to you.

A Loudoun County elevator permit application and **four (4) sets of elevator shop drawings** shall be submitted to:

County of Loudoun
Building & Development Permit Issuance Division, 2nd Floor
1 Harrison Street MSC 60a
Leesburg VA 20177-7000

- A separate application must be submitted for each elevator car being installed/repaired/alterd and must include the building permit number for the commercial or residential structure.
- The fee for adding, replacing, relocating or repairing elevator equipment is \$120.00 and shall be paid prior to the County issuing the permit.
- Shop drawings shall be legible, contain a Certified Architect/Engineer's seal and be no larger than 11 X 17 in size.

Failure to submit the required documentation as indicated will delay the processing of the permit application.

NEIS will conduct the **plan review** and **forward** the **approved shop drawings, plan review record** and completed elevator permit application **to the Code Enforcement Division. The Code Enforcement Division only accepts approved plans. If the plan review is rejected, it is up to the owner/agent to resolve plan review issues with NEIS.**

The contractor of record will be contacted by the Permit Issuance Division when the mechanical permit for the elevator, approved plans and NEIS plan review record are ready for pick up at the Permit Issuance Division at 1 Harrison Street, SE, 2nd floor. Permits, plans and plan review records are no longer being sent to the contractor via certified mail.

Elevator Inspection Process

An acceptance test inspection for each elevator car will be conducted by NEIS. It is the building owner's responsibility to see all necessary inspections are conducted prior to final approval of the acceptance test inspection. The Code Enforcement Division must receive an acceptance test inspection report with a "passed" result from NEIS prior to an Occupancy Permit being issued for the building/structure. **Inspection reports received from any entity other than NEIS will not be honored.**

NEIS will conduct routine, annual and five-year inspections. NEIS will send inspection reports to the Code Enforcement Division. If an inspection fails, NEIS will forward a rejection notice to the building owner. The owner will be given a Certificate of Compliance form to be completed after correcting all deficiencies. The Certificate of Compliance form shall be forwarded to NEIS.

Elevator installations shall comply with:

Virginia Uniform Statewide Building
Code 2012 International Building Code
(IBC) ASME A17.1-2010/CSA B44-10
ASME A18.1-2011
ICC/ANSI
A117.1-2009



Loudoun County
 Department of Building & Development
 1 Harrison Street S.E. , P.O. Box 7000, Leesburg, VA 20177-7000
 (703) 777-0220 www.loudoun.gov/buildingpermits

Elevator Permit Application

BUILDING PERMIT NO.

B _____

OFFICIAL USE ONLY

LMIS ID _____ PERMIT NUMBER _____

PROPERTY OWNER/LESSEE INFORMATION (PLEASE PRINT OR TYPE)

Residential / Commercial Elevator

Commercial Residential

Property Owner/Lessee Or Tenant _____

PROPERTY LOCATION INFORMATION (PLEASE PRINT OR TYPE)

Address _____ City _____ State VA Zip Code _____

CONTACT INFORMATION

Contact's Name _____ Phone Number _____ Email Address _____

CONTRACTOR INFORMATION

Virginia State License Number _____ A B C _____ Expiration Date _____

Company Name As It Appears On The State Contractor License _____ Phone number _____

Address _____ City _____ State _____ Zip Code _____

A Separate Application Must Be Submitted For Each Elevator Being Installed

Escalators <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Repair Type of Escalator (check one) <input type="checkbox"/> Up <input type="checkbox"/> Down _____ Cost _____ Number of Landings _____ Rated Load / Capacity _____ Speed (FPM) _____
Elevator <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Repair Type of Elevator (check one) <input type="checkbox"/> Hydraulic <input type="checkbox"/> Traction _____ Cost _____ Number of Landings _____ Rated Load / Capacity _____ Speed (FPM) _____
Wheelchair Lift <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Repair Type of W/C Lift (check one) <input type="checkbox"/> Hydraulic <input type="checkbox"/> Traction _____ Cost _____ Number of Landings _____ Rated Load / Capacity _____ Speed (FPM) _____
Dumbwaiter <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Repair Type of Dumbwaiter (check one) <input type="checkbox"/> Power <input type="checkbox"/> Hand Driven _____ Cost _____ Number of Landings _____ Rated Load / Capacity _____ Speed (FPM) _____

PLANS MAY BE REQUIRED

I hereby certify that I have authority to make this permit application, the information is complete and correct, and the proposed work will conform to the Virginia Uniform Statewide Building Code and other applicable laws and regulations which apply to the property.

SIGNATURE OF APPLICANT _____

TOTAL FEE (OFFICE USE ONLY) _____

PLAN REVIEW REQUIRED YES NO OFFICE USE ONLY APPROVED REJECTED

DATE APPROVED _____ DATE REJECTED _____

PLAN REVIEWER SIGNATURE _____