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**Policy:** AHJ Conveyance Certificates and Invoicing

**Purpose:** To explain the AHJ responsibilities and procedures for Conveyance Reporting, the processing of invoices, and the issuing of all Conveyance Certificates (CO, CCO, TCO, Removed-from-Service Certificate, Dormant Certificate, and Shut Down Certificate)

**Scope:** AHJ (Community Planning and Development Director & Development Services Coordinator), AHJ Inspector, AHJ Inspector's Account Manager

**Definitions:**

1. **AHJ (Authority Having Jurisdiction):** The City of Black Hawk, as the Authority Having Jurisdiction, is responsible for enforcing the requirements of a code, and standards for approving equipment, materials, an installation, or a procedure. [conveyance@cityofblackhawk.org](mailto:conveyance@cityofblackhawk.org)
2. **AHJ Inspector:** The Conveyance Inspector, hired by the AHJ, who holds a current Conveyance Inspector License issued by the Division of Oil and Public Safety within the Colorado Department of Labor and Employment, is employed by an Approved by the AHJ to inspect a conveyance and is not affiliated with the Conveyance Mechanic whose Repair, Alteration or Installation is being inspected.
3. **AHJ Inspector's Account Manager:** The Account Manager for the Conveyance Inspector hired by the AHJ. Responsible for all administration, scheduling, and invoicing. The point of contact and liaison between the AHJ Inspector and the AHJ.
4. **Conveyance:** A mechanical device described as an elevator, platform lift, dumbwaiter, escalator, or moving walk.
5. **Conveyance Contractor:** A Contractor licensed with the Division of Oil and Public Safety within the Colorado Department of Labor and Employment and contracted by the Conveyance Owner to perform their maintenance and repairs.
6. **Conveyance Owner:** The Conveyance Owner (the General Manager and the Facilities Manager) is solely responsible for maintenance and repairs to the Conveyances.

**Procedure:**

**I. CONVEYANCE REPORTING SPREADSHEET REVIEW & UPDATING**

- A. The AHJ Development Services Coordinator maintains the Conveyance Reporting Spreadsheet. The Conveyance Reporting Spreadsheet is reviewed and updated when the AHJ Inspector schedules or cancels an inspection or issues an inspection ticket, certificate, or invoice for processing. (See SOP\_AHJ Conveyance Inspections)
- B. The AHJ Development Services Coordinator highlights all new or follow-up inspections that require scheduling or missing information on the Conveyance Reporting Spreadsheet.

- C. During the Conveyance Progress Meeting, the AHJ reviews the Conveyance Reporting Spreadsheet with the AHJ Inspector each week. The AHJ Inspector has access to the Conveyance Reporting Spreadsheet.
- D. The AHJ Conveyance Reporting Spreadsheet must match the AHJ Inspector database NetSuite.

## II. ISSUING CERTIFICATES

- A. The AHJ Inspector Administration Staff emails the Inspection Ticket, Certificate, and Invoice to the AHJ Development Services Coordinator.
- B. The AHJ Development Services Coordinator reviews the Inspection Ticket, comparing it to the Certificate and information in the Spreadsheet. If there are discrepancies, an email is sent to the AHJ Inspector's Account Manager requesting the correction.
- C. Once the AHJ Development Services Coordinator approves the paperwork, the information is added to the Spreadsheet.
- D. The AHJ Development Services Coordinator sends a copy of the Certificate to the Conveyance Owner (who is the General Manager and the Facilities Manager) and Conveyance Contractor via email. The AHJ uses the Conveyance GM FM Contact List found in Dropbox – Conveyance - Conveyance Contacts. The AHJ updates this list when new information is received.
- E. The AHJ Development Services Coordinator prints a hard copy of the paperwork and files it in a specific folder for each Conveyance Owner in their office.
- F. The AHJ Development Services Coordinator electronically saves all paperwork in **Dropbox** under the current year Conveyance Owner file.  
<https://www.dropbox.com/sh/apa9o8mc98iq9r5/AACQj-S7OcR2YXbz4407JJuva?dl=0>

## III. PROCESSING INVOICES

- A. The AHJ Development Services Coordinator receives invoices from the AHJ Inspector's Account Manager.
- B. The AHJ Development Services Coordinator reviews the **Service Date**, **Service Type**, and **Fee** and compares them to the Inspection Tickets and Adopted Fee Schedule.
- C. The AHJ Development Services Coordinator then adds to the top of the invoice, "**OK TO PAY,**" **their initials, and the date.**
- D. The AHJ emails the paperwork to the AHJ Director for processing.
- E. The AHJ Director reviews the invoice and adds the following information:
  - 1. Received by Community Planning and Development on (insert date)
  - 2. Professional Services / Services Bill Out 010-1901-4193322 \$(insert amount) – Business Community Conveyance

3. Professional Services / Services Bill Out 010-1901-4193319 \$(insert amount) – City Conveyances
  4. Electronic Signature
- F. The AHJ Director saves the approved invoice in the Planning Shared drive – 700 LU – 2009 – ADMIN – ADMIN – Invoices – ATIS – under the current year folder.
  - G. The AHJ Director provides a hard copy of the approved invoice to the Senior Accountant in the Finance Department for payment.
  - H. The AHJ Director sends an email to the AHJ Development Services Coordinator and AHJ Inspector's Account Manager stating that the City submitted the invoice to the Finance Department for payment.

**Related Documents:**

Conveyance/ SOP\_AHJ Conveyance Inspections  
 Conveyance/ SOP\_AHJ Conveyance Permits

**References:**

[Black Hawk, CO | \(cityofblackhawk.org\)](http://cityofblackhawk.org)

**Quality Records**

Title	Location Kept	Duration Kept	Disposal Method