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Policy: Conveyance Permits

Purpose: To describe the procedure for issuing conveyance permits for New Conveyance Installs, Major or Minor alterations to Existing Conveyances, repairs on Conveyances, and fulfilling requests for Code Variances.

Scope: Conveyance Owners, Conveyance Contractors, AHJ (CP&D Director & CP&D Development Services Coordinator), AHJ Inspector

Definitions:

1. **Acceptance Test:** a required safety test on a new installation or alteration performed by the Conveyance Mechanic and witnessed by the AHJ Inspector.
2. **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
3. **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 Contractor whose Repair, Alteration or Installation is being inspected. conveyance@cityofblackhawk.org
4. **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.
5. **Alteration, Major:** An alteration that is extensive in scope warrants a complete witnessed Acceptance Inspection and applicable tests. Ex. controller, signal fixtures, rotating equipment, drive (multiple components), fire alarm, fire recall.
6. **Alteration, Minor:** An alteration that is minor in scope, such that it only warrants the specific components(s) being altered to be tested and inspected. Ex. cab finishes, valve work, power unit install, door operator replacement, re-rope/brake suspension, escalator handrails.
7. **Annual Safety Test:** a required safety test performed by the Conveyance Mechanic and witnessed by the AHJ Inspector.
8. **ASME:** American Society of Mechanical Engineers
9. **ASME A17.1:** Adopted Safety Code for Elevators and Escalators
10. **Bluebeam Revu:** The AHJ and AHJ Inspector use this software to review all Conveyance and Building permit submittals.
11. **Certificate, Certificate of Construction Operation (CCO):** A document issued by the AHJ that allows the temporary operation of a conveyance to support construction activities without permitting conveyance access to the public. Operating the Conveyance requires 2-way communication and a full-time operator.
12. **Certificate, Certificate of Operation (CO):** A document issued by the AHJ for each Conveyance that indicates the Conveyance has the required safety inspections and tests.

- 13. Certificate, Dormant:** An inspection by the AHJ Inspector must be performed to ensure that the OPS requirement for Conveyance Made Dormant has been met. Following this inspection, a Dormant Certificate will be issued. A Conveyance shall not be made dormant for more than 5 years. At the end of 5 years the Conveyance Owner shall obtain a valid Certificate of Operation or remove the Conveyance from Service.
- 14. Certificate, Removed from Service:** An inspection by the AHJ Inspector must be performed to ensure that the OPS requirement for Conveyance Removed from Service has been met. Following this inspection, a Removed from Service Certificate will be issued. Once a Conveyance has been Removed from Service, the only way to put it back into service is to bring it up to all currently adopted codes and a Certificate of Operation issued. No TCO may be issued when placing a Removed from Service Conveyance back into service.
- 15. Certificate, Shut Down:** A document issued by the AHJ if there are Life Safety concerns or the TCO requirements are not met within the allotted time frame. Once a Shut Down Certificate is issued, the Conveyance Owner has 6 months to bring the Conveyance into compliance. After 6 months, the Conveyance Owner must decide if they will make the Conveyance Dormant or Remove it from Service.
- 16. Certificate, Temporary Certificate of Operation (TCO):** A document issued by the AHJ that allows temporary operation of a conveyance for public use if no imminent life safety issues are not identified following the inspection of the Conveyance by the AHJ Inspector. A TCO is only valid for 60 days from the date of inspection.
- 17. CommunityCore:** AHJ's online permit and inspection portal.
- 18. Compliance Month:** The month of the year in which the Certificate of Operation expires; it will always be the month of the last Five-Year Witness Test.
- 19. Conveyance:** A mechanical device described as an elevator, platform lift, dumbwaiter, escalator, or moving walk.
- 20. 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. Conveyance Mechanics must hold a current OPS license.
- 21. Conveyance Owner:** The Conveyance Owner (General Manager or Facilities Manager) is solely responsible for maintenance, scheduling inspections, and repairs to the Conveyances.
- 22. Conveyance Reporting Spreadsheet:** AHJ Excel spreadsheet used to track all Conveyance activity.
- 23. Dangerous Conveyance:** A conveyance that poses imminent danger to passengers or inspection/maintenance personnel or equipment.
- 24. Dumbwaiter:** As defined in ASME A17.1: a hoisting or lowering mechanism equipped with a car that moves within an electric driving machine.
- 25. Elevator:** As defined in ASME A17.1: a hoisting or lowering mechanism, equipped with a car that moves within guides and serves two or more landings.
- 26. Escalator:** As defined in ASME A17.1: a power-driving inclined, continuous stairway used for raising or lowering passengers.
- 27. Five-Year Witness Test:** a required complete safety test (more rigorous and thorough than the Annual Safety Test) performed every five years by the Conveyance Mechanic and witnessed by the AHJ Inspector.
- 28. Hoistway:** An opening through a building or structure for the travel of a conveyance in which car rails have been installed.

- 29. Injury:** An injury is one that results in death or requires medical treatment (other than first aid) administered by a physician or by registered professional personnel under the standing orders of a physician. The medical treatment does not include first aid treatment or one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and any other minor injuries that do not ordinarily require medical care even though treatment is provided by a physician or by registered professional personnel.
- 30. Inspection, Emergency Life Safety:** An inspection requested due to an evacuation, dangerous Conveyance, or accident caused by a Conveyance during regular business hours or outside normal business hours.
- 31. Inspection, Outside Regular Business Hours:** Any non-emergency life safety inspection requested outside of Monday through Thursday between 7:00 a.m. and 4:00 p.m.
- 32. Inspection, Regular Business Hours:**
The AHJ Inspector conducts inspections Monday through Thursday between 7:00 a.m. and 4:00 p.m. Failure on the part of the Conveyance Owner, Conveyance Contractor to be onsite and/or ready at the specified date and time of inspection will result in the Conveyance Owner being invoiced a full charge inspection and subject to re-inspection fees.
- 33. Maintenance Control Program (MCP):** A documented set of maintenance tasks, maintenance procedures, examinations, and tests designed to ensure that equipment is maintained in compliance with the requirements of the currently adopted edition of ASME A17.1 and the Sec 2-3-3 of the OPS regulations; provided and maintained onsite by the Conveyance Contractor.
- 34. Material Lift Type B:** A powered hoisting and lowering mechanism used for carrying material and on which only the operator or the person necessary for unloading and loading the material is permitted to ride.
- 35. Memorandum of Agreement (MOA):** An agreement executed between the Colorado Department of Labor and Employment, Division of Oil and Public Safety (OPS) and the City of Black Hawk (AHJ) for local jurisdiction regulation of conveyances, renewable every five years.
- 36. Moving Walk:** As defined in ASME A17.1: A type of passenger-carrying device on which passengers stand or walk and in which the passenger-carrying surface remains parallel to its direction of motion and is uninterrupted.
- 37. NetSuite:** Business management software.
- 38. OPS:** Oil and Public Safety Division within the Colorado Department of Labor and Employment; <https://ops.colorado.gov/Conveyances>
- 39. Platform Lift:** As defined in ASME A17.1: a powered hoisting and lowering mechanism designed to transport mobility-impaired persons on a guided platform that travels vertically or on an incline.
- 40. Specified Scheduled Maintenance Intervals** are defined by the City of Black Hawk as the maintenance schedule agreed upon between the Conveyance Contractor and the Conveyance Owner. See amendment AHJ_Inspections_Final **C. Maintenance Control Program (MCP)**

Procedure:

I. OPS Registration

- A.** All Conveyance Contractors must hold a current State of Colorado Conveyance Contractor License.
- B.** The Conveyance Owner confirms their Conveyance Contractors have a current license.

C. The AHJ and AHJ Inspector check Conveyance Contractor licenses before permit issuance.

D. A list of OPS licensed contractors is on the OPS website: https://ops.colorado.gov/sites/ops/files/2021-07/licensed_contractors-website_19july2021_1.pdf

II. **CommunityCore Registration:** (See SOP_AHJ Conveyance Contractor Registration for details)

A. **CommunityCore Registration (All Contractors and Community Members must register)**

1. A **Contractor** is defined as a person or company that undertakes a contract to provide materials or labor to perform a service or do a job.
2. A **Community Member** is defined as a Homeowner, Business Facility Manager, Business Owner, Design Professional, etc.
 - a. On the [CommunityCore](#) login page, choose Contractor or Community Member as defined above.
 - b. An account is created directly from the [CommunityCore](#) login page and does not require the City to set up the account.
 - c. After the Contractor or Community Member completes their registration, they can apply and pay for permits, and access all approved documents.
 - d. A Contractor can be linked to a Community Member's permit and a Community Member can be linked to a contractor's permit. Contractor and Community Member must both be registered to add to their permit.

B. **New Conveyance Installation Permits**

- A. The Conveyance Owner ensures all new and existing conveyances are registered with the OPS. The Conveyance Owner is responsible for submitting the Conveyance Registration Notice and fee to the OPS with a separate notification to the AHJ.
- B. All permits are applied for and issued through [CommunityCore](#). (The CommunityCore How-To-Guide is found on the AHJ website.)
- C. **New Conveyance Installation** is a 2-step Process and requires a permit for the **new shaft (building permit)** and a permit for the **conveyance unit (conveyance permit)**, which are applied for and issued separately.

1. **Step 1 - Submittal Instructions for the Building Permit (New Shaft):**

- a. Required documentation: permit application, conveyance information that includes the conveyance number, and conveyance type, the approved OPS Conveyance Registration Notice, and electronic stamped plans by a State of Colorado Design Professional.
- b. Colorado Revised Statue (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications are exempted by Section 12-120-401 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines

shall be designated and bear the seal and signature of the architect or engineer for that sub-discipline. Electronic stamps are acceptable.

- c. Plan set is collated (not individual files of each discipline).
- d. Plan set is Bluebeam ready.
- e. Plan set is unlocked with hyperlinks ready for review.
- f. The AHJ's Building Consultant, SAFEbuilt, reviews all Building application submittals.
- g. **Commercial** plan reviews are **ten (10) business days**.
- h. **Residential** plan reviews are **five (5) business days**.
- i. After the Building plan review is complete, the Black Hawk Fire Department has an **additional ten (10) business days** to review.
- j. Once SAFEbuilt and the Fire Department review the plans for code compliance, the AHJ issues a Building Permit fee invoice through [CommunityCore](#) to the Conveyance Owner or Conveyance Contractor.
- k. Reference the Black Hawk Approved Fee Schedule for all fees.
- l. The Conveyance Owner or Conveyance Contractor submit payment through [CommunityCore](#).
- m. Upon collection of the fees, the AHJ issues the Building Permit through [CommunityCore](#).
- n. The Building Permit is valid for 180 days from date of issuance.
- o. The Conveyance Owner or Conveyance Contractor schedules all Building Shaft inspections through [CommunityCore](#). Inspections are scheduled 24-hours in advance. Inspection requests received before 3:00 p.m. the business day prior will be scheduled for the next business day. SAFEbuilt conducts Inspections between during regular business hours, Monday through Friday, between 9:00 a.m. and 4:00 p.m.
- p. The AHJ cannot close the Building Permit until the Conveyance has received a Certificate of Operation. The Conveyance Owner or Conveyance Contractor schedules the inspection for a new conveyance through [CommunityCore](#). Inspections scheduled before 3:00 p.m. the business day before will occur the next business day.
- q. Reference the Black Hawk Approved Fee Schedule for all fees.

2. Step 2 - Submittal Instructions for Conveyance Permit (Conveyance Unit):

- a. Required documentation: permit application, conveyance information (manufacturer packet), the approved OPS Conveyance Registration Notice and stamped plans by a State of Colorado Design Professional.
- b. Colorado Revised Statue (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications are exempted by Section 12-120-401 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall be designated and bear the seal and signature of the architect or engineer for that sub-discipline. Electronic stamps are acceptable.
- c. Plan set is collated (not individual files of each discipline).
- d. Plan set is Bluebeam ready.
- e. Plan set is unlocked with hyperlinks ready for review.
- f. The AHJ Inspector reviews conveyance application submittals through [CommunityCore](#).
- g. A **New Installation** plan review cannot exceed **30 business days**.
- h. All Conveyance Contractors must hold a State of Colorado Conveyance Contractor License. Licenses are checked before permit issuance. A list of OPS licensed

contractors can be found on the OPS website:
https://ops.colorado.gov/sites/ops/files/2021-07/licensed_contractors-website_19july2021_1.pdf

- i. The Conveyance Owner or Conveyance Contractor schedules the inspection for a new conveyance through [CommunityCore](#). There is a 48-business hour lead time required. See detailed instructions for inspections: SOP_AHJ Conveyance Inspections.
- j. Reference the Black Hawk Approved Fee Schedule for all fees.

C. Existing Conveyance Alteration Permits:

A. Alteration submittals include a permit application, product information, and stamped plans by a State of Colorado Design Professional if required.

1. Colorado Revised Statute (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications are exempted by Section 12-120-401 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall be designated and bear the seal and signature of the architect or engineer for that sub-discipline. Electronic stamps are acceptable.
2. Plan set is collated (not individual files of each discipline).
3. Plan set is Bluebeam ready.
4. Plan set is unlocked with hyperlinks ready for review.

B. The AHJ Inspector reviews conveyance permits.

1. A **Minor Alteration** plan review
 - a. Cannot exceed **12 business days**.
 - b. Minor Alterations include cab finishes, valve work, power unit install, door operator replacement, **re-rope**/brake suspension, escalator handrails. Submittal requirements include a conveyance alteration permit and manufacture specifications.
 - **Escalator handrails:** On the handrail spec sheet – the design professional adds the business address, conveyance number, and right or left distinction to the spec sheet.
 - **Roped Elevators:** On the roped spec sheet – the design professional adds the business address, conveyance number, and what type of shackles will be used.
2. A **Major Alteration** plan review
 - a. Cannot exceed **30 business days**.
 - b. Major Alterations include controller, signal fixtures, rotating equipment, drive (multiple components), fire alarm, fire recall.

B. There is a 48-business hour lead time required. See detailed instructions for inspection: SOP_AHJ Conveyance Inspections.

C. Fees: Reference the Black Hawk Approved Fee Schedule for all fees.

D. AMMR Request: The AHJ does not consider Alternate Materials and Methods (AMMR) Requests.

Related Documents:

Conveyance / SOP_AHJ Conveyance Contractor Registration

Conveyance / SOP_AHJ Conveyance Inspections

References:

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

Quality Records

Title	Location Kept	Duration Kept	Disposal Method
Approved Fee Schedule			