



# TEXAS DEPARTMENT OF LICENSING AND REGULATION

Licensing Division

P.O. Box 12157 - Austin, Texas 78711-2157 - (512) 463-6599 - (800) 803-9202 - fax (512) 475-2871

[www.license.state.tx.us](http://www.license.state.tx.us)

## NOTICE OF INSPECTION DUE

DEBRA ADAMS  
CHEZ CARLTON WEDDING HALL  
15833 OLD CONROE RD  
CONROE TX 77384-3486

Letter Date: 04/24/2012

**Equipment Location:**

DEBRA ADAMS  
CHEZ CARLTON WEDDING HALL  
15833 OLD CONROE MAGNOLIA RD  
CONROE TX 77384

Equipment Decal #: 23397

Date of Last Inspection: 06/23/2011

Date Inspection Due: 06/23/2012

The elevator, escalator, or related equipment with the decal number referenced above must be inspected no later than **06/23/2012**.

The information below will guide you in scheduling your inspection.

**1. How do I schedule an Inspection?**

Contact your elevator maintenance contractor, or go online at <http://www.license.state.tx.us/LicenseSearch> to find an Elevator Inspector registered with the Texas Department of Licensing and Regulation (TDLR).

**2. When do I get a copy of the Inspection Report?**

Your Inspector is suppose to give it to you not later than 10 days after the inspection is completed. Post a copy of it with the equipment until you receive your Certificate of Compliance.

**3. Who is responsible for mailing the Inspection Report with Filing Fees to TDLR?**

The building owner is responsible for filing the report and submitting fees to TDLR - the owner or owner's agent must:

- **Review** - the Inspection Report to ensure that all contact information is complete and correct.
- **Sign** - the Inspection Report at the bottom with the current date.
- **Mail** - the Inspection Report with Filing Fee (\$20 per piece of equipment) not later than 60 days after the date of the inspection.
- **Display** - the Certificate of Compliance you receive from TDLR after filing your Report.

**IMPORTANT:** Late fees will accrue if reports are filed 90 or more days after the inspection date.

**4. What if the information on my Inspection Report is incomplete or wrong?**

Contact your Elevator Inspector to complete or make any corrections to the Inspection Report - then file the corrected report and fees with TDLR.

If you need further assistance or have any questions, please contact our friendly Customer Service staff at 800-803-9202 or email us at [CS.Elevators.Escalators@license.state.tx.us](mailto:CS.Elevators.Escalators@license.state.tx.us).