



# TEXAS DEPARTMENT OF LICENSING AND REGULATION

Licensing Division

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## NOTICE OF INSPECTION DUE

**BEN MEDINA**  
**RIO HONDO CITY HALL**  
**PO BOX 389**  
**RIO HONDO TX 78583-0389**

Letter Date: 07/21/2014

**Equipment Location:**

**CITY OF RIO HONDO**  
**RIO HONDO CITY HALL**  
**121 NORTH ARROYO BOULEVARD**  
**RIO HONDO TX 78583**

**Equipment Decal #: 31037**  
**Date of Last Inspection: 09/18/2013**  
**Date Inspection Due: 09/18/2014**

The elevator, escalator, or related equipment with the decal number referenced above must be inspected no later than 09/18/2014.

The information below will guide you in scheduling your inspection.

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

Contact your elevator inspector to schedule an inspection. You may go online at [www.tdlr.texas.gov/LicenseSearch](http://www.tdlr.texas.gov/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 has five days from the inspection date to provide you with a copy of the report.

**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 completed 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 30 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 more than 60 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@tdlr.texas.gov](mailto:cs.elevators.escalators@tdlr.texas.gov)