

Instructions for Obtaining an Elevator/Escalator Certificate of Compliance

A certificate of compliance verifies that an elevator, escalator, or related equipment has been inspected and meets all applicable safety requirements. This certificate must be current and posted in a publicly visible area of the building.

Step 1: Hire a Registered Elevator Inspector

The Texas Health and Safety Code, Chapter 754, requires building owners to have all elevators, escalators, and related equipment inspected annually by a registered elevator inspector. You can locate a licensed inspector in your area using the following link:

https://www.tdlr.texas.gov/Elevator_SearchApp/Inspector/Search.

Step 2: Schedule and Complete the Inspection

Coordinate with the inspector to conduct the inspection of the equipment.

Step 3: Address Any Violations (If Applicable)

All violations must be properly addressed before a Certificate of Compliance can be issued. If violations are identified during the inspection, the owner must submit one of the following:

- A statement on company letter confirming that all violations have been corrected must be submitted for each piece of equipment inspected. The letter should include the ELBI number, decal number(s), list of violation(s) corrected, date violation(s) were corrected, and the contact information for both the building owner and contractor, along with the building owner's signature.
- A statement on company letter stating that all cited violations are under contract for correction must be submitted for each piece of equipment inspected. The letter should include the ELBI number, decal number(s), list of violation(s) corrected, date violation(s) were corrected, and the contact information for both the building owner and contractor, along with the building owner's signature.
- Application for Elevator or Escalator Delay or Waiver - <https://www.tdlr.texas.gov/elevator/forms/ELE205N-Elevator-or-Escalator-Delay-or-Waiver.pdf>

Step 4: Submit Required Documentation

Within **30 days of the inspection date**, the building owner must submit the following to the department:

- Completed inspection report;
- Applicable supporting documentation (if violations were cited); and
- Required fees (**\$20 each piece of equipment that was inspected; \$50 for the Waiver or Delay**). Fees must be made payable by check or money order to the Texas Department of Licensing and Regulation.

*****Failure to timely submit all required documentation could result in penalties of up to \$5,000 per day for each violation. *****

Step 5: Department Review

The department will review the submitted inspection report and supporting documentation to ensure:

- Compliance with Texas laws, rules, and adopted safety codes
- All violations have been appropriately addressed

Step 6: Issuance of Certificate of Compliance

Once the submission is reviewed and approved, a certificate of compliance will be issued and must be posted in publicly visible area in the building. The certificates are valid for **one year** from the inspection date.

Important Notes:

- It is the owner's responsibility to ensure inspections are completed on time each year.
- Schedule inspections in advance to avoid lapses in compliance.
- Maintain regular service and maintenance contracts to reduce violations.
- Keep copies of all inspection reports and documentation for your records.
- Operating equipment without a valid certificate may result in penalties or an enforcement action.
- If an inspection report is filed 60 days after the date of inspection, each piece of equipment will be assessed a late fee of \$10 for each 30 day period the form is late.
- If any violation is marked as a "REPEAT VIOLATION", it must **immediately** be corrected, and the corrections must be verified by the inspector. The inspector must submit to TDLR written verification that the corrections were made before a certificate of compliance is issued.

Mail all required documents and fees to:

Texas Department of Licensing and Regulation,
P.O. Box 12157
Austin, TX 78711

For questions or assistance, please contact the Elevator/Escalator Safety Program at elevator@tdlr.texas.gov

