



OBTAINING A TEMPORARY OPERATING CERTIFICATE

A temporary operating certificate may be obtained prior to operation during construction or in some cases under certain conditions approved by the Deputy Chief for a Major Alterations in an occupied building. After a new elevator installation is inspected and approved in accordance with ASME A17.1, Section 5.10 code requirements for construction use, a temporary operating certificate is required. Violations should not be included on a temporary inspection report.

1. The inspector shall notify the Elevator Safety Unit at (573) 751-2263 or by email for approval of temporary operation before an inspection is made. Temporary use Inspections entered without the approval of the division will initiate a suspension of your inspector's license. Temporary operating certificates are issued for a maximum of 30 days. The fee for a Temporary Operating Certificate is \$75 per 30-day period. Certificates may be renewed twice for a maximum of 90 days. After 90 days approval of a new Temporary Operating Certificate will be required, and new temporary use inspection is required.

2. Payments may be made on-line at:

<https://mo-dfs-equipinspect.azurewebsites.net/Payment>

Forward copies of all documentation to:

Email to: robert.dawes@dfs.dps.mo.gov

3. Upon receipt of the fees the temporary operating certificate will be issued. Include an email address if you would like to receive a copy of the certificate.

4. A permanent State Operating Certificate will only be issued after a final acceptance inspection is conducted confirming the unit is in full compliance.