When is a temporary operating certificate required?

A temporary operating certificate must be obtained prior to operation during construction. After a new elevator installation is inspected and approved in accordance with ASME A17.1, Part 19 Code requirements for construction use, a temporary operating certificate is required.

1. The inspector or general contractor shall notify the Elevator Safety Unit at (573) 751-2263 when approval for temporary operation is received. Temporary operating certificates are issued for a minimum of 30 days. The fee for a Temporary Operating Certificate is $75 per 30-day period. Certificates can be renewed twice for a maximum of 90 days.

2. Submit a copy of the inspection report along with check or money order:

   **Mail to:** Elevator Safety Unit, PO Box 844, Jefferson City MO 65102.
   **Overnight to:** 205 Jefferson Street, Suite 1315, Jefferson City, MO 65101.
   **FAX report and cover letter to:** (573) 526-5971. FAX should include a copy of the check or money order and date when fees will be mailed.
   **Make checks/money orders payable to:** MO Division of Fire Safety.

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

4. A permanent State Operating Certificate will only be issued after a re-inspection is conducted confirming the unit is in compliance.
# Application/Inspection Form

**Missouri Division of Fire Safety**
**Elevator Safety Unit**

**P.O. Box 844**
**Jefferson City, MO 65102**

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**Application/Inspection**

- **Date State ID**
- **Temporary Operating Permit**
- **Variance**

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**Owner Name** | **Owner Address** | **Owner City, State, Zip**
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**Billing Name (If Different From Owner)** | **Billing Address** | **Billing City, State, Zip**
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**Location Name** | **Location Address** | **Location City, State, Zip**
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**Activity**

- New Installation
- Alteration
- Major Alteration
- Initial Inspection
- Annual Inspection
- Temporary Certificate Inspect
- Reinspection
- Special
- Other

**Type of Equipment**

- Passenger-Traction
- Passenger-Hydraulic
- Passenger-Roped Hydraulic
- Freight-Traction
- Freight-Hydraulic
- Freight-Roped Hydraulic
- Dumbwaiter
- Escalator
- Manlift
- Stairway Lift
- Material Lift
- Moving Sidewalk
- Other

**Building Usage**

- Office
- Govt Building
- Hospital/Institutional
- Church/Religious
- Commercial/Industrial
- Retail
- Educational
- Parking Garage
- Multi/Family Residence
- Other

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**Manufacturer** | **Serial Number** | **Capacity** | **Speed**
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**Number of Landings** | **No. of Openings (Front/Rear)** | **Specific Location in Building or ID** | **Date of 5-Year Test**
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**Description of Violation or Variance:** (If Applicable)

**Compliance Date**

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**Written Response Required When Compliance Is Completed**

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**Fee Schedule**

- **Annual Certificate Fee ($20.00):**
- **State Inspection Fee ($125.00):**
- **Temporary Operating Fee (30 Days - $75.00):**
- **Plan Review Fee ($150.00 Plus $25.00 Per Opening):**

**Total:**

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**Permit Issued** | **Permit No.** | **Issue Date** | **Expiration Date** | **Test Date**
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**Certificate Issued** | **Certificate Date** | **Issue Date** | **Expiration Date** | **Test Date**
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**Signature of Contact Person at Location**

**Inspection Signature**

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**Printed Name and Title of Contact Person at Location**

**Inspector Id**

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**ELEV_APPINSF FORM.P65**