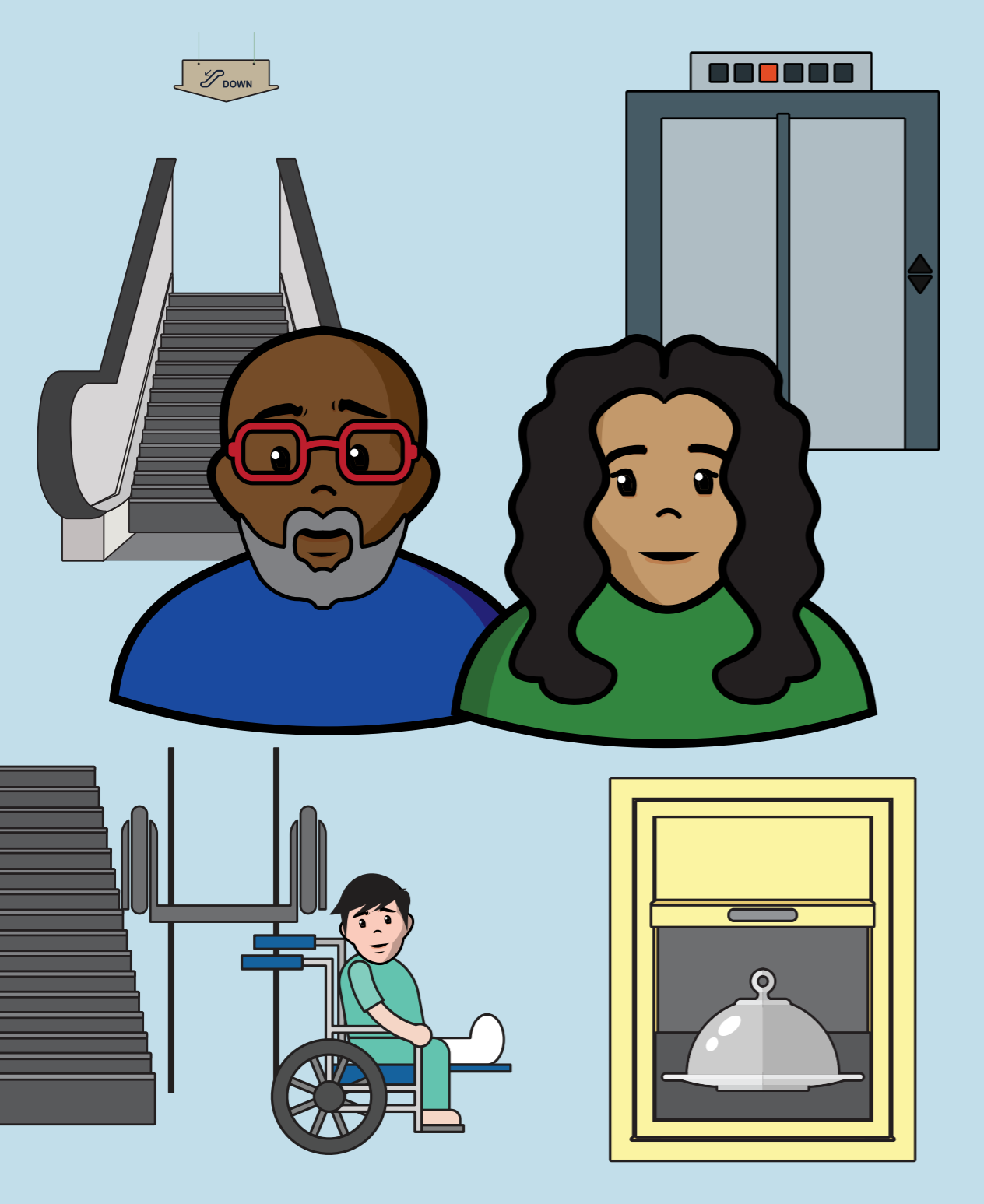


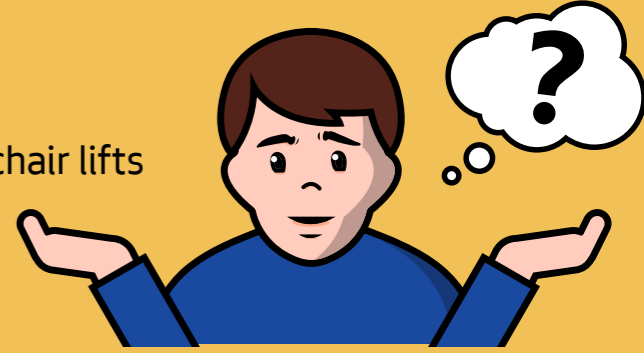
# City of Seattle Conveyance Program FAQs



The mission of the Conveyance/Elevator program is to provide inspection services that ensure the safety of the public and those working on that equipment.

## What types of conveyances do we inspect annually?

- Elevators
  - Electric, traction, and hydraulic (including roped hydraulic)
  - Limited use limited application elevators (LULAs)
- Escalators
- Moving walks
- Inclined stair chairs, inclined and vertical wheelchair lifts
- Inclined vertical platform lifts
- Dumbwaiters, material lifts
- We do not perform annual inspections on any conveyance in a private residence

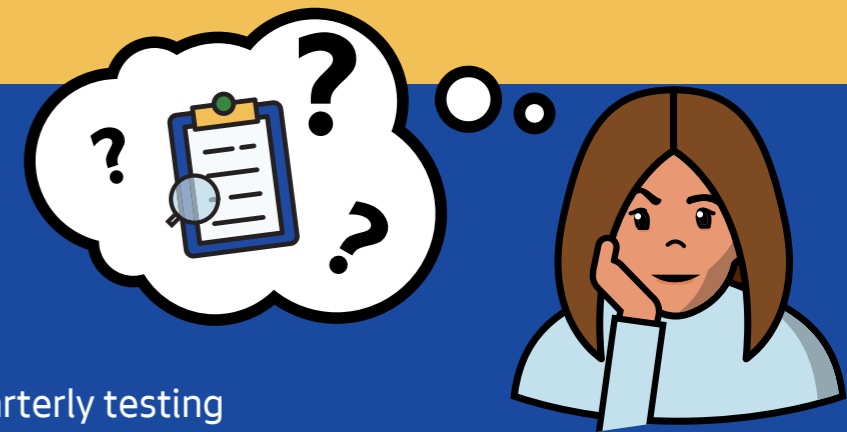


## Who can work on a conveyance?

Only contractors and companies that have an elevator license are allowed to do any work on a conveyance, including constructing, altering, replacing, maintaining, or removing a conveyance. You can find information about elevator license requirements in chapter 70.87 RCW and chapter 296-96 WAC.

## What are the responsibilities of the building owners and managers?

- Verify that all testing and maintenance is up to date and documented in the Maintenance Control Program (MCP), located in the machine or control room, including:
  - Quarterly tests of the firefighters' emergency operation of the Phase 1 and Phase 2 key switch (quarterly testing can be performed by qualified trained personnel).
  - Annual category 1 testing. Fire alarm initiating devices (FAID), which may include smoke and heat detectors, shunt trips, etc. and all other related elevator testing.
  - Category 5 testing every 5 years.
- Keep all machine and control rooms free from equipment or materials not related to the elevator. Do not use machine and control rooms for storage.
- Complete and return the annual inspection code correction reports with testing results to the City of Seattle, within the time specified by the inspector.
  - Responding in a timely manner is critical to ensure your conveyances remain compliant.
  - Conveyances out of compliance are subject to removal from service by SDCI.
- Know your building site and conveyance numbers (EQP-SI-##### and EQP-CY-#####).
- Maintain required keys in the elevator lobby key box. Call your inspector if you have questions on key box requirements.
- Verify that your record contact information is correct so you will receive our fees and certificates notifications. Contact us if you need to make changes.
- Pay all inspection fees.
- Post valid certificates for your conveyance. It is illegal to operate conveyances without a valid certificate.



**NOTE:** SDCI performs annual inspections for all commercial elevators, escalators, stair chairs, lifts, and dumbwaiters. SDCI inspectors will conduct the inspections during normal working hours.

### What should I do if there is an accident involving my conveyance?

The building owner or building management must immediately notify the district inspector if there is an accident involving a conveyance that results in an injury.

### How do I contact my district inspector?

You can find your district inspector contact information on the Elevator & Escalator Inspections webpage at [www.seattle.gov/sdci/inspections/elevator-and-escalator-inspections](http://www.seattle.gov/sdci/inspections/elevator-and-escalator-inspections).

### How do I update my contact information?

If your contact information has changed, please send the updated information to [SCI\\_Elevator@seattle.gov](mailto:SCI_Elevator@seattle.gov). Contact information that should always be kept up to date includes the building contact, billing address and contact, phone number, and email.

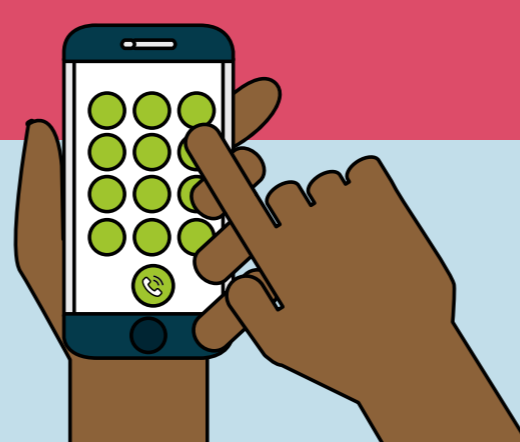
### How do I pay for my annual conveyance permit certificate?

You can pay your fee online at the Seattle Services Portal at <https://cosaccela.seattle.gov/>. If you have not paid your fee within two weeks of the inspection, SDCI will mail you an invoice.

### How do I get my Certificate of Inspection?

After the inspector completes the inspection for your conveyance, you will receive a notification to pay your fees. If you need to make corrections, we will send you a correction letter. You must make all required corrections in a timely manner and provide a response letter documenting those corrections. After you have paid your fees and responded to corrections, we will issue your certificate and email you an access link.

**Still have questions?** [SCI\\_Elevator@seattle.gov](mailto:SCI_Elevator@seattle.gov)  
(206) 615-1796



**Seattle** Department of  
Construction & Inspections

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