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|  | **Commonwealth of Massachusetts**  *Cashier's Transaction Number*  *Cashier's Transaction Number*  **Division of Occupational Licensure**  *Cashier's Transaction Number*  *Cashier's Transaction Number*  **Office of Public Safety and Inspections**  **APPLICATION FOR ELEVATOR ANNUAL/BIENNIAL INSPECTION**  **& OVERTIME FIREFIGHTER SERVICE**  **Send to Office of Public Safety and Inspections, Elevator Division, One Federal Street,**  **Suite 600, Boston, MA 02110-2012** |

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| **Location name** | **Location street address** | | | **City, State, Zip** | |
| **Owner name** | **Owner street address** | | | **City, State, Zip** | |
| **Owner email** | | | **Owner phone number** | | |
| **Elevator company** | | **Elevator company registration number** | | | **Elevator company email** |

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| **State ID number** | **Annual inspection fee varies based on the date the complete application is received by our office** | **Optional Overtime Fee** | | **Check**  **number** | **Receipt #**  OPSI use | **Total fee** |
| **Annual Overtime**  **$400** | **Fire Service Overtime**  **$400** |
| **90 to 120 days prior to expiration: $200**  **60 to 89 days prior to expiration: $600**  **Less than 59 days prior to expiration: $800** |
|  | **Make Fee payable to**  **“Commonwealth of Massachusetts”** |  |  |  |  |  |

**Annual inspection fee varies based on the number of days that we receive your application prior to the certificate expiration. Please allow adequate time for mail delivery, or to ensure a timely application we strongly recommend that you apply on line through our (IPS) Inspection and Permitting System Customer Portal. https://massdpsportal.secure.force.com**

**The elevator listed above will be scheduled for inspection by the Office of Public Safety and Inspections. I understand that the elevator to be inspected should be pre-inspected and made ready for the state safety inspection. Unsafe elevators will be shut down pending repair and reinspection. Elevators inspected and found in non-compliance will be issued a Notice of Violation and a 90-day temporary certificate. Elevators issued a 90-day temporary certificate for violations which require a reinspection will be reinspected 90 days from the annual test date, unless an extension is granted. Failure to be ready for, or failure to pass the 90-day reinspection will result in the elevator being shut down. Elevators issued a 90-day temporary certificate for violations which do not require reinspection will be certified upon receipt by of an Elevator Work Order Notice of Completion attesting that the repairs have been completed. The repairs must be completed, and attestation must be received by our office within 90 days. Failure to submit the Notice of Completion within 90 days will result in the elevator being shut down. If the elevator is shut down the owner must apply for a placard removal inspection. The elevator will remain shut down until it is reinspected and certified as safe.**

**Please make sure that your application is accurate and complete. Application is not considered complete until full payment is received. Incomplete applications will be returned to sender. OPSI is not responsible for verifying State ID numbers.**

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**Signature of applicant Print name of applicant legibly**

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**Email of applicant Date**

**Note: Application fee is submitted for the unit on behalf of unit owner. OPSI will not issue a refund if there is loss of contract with the service company. You must submit one application and one check for each elevator. Certificates and work orders will be emailed to the owner of record and applicant email listed above.**