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|  | **Commonwealth of Massachusetts**  **Division of Occupational Licensure**  **Office of Public Safety and Inspections**  **PETITION FOR VARIANCE/APPEAL/INTERPRETATION**  **Send to Board of Elevator Regulations, Office of Public Safety and Inspections,**  **Elevator Division, One Federal Street, Suite 600, Boston, MA 02110-2012** |

***To ensure a timely application we strongly recommend that you complete this petition and submit the filing fee through our IPS online portal. If you submit a petition online through IPS you must mail the 8 copies of documentation as outlined below to the above address. All petitions mailed to the office must be complete and include a $50 filing fee, payable to “Commonwealth of Massachusetts”. Incomplete or illegible petitions will be returned.***

**Elevator address:**

**Elevator State ID number:**

**Owner name:**

**Owner address:**

**Owner e-mail:**       **Owner phone number:**

**Please mark the appropriate box indicating the requested action to be considered by the Board of Elevator Regulations:**

|  |  |
| --- | --- |
| **Variance (do not check if this is an appeal)** | **Interpretation of 524 CMR** |
| **APPEAL from Inspector’s Report  \*** | **FOR APPEALS ONLY Date of Inspectors report:**       \* |

\***Appeals filed pursuant to MGL c 143, § 70 (a) MUST be filed within 10 days of receipt of inspector’s report making an order or interpretation. Appeals not filed within this timeframe shall not be accepted.**

**Has the elevator been the subject of an appeal by this or any other appeals board prior to this filing?**

***No***    ***Yes***  ***If yes*,** **please indicate the date of the previous appeal, the code section that was at issue, and the specifics of the decision (*i.e.*, variance was granted/not granted).**

**You must submit 8 copies of all documentation related to this petition with this application, if you submit through the IPS Customer Portal, please mail 8 copies to address above. These documents should include photos, paperwork, architectural plans and Inspector’s Report. All submissions must be 8 ½” x 11” with the exception of architectural plans which may be 11” x 17”. Petitioner must provide full size architectural plans at the hearing for the Board’s review, if applicable. The Board reserves the right to continue proceedings if the matter warrants extensive review.**

***PLEASE CITE ALL APPLICABLE CODE SECTIONS FROM WHICH YOU SEEK A VARIANCE, APPEAL FROM INSPECTOR’S REPORT, OR INTERPRETATION OF 524 CMR.* Additional information may be attached if space is not sufficient.**

**Petitioner’s name:**

**Petitioner’s address:**

**Petitioner e-mail:**       **Petitioner phone number:**

**I certify under pains and penalties of perjury that the information contained in this petition and accompanying documents is true and correct, to the best of my knowledge.**

**Petitioner’s signature:**