JOE LOMBARDO
Governor

DR. KRISTOPHER SANCHEZ
Director

ADAM TETI
Administrator

PAUL MEFFORD
Chief Administrative Officer

DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS
MECHANICAL COMPLIANCE SECTION

Conveyance Plan Review Submittal Checklist

In addition to the required permit request form, contractor's license, scope of work, maintenance control program, and a complete and final set of layout drawings, the following items must be included when submitting an application for permit.

WHAT TO SUBMIT

New Conveyance Installations and Alterations (including LU/LA, dumbwaiters/material lifts)

☐ Cylinder
- Specifications and job specific layout drawings showing cylinder, pit equipment, run-by and rise.

☐ Overspeed Valve
- Specifications.
- Show location of valve on layout drawings.

☐ Tank, Pump, Oil Line & Muffler
- Specifications.
- Machine room layout showing location of new and existing equipment and door swing.

☐ Fixtures (Hall, Car Operating Panel, etc.)
- Specifications.
- Layouts showing actual fixtures and locations.

☐ Door Package and Equipment
- Specifications including door restrictor information.

☐ Documentation stating that materials for car enclosure, enclosure linings, and floor coverings (other than metal or glass) conform to the following:

- ASTM E 84, ANSI/UL 723, NFPA 252 for car enclosure and the enclosure lining with a flame spread rating of 0 to 75, and smoke development of 0 to 450.
- ASTM E 648 with a critical radiant flux of not less than 0.45 W/cm2 for floor covering and underlayment.

For Escalators and Moving Walks

- An elevation view showing all applicable dimensions.
- Whether escalators are to be installed indoors or outdoors.

For Vertical Platform Lifts

- A plan of the platform enclosure and runway including all inside platform dimensions and clearances.
- A section through the runway, pit, and platform showing all dimensions and clearances.
- Landings indicating types of runway doors or gates. Where manual doors or gates are provided, plans showing the clearances at manual doors or gates.

For Inclined Platform Lifts and Stairway Chair Lifts

- A plan of the lift shown in its unfolded operational position at each landing and on the stairway with egress past the lift dimensioned.
- A section through the stairway or runway showing clearances to steps and overhead with the lift in its unfolded, usable position.
- A calculation of egress width past the lift meeting the building code, prepared by a licensed architect or engineer.
- Photograph or drawing of the place of installation.

For installations of multiple conveyances where more than one driving machine disconnecting means is supplied by a single feeder

- Statement from the project electrical designer confirming that the overcurrent protective devices in each disconnecting means are selectively coordinated with any other supply side (upstream) overcurrent protective devices as required by NEC 620.62.

The Mechanical Compliance Section may request additional documentation as deemed necessary.