

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Temporary Use Permit: Elevator Use During Construction Phase

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This Tip will help elevator companies and general contractors complete the terms required to secure a temporary use permit. All elevator companies and general contractors must have a temporary use permit to operate elevators while performing work in the City of Seattle. This Tip lists the items that must be completed prior to inspection and approval.

To apply for a elevator temporary use permit, you need to submit an application through the Seattle Services Portal at <https://cosaccela.seattle.gov/Portal/welcome.aspx>. It usually takes a couple of days for us to issue your permit. Once you have your permit, the licensed elevator contractor should schedule an inspection to get approval to temporarily operate the elevator. Contact the inspector responsible for the district noted on your permit to schedule an inspection or if you have questions.

It will take the SDCI elevator inspector 4-8 hours to conduct the required testing. The mechanic in charge must be on site during the testing. Be sure to pretest your elevator before your scheduled inspection to increase your chances of passing all tests.

Machine Room Requirements:

- A fully-enclosed elevator machine and/or controller room.
- A lockable machine room door. **NOTE: This room is to remain locked at all times.**
- Coordinate with the sprinkler, electrical, or other contractors who may require room access.
- Permanent lighting and GFI outlet power available in the machine room.
- Lockable main line disconnects certified by electrical inspectors.
- Approved fire extinguisher permanently mounted and located per code.

Hoistway Requirements:

- Hoistways shall be fully enclosed, maintain required fire rating, and have no other penetrations
- Hoistway permanent door entrances in place
- Remaining hoistways in the group must be separated from the running car by approved screening in accordance with the "Field Employee's Handbook" or, in special circumstances, as specified by the elevator inspector
- Pit light, ladder, and stop switch must be installed and operable
- All safety circuits such as stop switches, limit switches, door locks, buffer switches, comp sheave switches, tall sheave switches, normal terminal stopping devices, emergency terminal stopping devices, and hoist cable/belt monitors



- Car door or gate installed and operable
- All required safety circuits and switches operable, stop switch, door or gate switch, and escape hatch switch
- Car-top inspection station and lighting fully operable
- Car-top handrails installed as required
- Protected cab lighting in place - minimum of two bulbs that meet the code
- Permanent, locked escape hatch and safety switch that open only from the outside
- All temporary in cab protective materials shall be fire-rated and approved for use in elevator cars
- Approved communication system

Elevator Lobby Requirements:

- Permanent or temporary lighting at all elevator entrances. NOTE: Power cords for temporary lighting shall be hard-wired to a GFI power source. (No plug-in cords allowed.)
- Where the finished lobby floor is not in place, a tapered ramp shall be installed at each hoistway door sill to eliminate trip hazards and protect the sill from damage.
- Hall calls operable on attendant operation or an approved call system in place.

Test and Operational Requirements:

- Full acceptance safety tests completed
- Maintenance Control Program in place

Fire Service Requirements:

- Phase I and Phase II fire service operable
- Locked fireman's key box with machine room key, fire service keys, and drop key

NOTE: This list is not intended to be all inclusive and additional items may be required.

Access to Information

Links to electronic versions of SDCI **Tips, codes, and forms** are available on the "Tools & Resources" page of our website at www.seattle.gov/sdci. Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.