


CITY AND COUNTY OF DENVER		POLICY	DENVER FIRE DEPARTMENT
Subject:	ANNUAL CONVEYANCE OPERATIONAL PERMIT		
Reference:	IFCA 104.1 and Section 919.5		
Approved:			Manuel Almaguer Division Chief, Fire Prevention Division
Number:	919.5	Effective Date: January 1, 2018	Page 1 of 3

This policy is meant to provide basic information for the most common conditions and situations. In any given occupancy, many other Fire Code requirements may be enforced. Questions can be addressed by contacting the Fire Prevention Division between 7:00 a.m. and 4:00 p.m. Monday thru Friday at 720-913-3474. Walk-in hours are 7:00 a.m. to 9:30 a.m. ONLY, Monday - Friday, at 745 W. Colfax Ave.

**I. General Information**

This policy outlines the requirements for issuance of an Annual Conveyance Operational Permit as described herein. No conveyance shall operate within the City and County of Denver without a valid, current Annual Conveyance Operational Permit on file with the Fire Department.

**Exceptions:** Wheelchair lifts, conveyances not intended to transport passengers, and existing passenger elevators that are being used to transport construction personnel during the construction of renovation of a building that have been issued a current Construction Use Certificate of Operation from DFD.

Requirements of DFD Policy 105-1 “Submittal of Conveyance Installation/Alteration Plans”, shall apply for shop drawing plan submittal for issuance of permits for the following:

- A. Any work encompassing a scope of work as described under Colorado Code of Regulations, 7 CCR 1101-8 or ASME A17.1 as described therein.
- B. An alteration permit must be obtained from DFD prior to removing from service, decommissioning, making dormant or dismantling of any conveyance.

**II. Procedure**

- A. A “Conveyance Operational Permit” shall be obtained each year by **all** building owners/managers for each conveyance located at their facility. An application requesting Conveyance Operational Permit(s) shall be provided to the Fire Department. Multiple conveyances within a facility may be submitted in a common application for convenience. The individual cost per conveyance remains the same as described in the fee schedule below. Applications shall provide the building address, building owner/management, Applicable fees shall accompany

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each application. Applications shall be submitted annually, **not later than the expiration date of the Certificate of Operation**, to:

**Denver Fire Department  
Conveyance Program Manager  
745 W Colfax Ave  
Denver CO 80204**

**B.** Approved annual inspection and test forms, as well as a current Conveyance Operational Permit, must be on file with the Fire Department prior to issuance of the conveyance Certificate of Operation.

**C.** A log of all work on each conveyance shall be maintained on site for DFD inspection during normal business hours. Fire Department review of logs shall occur on an annual and random basis. Log content shall be as described in Section 8.6.1.4 of the 2013 edition of ASME A17.1. Logs shall be in hard copy, printed format, maintained in a loose-leaf binder on site. Alternatively, logs may be provided in a complying electronic format approved by the fire department. All log sheets shall bear the following statement at the header or footer:

***“All work on conveyances during this period has been conducted in accordance with the applicable codes and standards and/or Maintenance Control Plan.”***

**D.** Conveyance Contractors shall ensure that a Conveyance Operational Permit and a current Certificate of Operation have been issued for the conveyance prior to performing maintenance or repairs.

### **III. Enforcement**

Penalties for operation of a conveyance without a current Annual Conveyance Operational Permit and/or Certificate of Operation shall be one or more of the following:

For existing conveyances, **applications received after the expiration date of the Certificate of Operation**, building owners will be required to pay twice the associated permit fee, issuance of an “Order to Comply,” and placement of conveyance(s) “Out of Service” until the Operational Permit and/or Certificate of Operation is obtained. Failure to comply with any issued Order to Comply shall result in penalties as prescribed in Section 1-13(a) of the Denver Revised Municipal Code.

Conveyance Contractors found complicit in the operation of conveyances without the proper Conveyance Operational Permit and or/Certificate of Operation are subject to

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revocation of any license(s) issued by the Department as well as other penalties above.

#### **IV. Fee Schedule**

Conveyance Operational Permit: \$300 per conveyance (includes fee for Annual Certificate of Operation)

For applications received after the **expiration date of the Certificate of Operation**, \$600.00 per conveyance

Appeals shall be made under provisions of IFCA Section 108.

Permit fees are non-refundable and due upon application. Payment shall be made to, "**Denver Manager of Finance**".

Fees are subject to annual review by the department. DFD shall notify conveyance owners and conveyance contractors of any fee adjustment 180 days prior to the effective date of any fee change. Fee changes shall not exceed 3% in any calendar year.

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