



GOVERNMENT OF BERMUDA

Ministry of Home Affairs

**Department of Planning**

## **A Guide to Annual Conveying Device Inspections and Permitting**

Conveying devices which are located in any Building, except single family private dwellings, are required to be inspected and permitted by the Department of Planning each year. The following document outlines the procedures and aims to answer frequently asked questions for the permitting of such equipment.

### **What is the overarching legislation for conveying devices?**

Elevators and other conveying devices, which include freight, construction and passenger elevators, escalators, moving walkways, baggage handling equipment, jet bridges, chair and platform lifts, dumbwaiters and amusement devices, are administered under the [Building Authority Act 1962](#) and the [Building Authority \(Elevators and Lifts\) Regulations 1962](#).

### **What is required by Owners, Building Managers etc. in respect of these devices?**

- Paragraph 4 of those regulations states; *"No elevator, amusement device or portable lift, shall be operated without a permit"*.
- Paragraph 7 states; *"All permits shall be posted in the car of an elevator if applying to the elevator and in a conspicuous place if applying to a portable lift."*
- Paragraph 8 states; *"It shall be the duty of the occupier of the premises on which any elevator is situated and the duty of the owner of any portable lift to apply to the Building Authority for an inspection of such elevator or portable lift and for the renewal of an expired permit."*

### **What Fees are payable?**

Fees collectable for the provision of these mandatory inspections are levied under the [Government Fees Act 1965](#) and [Government Fees Amendment Regulations 2018](#). Head 11, Section 2 of the Regulations lists the fees for both the Permit renewal and non-compliance with the above elevator regulations. Fees can only be modified or waived with the approval of the Minister of Finance in certain extenuating circumstances or by an Act of the Legislature.

<b>Elevators &amp; Lifts Fees Payable as of 1 April 2018</b>			
Passenger/Freight Elevator or Escalator	\$615	Re-inspection of Works	\$310
Dumbwaiter, Chair or Platform Lift	\$370	Device operated without valid permit (fee in addition to annual license fee)	\$8000
Amusement Device	\$925		
Reissuing a Permit	\$185	Failure to display valid permit (per month)	\$150



## **What is required to reapply for a Permit?**

The owner, occupier or operator of a property with a conveying device is responsible to reapply annually for the permit. The following is required to be submitted:

1. [Elevator Licence Renewal Form](#)
2. The fee (including any non-compliance fees). Payment slips are available from the Department of Planning Front Desk and are payable at the Accountant General's window in the Government Administration Building.
3. A valid Building Fire Certificate (or proof of renewal) per the [Fire Safety Act 2014](#).

Notification of the inspection time and date will usually be received by email within a few days of submission for the device or devices.

## **Is anyone else required to be notified for the Inspection?**

It is generally requested that the Elevator and Fire Alarm Service Representatives attend the site to allow certain required tests to be conducted. The owner, occupier or operator is responsible for arranging and coordinating this and for any charges which may be levied as a result of their attendance. Non-attendance may result in the inspection being postponed and a re-inspection fee being charged. It is also advisable to alert building tenants of the potential for disruption of service during the inspection period.

## **What happens if an Elevator fails an Inspection?**

The inspector will provide a report, usually via email, to the owner indicating any deficiencies and the deadline for rectifying those deficiencies. The inspector may require a re-inspection fee to be paid (see fee schedule) prior to commencement of any re-inspection. If the Inspection reveals a deficiency which is of threat to Life Safety or contravenes the Building Code or permitting requirements, the elevator may be temporarily taken out of service until the deficiency is rectified. Such issues may include, but are not limited to:

1. No Building Fire Certificate;
2. Inoperable Smoke/Heat Sensors;
3. Inoperable Emergency Telephone;
4. Inoperable Emergency Light & Alarm;
5. Undocumented tests;
6. Flood Sensor or Sump Pump fault;
7. No permanent Oil Level Gauge for Hydraulic Elevator;
8. No Logbook in Machine Room;
9. Materials unrelated to Elevators stored in the Machine Room;
10. No Fire Extinguisher in the Machine Room;
11. Safety Light and GFCI Receptacle not working in the Pit;



12. Wiring or Cabling not related to the Elevator in Hoistway or Machine Room; and
13. Lapse of Permit or Operating a Conveying Device without a valid Permit. All Fees due, including those for non-compliance, shall be paid PRIOR to any inspections being arranged.

### **How is the Permit acquired?**

The permit will be emailed to the contact listed on the Renewal Form. It should be printed and displayed as required by the Regulations. Non-compliance fees may accrue on a monthly basis for displaying an out-of-date permit.

### **Is more information available?**

- a. General Information such as Guidance Notes, Application Forms, Mapping etc. is available on the [Department of Planning website](#).
- b. General enquiries may be made by calling 297-7755 or by [email](#).