



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER

Ralph T. Hudgens, Commissioner

2 Martin Luther King Jr., Dr., Suite 920, West Tower, Atlanta, GA 30334

Phone: 404-656-2064 ♦ Fax: 404-463-0769 ♦ E-mail: engineering@sfm.ga.gov



www.ocl.ga.gov

**APPLICATION FOR STATE OF GEORGIA CERTIFICATION FOR
AUTHORIZATION TO INSTALL, ALTER, REPAIR OR MAINTAIN ELEVATORS
AND WHEELCHAIR LIFTS NEW OR RENEWAL**

**SAFETY FIRE
SAFETY ENGINEERING**

**GID-293-SF MAR2016
(same as DOL-4261)**

New Application **Renewal** If Renewal: License Number _____

Company Information

Company Name				Expiration Date	
Street Address					
City			State		Zip
Phone Number			Fax Number		
E-mail Address					

Owner/Qualifier Information

Last Name			First Name			Middle Initial	
Street Address							
City			State		Zip		
Daytime Phone			Fax Number				
E-mail Address							

Signature

Date

For official use only:

Applicant:			
Check No.		Receipt:	

ATTACH THE FOLLOWING ITEMS

- Permit Fees: Check or Money Order must be made payable to the Office of Insurance and Safety Fire Commissioner-Engineering Section.**
- Three (3) sets of "Final Field Erection Layouts"**
[Two (2) sets will be reviewed for compliance with Code and returned. One (1) will be kept on file by the Department.]
- Self-addressed envelope-no postage required**
- Mail the above items to:**

IF REMITTING ROLLED & BOXED PLANS & DRAWINGS "WITH FEE"

**Office of Insurance and Safety Fire Commissioner, Fire Safety Division, Safety Engineering Section
2 Martin Luther King Jr., Dr., Suite 920, West Tower, Atlanta, GA 30334**

IF REMITTING FLAT PACKAGES & ALL OTHER EXCEPT ROLLED & BOXED PLANS, "WITH FEE" BY MAIL

**Office of Insurance and Safety Fire Commissioner, Fire Safety Division, Safety Engineering Section
P.O. Box 935467, Atlanta, GA 31193-5467**

IF REMITTING FLAT PACKAGES & ALL OTHER EXCEPT ROLLED & BOXED PLANS, "WITH FEE" BY COURIER

**Office of Insurance and Safety Fire Commissioner, Fire Safety Division, Safety Engineering Section
Lockbox # 935467
Wells Fargo Lockbox Services
3585 Atlanta Ave, Hapeville, GA 30354**

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	APPLICATION FOR STATE OF GEORGIA CERTIFICATION FOR AUTHORIZATION TO INSTALL, ALTER, REPAIR OR MAINTAIN ELEVATORS AND WHEELCHAIR LIFTS NEW OR RENEWAL	GID-293-SF MAR2016 (same as DOL-4261)

Company Name: _____

Certificate Number: _____

Expiration Date: _____

Class

Class I – Commercial Installation, Alteration, Repair and/or Maintenance

Class I –R (Restricted to: _____
Section 4 and 5.7 elevators, temporary construction elevator and material lifts or separately cab interiors and Phones; specify)

Class II – Restricted to Maintenance, Repairs & Alterations of Elevators and Installation of Wheelchair Lifts and Residential Elevators

Class III – Restricted to Installation, Maintenance and Repair of Residential Elevators and Wheelchair Lifts

Class III – R (Restricted to: _____
Residential platform lifts, and/or stairway chairlifts or both; specify)

Qualifier’s Qualifications (Attach)

- Citizenship Affidavits Form GID-276-EN (New Applicants Only)
- Certificate Fee Class I/I-R \$300, Class II - \$200, Class III/III-R \$100
- Documentation of Training
- General Liability Insurance (Including Product Liability) Minimum \$500,000.00 for Class III, and \$1,000,000 for Class I and Class II
- Documentation of Qualifications

Address To Remit By Mail:	Address To Remit By Courier:
Office Of Insurance And Safety Fire Commissioner Fire Safety Division – Safety Engineering P.O. Box 935467 Atlanta, GA 31193-5467	Office Of Insurance And Safety Fire Commissioner Fire Safety Division – Safety Engineering P.O. Box 935467 Wells Fargo Lockbox Services 3585 Atlanta Ave., Hapeville, GA 30354

The Certificate of Authorization may be suspended or withdrawn by the Chief Safety Engineer after investigation has established the owner failed to follow requirements. When the Certificate is suspended, withdrawn or cancelled, the owner forbids all rights to a refund.

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**PROCEDURES FOR REQUESTING CLASS I, II AND III CERTIFICATE OF AUTHORIZATION
TO INSTALL, MAINTAIN, REPAIR AND/OR ALTER ELEVATORS AND WHEELCHAIR LIFTS**

1. **Fees:**
 - Elevator Contractor (Class I): Any persons, firms, partnerships, corporations or companies wishing to engage in the business of installation, alteration, service, replacement or maintenance of elevators, dumbwaiters, escalators, moving walks, residential elevators, platform lifts, and/or stair chairs shall apply for Certification by the Office on a form provided by the Office. They shall receive Certification prior to permitting any work or engaging in any business activity.....\$300.00 Annually
 - Elevator Contractor (Class I-R): Any persons, firms, partnerships, corporations or companies wishing to engage in the business of installation, alteration, service, replacement or maintenance of ASME A17.1, Section 4 and 5.7 elevators, temporary construction elevator and material lifts or separately cab interiors and phones, shall apply for Certification by the Office on a form provided by the Office. They shall receive Certification prior to permitting any work or engaging in any business activity.....\$300.00 Annually
 - Elevator Contractor (Class II): Any persons, firms, partnerships, corporations or companies wishing to engage in the business of alteration, service, replacement or maintenance of elevators, dumbwaiters, escalators, moving walks, residential elevators, platform lifts, and/or stair chairs shall apply for Certification by the Office on a form provided by the Office. They shall receive Certification prior to permitting any work or engaging in any business activity.....\$200.00 Annually
 - Elevator Contractor (Class III): Any persons, firms, partnerships, corporations or companies wishing to engage in the business of installation, alteration, service, replacement or maintenance of dumbwaiters, residential elevators, platform lifts, and/or stair chairs shall apply for Certification by the Office on a form provided by the Office. They shall receive Certification prior to permitting any work or engaging in any business activity.....\$100.00 Annually
 - Elevator Contractor (Class III-R): Any persons, firms, partnerships, corporations or companies wishing to engage in the business of installation, alteration, service, replacement or maintenance of residential platform lifts, and/or stair chairs shall apply for Certification by the Office a form provided by the Office. They shall receive Certification prior to permitting any work or engaging in any business activity. \$100.00 Annually

2. **INSURANCE:** Each company must provide proof of general liability insurance, at least \$500,000.00 for Class III and \$1,000,000.00 for Class I & II.

NOTE: All documentation and fees must accompany the application for a Certificate of Authorization.



The company, when qualified, will receive a Certificate of Authorization to perform the activity qualified for. The Certificate of Authorization must be renewed each calendar year prior to expiration date. Companies who do not renew their Certificate of Authorization will be disqualified to perform any activity and the fee will be doubled when renewed. Companies who perform any of the activities without qualification will be subject to a \$5,000.00 fine.

DEFINITION: Elevators as used in these rules mean: elevators, escalators, dumbwaiters, manlifts, construction personnel lifts and/or moving walks.