

*Department of Community Affairs  
Office of State and Local Code Inspections  
Elevator Safety Unit  
Email: [elevatorsafetyunit@dca.nj.gov](mailto:elevatorsafetyunit@dca.nj.gov)*

**REQUEST FOR FINAL ACCEPTANCE INSPECTION**

Date: \_\_\_\_\_

Person & Elevator Company Requesting the Inspection: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Project Name (Work Site Location):**

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

**\*ESU Control Number:** \_\_\_\_\_  
(ESU Control Number on Technical Section: **IS NOT THE PERMIT NUMBER**)

**\*Local Municipality Elevator Permit Update Number:** \_\_\_\_\_  
*A COPY OF THE PERMIT UPDATE IS NEEDED BEFORE A FINAL INSPECTION CAN BE SCHEDULED.*

**(For New Construction:** To Perform an Elevator Inspection, a Permit is required to be issued by the Local Construction Official. This does not include Minor Work)

**Type of Work:**

New Construction	Existing Building:
Addition	Alteration
Other	Minor Work

**Type of Elevator:**

**Number of Devices:**

Hydraulic	Chair Lift
Traction	Platform Lift
Dumbwaiter	Roped Hydraulic
Escalator	Other

Do you have a Bldg Elevator Subcode Plan Review Release and a Layout release? \_\_\_\_\_

For the Final Acceptance Inspection to be scheduled is the

Elevator Work Completed: \_\_\_\_\_ Building Work Completed: \_\_\_\_\_

**\* THE CONTROL # AND A COPY OF THE UPDATED PERMIT # ARE REQUIRED IN ORDER TO SCHEDULE AN ACCEPTANCE INSPECTION**

**\* APPROVED LAYOUT DRAWING (S) AND TECHNICAL SECTION MUST BE ON JOB SITE.**

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**OFFICE USE ONLY**

Date:

FA Inspector Notified:

Comments:

Folder in cabinet:

Initials: