



Goochland County Policies and Procedures

Department: Building Inspection
Subject: Maintenance Inspections for Commercial Elevators

Policy Number: 01-2024
Date Issued: 02/16/2024
Implementation: 02/19/2024
Supersedes: 03/12/2021

I. PURPOSE

Section 104.1 of the 2021 Virginia Construction Code (Part I of the USBC) and Section 606.1 of the 2021 Virginia Property Maintenance Code (Part III of the USBC) requires that each local building official provide for the annual periodic inspection and testing of all elevators, escalators, dumbwaiters and moving walkways at intervals in accordance with ASME A17.1 Appendix N. This policy establishes criteria applicable to the approved third-party agencies that perform these annual periodic inspections and tests. This policy also stipulates the format and timeframe required for building owners to obtain and submit the inspection and test reports. Elevators installed in single family and two-family homes and townhouses are exempt from periodic inspections and tests.

II. POLICY

The Goochland County Department of Building Inspection requires that the periodic inspections and tests required by both the Virginia Construction Code and Virginia Maintenance Code be performed by third-party as an approved agency. Inspections and tests shall be conducted in accordance with Section 8.11 of ASME A17.1 – Safety Code for Elevators and Escalators. Approved agencies are required to be an individual, partnership or corporation that has met the Elevator Inspector certification requirements (6B – Elevator General NCPCCI or QEI/NAESA) established by the Virginia Certification Standards administered by the Virginia Department of Housing and Community Development (DHCD), a Virginia registered design professional (RDP - architect or engineer), or an individual performing under the direct supervision of an RDP in accordance with Title 54.1 of the Code of Virginia. The qualifications of individuals performing inspections under the supervision of an RDP shall be the responsibility of the RDP.

All third-party inspection reports are required to be submitted to the Goochland County Department of Building Inspection on an approved form (see attached form). The Goochland County Department of Building Inspection shall mail a notification to the building owner the month prior to when the inspection report is due. The form shall include the type of inspection and/or test that is due. All inspection reports performed by an approved agency shall bear the name (legibly printed or typed) and signature of the approved elevator inspector. All inspection reports that are prepared by an RDP shall bear the seal and signature of the RDP that is approved to perform the inspection. All third-party elevator inspections performed under the direct supervision of an RDP shall bear the name (legibly printed or typed) and signature of the elevator inspector in addition to the seal and signature of the RDP. Individuals, partnerships, or corporations other than RDPs are required to submit a copy of their DHCD certification(s) for review and verification prior to submitting inspection and/or test reports. Inspection and test reports shall be received by Goochland County Department of Building Inspection on or before the last day of the month in which the report is due.



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Once the Department of Building Inspection receives the third-party elevator inspection report for review, the inspection is approved when there are no outstanding code violations. An Annual Certificate of Inspection is issued for the operation of the equipment (see attached sample). The certificate provides the date of issuance and expiration. Once an Annual Certificate of Inspection is issued for any commercial equipment installation, the equipment is entered into the County's annual inspection program.

It is the responsibility of the building owner or representative to submit annual inspection reports to the Department of Building Inspection for review and approval prior to the date of expiration on the existing certificate. The third-party elevator inspection report shall be submitted on the County's approved form along with the annual renewal certification fee of \$25.00 per individual elevator. If no violations are cited by the third-party inspector, a new Annual Certificate of Inspection will be issued for the equipment. If violations are cited by the third-party inspector with a stipulation from the inspector that the elevator may be operated while the violations are corrected, a temporary certification of inspection may be issued for a limited period of time until the repairs can be performed, and the violations corrected. To receive a clear Annual Certificate of Inspection, the original third-party inspector shall submit a re-inspection report verifying all cited code violations have been corrected, inspected, and approved.

Once the building owner receives the Goochland County Annual Certificate of Inspection, they must post it in the elevator car or have it available for public inspection in the office of the building operator or posted in a publicly conspicuous location approved by the code official. When the certificate is not displayed in the elevator car, there shall be a notice displayed in an approved location indicating where the certificate of inspection is available for inspection by the public.



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