New York State Department of Labor
Division of Safety and Health
Engineering Services Unit
Harriman State Office Campus
Building 12, Room 154
Albany, NY 12226

WE ARE YOUR DOL

NEW YORK STATE | Department of Labor

Date _____

Application for Approval of Plans

For _____
Passenger, Freight, Combination or Sidewalk
Elevators, Escalator or Dumbwaiter

Enter Plan Number of any plans previously examined by the Department of Labor for this project _____

1. Municipality _____ County _____
   Street and number _____
2. Owner _____ Address _____
3. Elevator constructor _____ Address _____
4. Estimated cost of installation _____ Number of stories of building _____
5. When was building erected _____ Installation in an addition _____
   Addition erected when _____
6. Does elevator serve a mercantile establishment _____
   Factory building _____ Other _____
7. New installation _____ Alteration _____
   Date of original installation _____ Present certificate No. _____
8. New hoistway _____ Existing _____
   Alterations _____ For alterations give details on separate sheet.

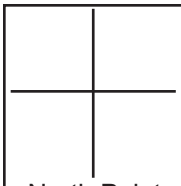
Specifications

9. Type _____ Motive Power _____
   (Traction-Drum-Double Belt-Hydraulic-Plunger) (Hand, Elec. Motor, Elec. Pump, Line Shaft, Steam, Water Pressure)
10. Height of Lift _____ ft _____ in From _____ floor to _____ floor
11. Location of hoisting machine _____
    Number of hoistway landings _____
12. Capacity _____ Weight of car complete _____
    Speed in ft. per minute Up _____ Down _____ at terminals _____
13. Inside dimensions of car _____ _____ _____
    (length) (width) (height)
14. Car enclosure: Material _____ Number of sides _____
    Height _____ Thickness _____
15. Top on car _____ Solid _____
    Grille _____ Mesh _____
    Opening size _____ 18” self-closing section full width of car _____
16. Emergency exit in car _____ Location _____
    Retiring cam _____ Fixed cam _____
    Emergency switch in car _____
17. Number of openings in car _____ Number of compartments in car _____
    Electric light in car _____ Car gate or door tracks countersunk _____
18. Gates on car at _____ sides; type _____ height _____
    Contacts _____ type _____ Emergency release _____

19. Distance between controller and handle on car gate _____
on hoistway gate or door _____ gate power driven _____
20. Clearance between edge of car platform and landing sill _____
edge of car platform and door used as landing sill _____
21. Overhead clearance: Distance of run-by of car at upper limit of travel _____
Electric light in machine room _____ Switch at door _____
22. Number of hoist cables _____ Material _____ Diameter _____
Roping: 1 to 1 _____ 2 to 1 _____
23. Any cables outside of hoistway _____ guarded 7'0" from floor _____
Number of cwt. cables: Car _____ Drum _____
24. Diameter of smallest sheaves: Hoisting _____ Counterweight _____ Compensating _____
Drum Diameter _____
25. Distance between top of cwt. and overhead beams when buffers are completely compressed _____
Retaining bar at top _____
26. Pit buffers: Type _____ compression _____
Cwt. buffers: Type _____ compression _____
27. Number of counterweight sections _____ Total weight _____
Cwt. Sections and frames through-bolted _____
28. Counterweight guard: Entire travel _____ Height from pit _____
Under clearance _____ Compensating chains _____
29. Control: Automatic pushbutton _____ Constant pressure pushbutton: In car only _____
at landings and in car _____ Inching buttons _____
30. Control: Switch _____ Hand cable _____
Lever _____ Wheel _____
Self centering _____ Self-lock _____
Zone control _____
31. Current: A.C. _____ D.C _____
Reverse phase relay of shunt type _____ Solenoid valve _____
32. Car guide rails: Steel _____ Weight per ft _____
Kiln dried maple _____ Dimensions _____
33. Cwt. guide rails: Steel _____ Weight per ft _____
Kiln dried maple _____ Dimensions _____
34. Brake: Electro-mechanical _____ Mechanical Self-Locking _____
Jack orifice _____ Check valve _____
35. Terminal limit stops _____ _____ _____ _____
(on car) (in hoistway) (on machine) (on operating device)
Slack cable stop _____
36. Hoistway pit: distance lowest landing to bottom of pit _____
Partition between adjacent pits _____ height _____
37. Rope lock _____ Type _____
Safe lift locking device _____ Automatic speed retarder _____
38. Speed governor: Type _____ Location _____
Safety Switch: On governor _____ On safety _____
39. Car safeties: Location _____
(crosshead) (bottom)
Type _____ Operation _____
(clamp, wedge, ratchet, cam) (rope, inertia)
40. Passageway under car _____ Counterweight safeties _____
Floor sufficiently strong for gall car or cwt _____

41. Platform under overhead sheaves and open spaces over hoistway _____
Material _____ Solid _____
Thickness _____ Entire area _____
42. Open side of platform _____ Handrail _____ height _____
Toeboard exposed sides _____ height _____
43. Distance from floor to center of bow on top of car (trap door installations) _____
44. Signals _____ Type _____
Instruction cards: In car _____ At landings _____

45. Draw plot plan, designating building by letter, number or name and show location of elevator, escalator. etc.



46. Signature of applicant _____
47. Title _____ 48. Name of firm _____
49. Address _____
50. Telephone number _____

Office Use Only

51. Tested on By

52. Found in compliance with Code Rules and Labor Law requirements on
_____ By _____

LABOR LAW - DEFINITIONS

Sec. 2-9. “Factory includes a mill, workshop or other manufacturing establishment where one or more persons are employed at manufacturing. . . and includes all buildings, sheds, structures or other places used for or in connection therewith, except (a) dry dock plants engaged in making repairs to ships, and (b) power houses, generating plants and other structures owned or operated by a public service corporation other than construction or repair shops, subject to the jurisdiction of the public service commission. . .”

Sec. 2-11. “Mercantile establishment” means a place where one or more persons are employed in which goods, wares, or merchandise are offered for sale and includes a building, shed or structure, or any part thereof occupied in connection with such establishment. . .”

INSTRUCTIONS

1. FILING REQUIREMENTS. Filing of plans and specifications is required for new or altered elevators, escalators, dumbwaiters, etc., in buildings used as factories or mercantile establishments except for buildings located in the City of New York,

2. ARCHITECT’S SEAL AND SIGNATURE. The seal and signature of a New York State Registered Architect or Professional Engineer are required on plans and specifications when such plans and specification cover an installation in a new hoistway in an existing building.

Return THREE copies of this application and three sets of signed and sealed plans to the address shown on front

(Use additional 8 ½ x 11 sheets, if necessary)