

## CONVEYANCE PLAN REVIEW SUBMITTAL REQUIREMENTS

This checklist is being provided to outline the required documentation to ensure an efficient plan review process for a permit to install a new conveying system, alter an existing system or perform a major repair and includes many items missing from initial permit submittals. This is a general checklist and is not all-inclusive. Additional information may be requested by contacting the Central Florida Tourist Oversight District (The District) Building & Safety Department.

### NEW ELEVATOR INSTALLATION

The following is required for review of new elevator installations:

- Provide a completed Affidavit of Elevator Plans Code Compliance form.\*
- Building floor plan that indicates the location of the hoistway and machine/control room. If no machine/control room is provided, indicate location of Test and Inspection Panel.
- Final layout drawings to include the following in addition to the layout data specified in *ASME A17.1-2.28* for electric elevators and *ASME A17.1-3.28* for hydraulic elevators: rated speed, capacity, total travel, floor elevations, hoistway doors arrangement of equipment in machine/control room or control space, location of machine/control room or control space ventilation equipment; type of controller, machine, governor and means provided for ascending overspeed and unintended movement.
- Fixture drawings to include car station, hall stations, communication failure reset switch and indicator, Phase I fire recall switch and indicator. When required or provided, include: hall direction indicators, hall position indicators, emergency power selector switch, emergency power indicator, lobby panel located in the fire command room and any additional information specific to Fire Service Access elevators when Fire Service Access elevators are required by the *EPCOT Building Code*.
- Cab layout drawings to include car door, walls, handrails, ceiling, platform, cab ventilation and lighting. Provide supporting documentation for flame spread and smoke development requirements as required by *ASME A17.1-2.14.2.1.1* and *2.15.8*.
- If picture frames, graphic display boards, plaques, or similar visual displays are mounted inside the car, provide a detail showing the dimensions, type of material, mounting location, and fastener that is being used to secure the item.
- Electrical detail that includes location and size of the following: mainline breaker or fused mainline disconnect switch, car lighting breaker or fused disconnect, utilization equipment breaker or fused disconnect. Specify if the unit operates on emergency standby power or battery backup as required by *EPCOT Building Code 5-1.401.4* and *5-1.401.18*.

### ELEVATOR ALTERATION OR REPAIR

**Note: A repair or replacement of equipment, parts, components or subsystems that requires inspection, tests and independent witnessing in other sections of *ASME A17.1*, *A17.3* and *A18.1* shall require an elevator construction permit. Only the items below that are part of the alteration or repair are required to be submitted.**

The following is required for review of alterations and repairs that require a permit:

- Provide a completed Affidavit of Elevator Plans Code Compliance form.\*
- Include on permit application a description of work being performed and list each *ASME A17.1-8.7* code requirement that is applicable to the alteration.
- Final layout drawings to include rated speed, capacity, hoistway doors, arrangement of equipment in machine/control room or control space, location of machine/control room or control space ventilation equipment; type of controller, machine, governor and means provided for ascending overspeed/unintended movement.

- Cab layout drawings to include car door, walls, handrails, ceiling, platform, cab ventilation and lighting. Provide supporting documentation for flame spread and smoke development requirements as required by *ASME A17.1-2.14.2.1.1* and *2.15.8*.
- Fixture drawings to include car station, hall stations, communication failure reset switch and indicator, Phase I fire recall switch and indicator, emergency power switch and indicator. When required or provided, include: hall direction indicators, hall position indicators, emergency power selector switch, emergency power indicator and lobby panel located in the fire command room.
- Provide detail for car top and counterweight sheaves, if being added or altered.
- Electrical detail that includes location and size of the following: mainline breaker or fused mainline disconnect switch, car lighting breaker or fused disconnect, utilization equipment breaker or fused disconnect. Specify if the unit operates on emergency standby power or battery backup as required by *EPCOT Building Code 5-1.401.4* and *5-1.401.18*.

### NEW ESCALATOR OR MOVING WALK INSTALLATION

The following is required for review of new escalator and moving walk installations:

- Provide completed Affidavit of Elevator Plans Code Compliance form.\*
- Building floor plan that indicates the location of the escalator or moving walk within the building.
- Final layout drawings to include rated speed, capacity, angle of inclination, rise, wellway and step dimensions, escalator handrail dimensions, guardrail dimensions, lower and upper landing detail that includes safety zone.
- Provide detail showing noncombustible material being used to enclose the exterior of the trusses.
- Details and drawings of guardrail, when guardrails are required or provided.
- Details and drawings of draft curtains, when draft curtains are required or provided.
- Electrical detail that includes location and size of the mainline breaker or fused mainline disconnect switch.

### NEW PLATFORM LIFT INSTALLATION

The following is required for review of new platform lift installations:

- Provide a completed Affidavit of Elevator Plans Code Compliance form.\*
- Building floor plan that indicates the location of the runway.
- Final layout drawings to include rated speed, capacity, type of driving system, total travel, floor elevations, runway doors and required signage.
- Platform layout drawings to include platform, walls, handrail and controls.
- Electrical detail that includes size and location of the following: mainline breaker or fused mainline disconnect switch and runway lighting. Specify if the unit operates on emergency standby power or battery backup.

### NEW DUMBWAITER INSTALLATION

The following is required for review of new dumbwaiter installations:

- Provide a completed Affidavit of Elevator Plans Code Compliance form.\*
- Building floor plan that indicates the location of the hoistway.
- Final layout drawings to include the following in addition to the layout data specified in *ASME A17.1-7.2.13* for electric dumbwaiters and *ASME A17.1-7.3.12* for hydraulic dumbwaiters: rated speed, capacity, type of driving system, controller location, total travel, floor elevations, hoistway doors and car door.
- Electrical detail that includes size and location of the following: mainline breaker or fused mainline disconnect switch.

**NEW MATERIAL LIFT OR VERTICAL RECIPROCATING CONVEYOR (VRC) INSTALLATION**

The following is required for review of new material lift and VRC installations:

- Provide a completed Affidavit of Elevator Plans Code Compliance form.\*
- Building floor plan which indicates the location of the hoistway.
- Specify if unit was designed to comply with and is to be inspected to *ASME A17.1* or *ASME B20.1*.
- Final layout drawings to include rated speed, capacity, type of driving system, controller location, total travel, floor elevations and hoistway doors.
- Car layout drawings to include walls, platform and gate detail.
- Electrical detail that includes size and location of the following: mainline breaker or fused mainline disconnect switch.

**ONLINE DOCUMENT SUBMITTAL REQUIREMENTS\***

- Online permit application requirements, permit application checklist, electronic submittal requirements checklist, policies, *EPCOT Building Code* information and forms, which include the following elevator forms: Elevator Affidavit, Elevator Temporary Use Request, Elevator Hydraulic Valve Replacement and Elevator Accident Form, can be found on the District website at: <https://www.oversightdistrict.org/doing-business/building-department/>.