

**ARTICLE 24.1-52
CONVEYANCE CERTIFICATES**

Chapter
24.1-52-01 Certificates and Inspections

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CERTIFICATES AND INSPECTIONS**

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24.1-52-01-01. Registration of conveyances.

1. Registration of existing conveyances. On or before January 1, 2026, the owner of every existing elevator or other conveyance subject to this chapter shall register with the board each such conveyance, unless it is a new conveyance.
2. Registration of new conveyances. The owner of a new elevator or other conveyance shall register with the board within thirty days of passing acceptance testing and inspection.
3. Registration information. Whenever registering a conveyance, the owner shall give the type, rated load, number of landings and speed, name of manufacturer, its location, the purpose for which it is used and such additional information as the board may require.
4. Deregistration of conveyances. Whenever a conveyance subject to this chapter is decommissioned or otherwise taken out of service, the owner responsible for the equipment shall notify the board within six months to request the conveyance be removed from the state's registration list.

History: Effective July 1, 2026.

General Authority: NDCC 43-09-27

Law Implemented: NDCC 43-09-27, 43-09-28, 43-09-29, 43-09-30, 43-09-31, 43-09-32, 43-09-33, 43-09-34

24.1-52-01-02. Elevator permits.

1. A permit, issued in accordance with the requirements of this section, is required for any work involving constructing, installing, altering, replacing, dismantling, demolishing, or removing from service elevators or other conveyances covered by this chapter.
2.
 - a. Permits required under this section must be obtained before the work is commenced and must be issued to an elevator contractor licensed pursuant to this chapter.
 - b. The elevator contractor obtaining the permit is responsible for the complete scope of work covered by the permit until the board has issued the operating permit. A copy of such a permit must be kept at the site at all times while the work is in progress.
 - c. Any permit issued specifically must require that any work subject to the permit must be performed only by persons licensed under this chapter and must be performed in accordance with all requirements of this chapter, including applicable industry codes and standards incorporated herein.

- d. On each application for a permit, the board may require copies of specifications and accurately scaled and fully dimensioned plans showing the location of the installation in relation to the plans and elevation of the building; the location of the machinery space, machine room, control space, or control room and the equipment to be installed, relocated, or altered; and all structural supporting members, including foundations, and all materials to be employed and all loads to be supported or conveyed. The plans and specifications must be complete sufficiently to illustrate all details of construction and design, including electrical drawings. In addition, each submittal must include a copy of the written maintenance control program as required by ASME A17.1/CSA B44.
 - e. The applicable fees must accompany each permit application.
3. Permits may be revoked or suspended for the following reasons:
- a. Making a false statement, omission, or misrepresentation as to a material fact in the application, plans, or specifications on which the permit was based.
 - b. If the work detailed under the permit is not being performed in accordance with the provisions of the application, plans or specifications, or with the code or conditions of the permit,
 - c. If the elevator contractor to whom the permit was issued fails or refuses to comply with a stop work order from the board.
 - d. If the board determines revocation is necessary to ensure the proper enforcement of this chapter or to protect public or worker safety, the board may order the elevator contractor or elevator inspector to disable the conveyance equipment from operation.
4. A permit is deemed expired in the event that:
- a. The work authorized by such permit is not commenced within six months after the date on which the permit is issued or within a shorter period as specified on the permit.
 - b. The work is suspended or abandoned for a period of sixty days, or such shorter period of time as the board may specify at the time the permit is issued, after the work has been started. For good cause, the board may allow an extension of the foregoing period at its discretion.

History: Effective July 1, 2026.

General Authority: NDCC 43-09-27

Law Implemented: NDCC 43-09-27, 43-09-28, 43-09-29, 43-09-30, 43-09-31, 43-09-32, 43-09-33, 43-09-34

24.1-52-01-03. Certificate of operation.

1. Contractor compliance certification. Subsequent to installation, the elevator contractor responsible for the work shall certify compliance with the applicable sections of this chapter and applicable industry codes and standards, as adopted by the board.
2. Equipment certificate of operation. Prior to any conveyance covered under this chapter being used, the owner of the elevator or other conveyance shall obtain a certificate of operation from the board.
3. Duration of certificate. Certificates of operation must be valid for one year and renewed annually. A fee, as determined by the board, must be paid for initial and subsequent certificates of operation.

4. Display of certificate. Certificates of operation must be clearly displayed on or in each conveyance or in the machine room for the benefit of code enforcement staff.
5. In the event that an incident occurs involving an elevator or other conveyance subject to this chapter that results in death or bodily injury to any person requiring hospitalization or other treatment by a physician, the building owner or operator shall submit a report to the board within forty-eight hours which includes the date, time, and place of the incident on a form prescribed by the board.

History: Effective July 1, 2026.

General Authority: NDCC 43-09-27

Law Implemented: NDCC 43-09-27, 43-09-28, 43-09-29, 43-09-30, 43-09-31, 43-09-32, 43-09-33, 43-09-34

24.1-52-01-04. Inspection and testing of conveyances.

1. It is the responsibility of the owner of all elevators and other conveyances to ensure that all equipment subject to this chapter conforms to the following inspection and testing requirements:
 - a. New or altered conveyances shall be inspected and tested in accordance with ASME A17.1/CSA B-44 section 8.10.
 - b. Existing conveyances shall be inspected and tested in accordance with ASME A17.1/CSA B-44 section 8.11.
2. Inspections and tests of conveyances required under this section must be conducted to ensure the conveyances are operated and maintained in accordance with applicable code requirements for such conveyances as adopted or determined by the board.
3. It is the responsibility of the owner of all conveyances to ensure that the inspections and tests required pursuant to this section are performed in compliance with the applicable code requirements for such conveyances as adopted or determined by the board.
4. All work required for inspections and the associated tests of elevators and other conveyances shall be performed by an elevator mechanic or contractor and shall be reviewed on forms prescribed by the board or witnessed by a board inspector if required by the code to ensure compliance with applicable code requirements for such conveyances as adopted or determined by the board.
5. If any tests on elevators or other conveyances are performed pursuant to this section such tests are required to be reviewed by an elevator inspector in accordance with this section or applicable industry codes or standards incorporated herein. This means that the inspector shall verify the tests or witness such tests to ensure they are administered and verify test results.
6. Subsequent to inspection, the elevator mechanic or contractor shall supply the board with a written inspection report verifying code compliance or describing any code violations found.
7. Inspection schedule. The requirements of this chapter must be phased in as follows:
 - a. After August 1, 2026, each newly installed or altered conveyance must pass an acceptance test approved by an elevator inspector.
 - b. After August 1, 2026, each traction elevator must pass an annual acceptance test approved by an elevator inspector.

- c. After August 1, 2027, each hydraulic elevator, escalator, and moving walk must pass an annual acceptance test approved by an elevator inspector.
- d. After August 1, 2028, the board shall implement a schedule to meet the five-year full load safety testing requirement.
- e. After August 1, 2032, each conveyance must pass a five-year full load safety test approved by an elevator inspector.

History: Effective July 1, 2026.

General Authority: NDCC 43-09-27

Law Implemented: NDCC 43-09-27, 43-09-28, 43-09-29, 43-09-30, 43-09-31, 43-09-32, 43-09-33, 43-09-34

24.1-52-01-05. Fees.

- 1. The conveyance inspection fee must be based on the total amount of the contract or total cost to the owner, including extras.
- 2. The elevator contractor is responsible to collect the proper inspection fee on each installation, repair, update or annual inspection of conveyance equipment. If the owner furnishes the material and the contractor furnishes the labor, the owner shall provide the contractor with the total amount expended for materials used in connection with the installation, and the contractor shall then calculate and collect the necessary inspection fee from the owner. Whenever materials are donated or removed from an existing installation and placed at another location or labor is donated to an installation, the contractor shall estimate the cost of these materials and labor and include the amount in the job cost for the purpose of calculating the proper inspection fee. The contractor shall maintain all job-related records for a minimum of four years and shall permit the board to examine and copy all such records as requested.
- 3. It is grounds for discipline of an elevator contractor's license if it is discovered that they charged or collected from the customer an inspection fee greater than the fee actually in effect.

4. Permit fees:

<u>Job Cost</u>	<u>Inspection Fee</u>
Up to \$1,000.00	\$150.00 (minimum fee)
\$1,000.00 to \$5,000.00	\$150.00 for the first \$1,000.00 plus 2.5% on balance up to \$5,000.00
Over \$5,000.00	\$250.00 for the first \$5,000.00 plus 1.25% on balance over \$5,000.00

- 5. Certificate of operation fees must be determined by the board.
- 6. Whenever a correction order is written and corrections are not completed within the allotted time, there must be an administration charge of fifty dollars, which must be paid to the board by the elevator contractor.
- 7. All reinspections must be paid for by the contractors at a minimum charge of one hundred dollars. In addition, an investigative fee may be charged to cover the costs incurred to be calculated at a rate of fifty dollars per hour and mileage rates currently allowed by North Dakota Century Code section 54-06-09 per mile of travel.

8. For inspections not covered in this section or special services, the fee is fifty dollars per hour, including travel time, plus mileage rates currently allowed by North Dakota Century Code section 54-06-09 per mile traveled.

History: Effective July 1, 2026.

General Authority: NDCC 43-09-27

Law Implemented: NDCC 43-09-27, 43-09-28, 43-09-29, 43-09-30, 43-09-31, 43-09-32, 43-09-33, 43-09-34