



STATE OF NEW YORK
DEPARTMENT OF LABOR

DIVISION OF SAFETY AND HEALTH
ENGINEERING SERVICES UNIT
STATE OFFICE BUILDING CAMPUS
ALBANY, N.Y. 12240



APPLICATION FOR APPROVAL OF PLANS
HOISTWAYS AND HOISTWAY GATES OR DOORS

DATE _____

PLEASE SUBMIT
PLANS IN TRIPLICATE
APPLICATION IN TRIPLICATE
CHECK OR MONEY ORDER
(SEE FEE SCHEDULE ON REVERSE)

ENTER PLAN NUMBER OF ANY
PLANS PREVIOUSLY EXAMINED
BY THE DEPARTMENT OF LABOR
FOR THIS PROJECT _____

- 1. Municipality.....Street and number.....County.....
2. Owner.....Address.....
3. Hoistway constructor.....Address.....
4. Estimated cost of hoistway.....Number of stories of building.....
5. When was building erected.....Installation to an addition.....Addition erected when.....
6. New hoistway.....Existing.....Alterations.....For alternations give details on separate sheet.....
7. New elevator installation.....Alteration.....Date of original installation.....Present certificate number.....
8. Does elevator serve a mercantile establishment.....Factory building.....Other.....
9. Number of employees: Factory.....Mercantile.....Other.....Passageway under car.....
10. Elevator: Freight.....Passanger.....Combination.....Sidewalk.....Dumbwaiter.....Escalator.....
11. Control: Automatic pushbutton.....Constant pressure pushbutton: in car only.....at landings and in car.....Inching Buttons.....
12. Control: Switch.....Hand cable.....Lever.....Wheel.....Self-centering.....Self-locking.....Zone Control.....

HOISTWAY

- 13. Location.....
State location of hoisway by points of compass and the building number or name
14. Fireproof enclosure.....Material.....Min. thickness.....Extends to.....
15. Non-fireproof encl.....Material.....Height: Floor to ceiling landing sides.....Above floor other sides.....
16. Hoistway roof: Material.....Thickness.....Metal frame skylight 1/10 area of shaft.....
17. Exterior fireproof window 1/10 area of shaft.....Above platform.....Immediately below platform.....
18. Any ledges.....how guarded.....Any recesses.....How guarded.....
19. Penthouse.....Minimum headroom.....Height entrance above building roof.....Access from roof.....
20. Access to penthouse from floor of bldg.....height floor to entrance.....By iron stairs or ladder.....
21. Angle of iron stairs or ladder less than 60 degrees from horizontal.....Equipped with handrail 3'6" high.....
22. Machine room.....Enclosure: Height.....Material.....Locked door.....
23. Electric light in penthouse or machine room.....Switch near entrance.....Electric light at all hoistway landings.....
24. Size of hoistway.....Non-slip threshold 18" wide from hoistway line.....Accross entire width.....
25. Distance lowest landing to bottom of pit.....Adjacent hoistways.....Partition between.....Height.....

HOISTWAY GATES

- 26. Hinged.....Vertical slide.....Horizontal slide.....Collapsible.....
27. Manually operated.....Power driven.....Self-closing by action of car.....Full automatic.....
28. Contact.....Interlock.....Type Designation.....Made by.....
29. Emergency release for contact or interlock.....Type Designation.....Made by.....
30. Locks on gates all floors.....Openable by key floor side.....Key box at bottom landing.....
31. Height of gates.....Spacing between slats 2" or less.....Underclearance when down.....
32. Gates all landings.....distance inside of gate to hoiseway line.....Gate c'w'ts guarded.....

HOISTWAY DOORS

- 33. Fire doors.....Type Designation.....Made by.....
34. Hinged.....Vertical slide.....Horizontal slide.....Bi-parting.....
Specify floors Specify floors Specify floors Specify floors
35. Manually operated.....Power driven.....Self-closing by action of car.....Full automatic.....
36. Contact.....Interlock.....Type Designation.....Made by.....
37. Stationary cam.....Retiring cam.....
38. Emergency release for contact or interlock.....Type Designation.....Made by.....
39. Locks on doors and floors.....Openable by key floor side.....Key box at bottom landing.....
40. Doors all landings.....Distance inside of door to hoistway line.....Door c'w'ts guarded.....

AUTOMATIC TRAP DOORS

- 41. Automatic trap doors.....Floors.....
42. Standard railing.....Distance to hoistway.....All floors.....

43. Draw plot plan, designating building by letter, number, or name and show location of hoistway

44. Signature of applicant..... 45. Title.....

46. Name of firm..... 47. Address.....
 47a. Telephone number.....

OFFICE USE ONLY

48. Inspect on By

49. 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 hoistways, hoistway doors, and hoistway gates 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 specifications cover a new hoistway, or hoistway gates or doors in an existing building.
3. **EXAMINATION FEE.** The fees, based upon the estimated cost of construction or alternation, must be submitted together with the plans and applications. Fees are based on the combined estimated cost of elevator and hoistway.

<u>Estimated Cost of Construction or Alternation</u>	<u>Fee</u>
Less than \$10,000	\$40.00
\$10,000 or more but less than \$20,000	\$80.00
\$20,000 or more but less than \$30,000	\$120.00
\$30,000 or more but less than \$40,000	\$160.00
\$40,000 or more	\$200.00

(Checks or money orders must be made payable to the Commissioner of Labor)

Plans for hoistways and hoistway gates or doors will not be examined until the appropriate fee is received by the Engineering Services Unit.