



Department of Planning

GUIDANCE NOTE

GN0011 - January 2020

ELEVATOR/CONVEYANCE PERMIT APPLICATION GUIDELINES

Purpose

The Department of Planning in an initiative to improve customer service has developed this Informational Bulletin to provide guidelines to aid the applicant with the submission of an Elevator/Conveyance Permit.

Scope

Elevator plan reviews are based on Chapter 30 of the Cayman Islands Building Code (2016), including the specified editions of its Referenced Standards.

As per Section 107.3.4.2 of the Cayman Islands Building Code, with prior approval from the Building Official, the Department may allow the submission of the Elevator/Conveyance Permit Application (as outlined below) to be done during any point of the construction process, before the installation of the elevator(s). The owner of the building may proceed with the construction of the building (after receiving a Building Permit) at his/her own risk without the assurance that an Elevator/Conveyance Permit will be granted.

Elevator/Conveyance Permit Application Process (steps to be followed):

1. Submit a complete Elevator/Conveyance Permit application with required fees through the Online Planning System, which shall include the following for review:
 - A completed Elevator/Conveyance Information Sheet (see the template on the Department's website)
 - A complete set of job-specific elevator shop drawings
 - A scaled drawing of Elevator Shaft Section (full height)
2. The permit application will then be reviewed by the Department. Please note that the Third-Party Plan review and inspection for Elevator/Conveyance is not approved by the Department.

3. Once approved, an Elevator/Conveyance Permit can be issued by the Department. Installation of the elevator by an Elevator Contractor may commence after the issuance of an Elevator/Conveyance Permit.

Elevator/Conveyance Alterations Permit Application Process (steps to be followed):

1. Submit a complete Elevator/Conveyance Permit application with required fees through the Online Planning System, which shall include the following for review:
 - A completed Elevator/Conveyance Information Sheet (see the template on the Department's website)
 - A Scope of Alterations detailing the alterations to be performed, with a code reference of the alteration as per Section 8.7 of the ASME A17.1 Safety Code for Elevators and Escalators (2007).
 - Manufacturer's Specifications for each new component of the elevator system that is being altered. Additional information may be requested by the Department.
2. The permit application will then be reviewed by the Department. Please note that the Third-Party Plan review and inspection for Elevator/Conveyance is not approved by the Department.
3. Once approved, an Elevator/Conveyance Permit can be issued by the Department. Commencement of the Approved Alterations may commence by an Elevator Contractor after the issuance of an Elevator/Conveyance Alterations Permit.

For additional information, please email the Department of Planning at info@planning.gov.ky or call (345) 244-6501 or visit our website at www.planning.ky.