

## **Elevator Contractor Licensing Information**

### **License**

All elevator contractors engaged in the business of installing, constructing, repairing, altering, or maintaining elevators must be licensed by the Elevator Safety Board of the Michigan Department of Licensing and Regulatory Affairs.

There are three classification types of elevator contractor licenses:

- Class A – Unlimited
- Class B – Maintenance and repair
- Class C – Special types of elevators

### **Duration of License**

Initial licenses are valid until the following December 31. Licenses must be renewed annually.

### **Examination**

All applications must be approved by the Elevator Safety Board and applicants must then pass a written examination of multiple-choice questions. A score of at least 70% is required to pass. The examination is given at the regularly scheduled elevator safety board meetings.

Applicants may prepare for the examination by studying the ASME A17.1-2007, Safety Code for Elevators and Escalators; ASME A18.1-2008, Safety Standard for Platform Lifts and Stairway Chairlifts; the [Michigan Elevator Laws and Rules](#); [1967 PA 227](#); [1976 PA 333](#); the current Michigan Electrical Code, NFPA 70; ASME A90.1-2003, Safety Standards for Belt Manlifts; and the ANSI A10.4-2007, Safety Requirements for Personnel Hoists.

### **Requirements & Regulations**

Applicants for licensure must:

1. Have at least 5 years of experience as an elevator constructor or journeyperson in the type of elevator work for which they desire the license.
2. Provide 2 written references.
3. Pass the written examination.
4. Comply with the rules and regulations of the Elevator Safety Board.

### **Reciprocity**

None.

### **Licensing Authority**

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
Elevator Safety Division  
Elevator Safety Board  
P.O. Box 30255  
Lansing, MI 48909

### **Fees**

Examination fee: \$100.00 (nonrefundable)  
Initial license fee: \$100.00  
Renewal license fee: \$100.00

### **Governing Michigan Statute(s)**

[1967 PA 227](#)

### **Internet Address**

[www.michigan.gov/bcc](http://www.michigan.gov/bcc)

Elevator Examination Applicants  
**Marginal Markings**

The Elevator Safety Division has received several inquiries into the possibility of allowing some type of marginal marks to be allowed in the National Standards used during open book tests for Elevator Journeyperson, Elevator Contractor, and Certificate of Competency examinations. Our research has shown that the Michigan Building Code does in fact have these types of markings printed in the document.

After review and consideration, the Elevator Safety Division has decided to approve only specific marginal markings within the standards used for testing. These marginal markings shall meet the following requirements and shall apply to all code books brought to the examination site.

- **All margin marks shall be in black ink.**
- **An asterisk in the margin shall be used to identify sections of the National Standard not adopted by the State of Michigan.** The asterisk shall be placed in the margin adjacent to the referenced code section, approximately across from the referenced section number.
- **Double vertical lines in the margin shall be used to denote amendments and additions to the standards** which have been promulgated by the State of Michigan, Department of Licensing and Regulatory Affairs. These double vertical lines shall be in the margin adjacent to the code section. The parallel lines shall start approximately at the top of the referenced code section and shall extend to the bottom of the section and shall be approximately 1/16 inch apart. **Also permitted at the beginning of the amended section is the Michigan Rule number which amends it, for example Rule1 or M1.**

**Marginal marks not meeting the specific requirements above shall be considered a violation of the examination rules.**

Code books will be checked before and after each examination session to ensure the integrity of the examination is not compromised. Code books may contain index tabs numbered 1 thru 10 corresponding to the referenced code section. No other markings will be permitted within the code book. This includes highlighting, underlining or text aids. Margin notes or other notations will not be permitted in code books during the examination process. Any violations of the examination site rules will result in the surrendering of the examination and the applicant will be asked to leave the examination site. The examination will not be graded and the applicant will have been considered as failing the examination.

Please keep in mind that elevator examinations will be comprised of questions from many different code books. This may result in a need to bring more than one code book to the examination. The requirements stated above pertain to all code books brought to the examination site.

**Application for Elevator Contractor License Examination**  
Michigan Department of Licensing and Regulatory Affairs

Bureau of Construction Codes  
Elevator Safety Division  
P.O. Box 30255, Lansing, MI 48909  
517-241-9337  
www.michigan.gov/bcc

OFFICE USE ONLY

DIVISION ACTION	DATE
<input type="checkbox"/> SUBMITTED TO BOARD	INITIALS
<input type="checkbox"/> REJECTED	DATE
BOARD ACTION	DATE
<input type="checkbox"/> APPROVED	
<input type="checkbox"/> REJECTED	

**EXAMINATION FEE:** \$100.00 (nonrefundable)

Authority: 1967 PA 227 Completion: Mandatory As Required By Section 12 Penalty: Examination Will Not Be Given	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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**IMPORTANT - READ CAREFULLY**

- This application must be on file in the office of the Elevator Safety Division, Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, P.O. Box 30255, Lansing, Michigan, 48909, on or before the twentieth day preceding the date of the examination.
- The applicant shall be in a position to submit sufficient information relative to his/her experience, integrity and responsibility.
- Applicant must have at least 5 years of experience as an elevator constructor or journey person in the type of elevator work for which they desire the license.
- Submit 2 written references.
- Examination applications not properly completed will be rejected.
- The examination fee must accompany this application. Make check or money order payable to the **State of Michigan**.
- Mail completed examination application and fee to address listed above.

**HAVE YOU PREVIOUSLY APPLIED TO TAKE THIS EXAMINATION?**     No     Yes

**APPLICANT INFORMATION**

CLASS		
<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C - Device Type _____
NAME		SOCIAL SECURITY NUMBER*
ADDRESS		TELEPHONE NUMBER (Include Area Code)
CITY	STATE	ZIP CODE

**COMPANY REPRESENTING**

COMPANY NAME		
ADDRESS		BUSINESS TELEPHONE NUMBER (Include Area Code)
CITY	STATE	ZIP CODE

**REFERENCES** - Enter below the names and addresses of three references and submit not less than two (2) written references with this application from those listed certifying your years of experience as an elevator constructor, journey person or equivalent.

NAME			NAME		
ADDRESS			ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
NAME			NAME		
ADDRESS			ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE

\*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

**EMPLOYMENT HISTORY** - Start with present or last employer and list in reverse order. (Attach additional sheets if necessary)

State definitively your qualifying installation and servicing experience on equipment, similar to that for which license is required. Give names and addresses of firms with whom employed, duties, length of service and dates of employment. Present available documentary evidence to substantiate experience.

NAME OF PRESENT OR LAST EMPLOYER			DATES EMPLOYED (Month / Day / Year) FROM:                      TO:
ADDRESS	CITY	STATE	
YOUR JOB TITLE (Apprentice, Journeyman, Foreman, Adjuster, etc.)		YOUR SUPERVISOR'S NAME AND TITLE	
JOB DUTIES (New Elevator Construction, Maintenance, Service, Repair, Adjuster, etc.)			
TYPE OF EQUIPMENT WORKED ON (Traction (geared, gearless), Hydraulic (direct, roped), Stage Lift, Sidewalk, Escalators, etc.)			
NAME OF PREVIOUS EMPLOYER			DATES EMPLOYED (Month / Day / Year) FROM:                      TO:
ADDRESS	CITY	STATE	
YOUR JOB TITLE (Apprentice, Journeyman, Foreman, Adjuster, etc.)		YOUR SUPERVISOR'S NAME AND TITLE	
JOB DUTIES (New Elevator Construction, Maintenance, Service, Repair, Adjuster, etc.)			
TYPE OF EQUIPMENT WORKED ON (Traction (geared, gearless), Hydraulic (direct, roped), Stage Lift, Sidewalk, Escalators, etc.)			
NAME OF PREVIOUS EMPLOYER			DATES EMPLOYED (Month / Day / Year) FROM:                      TO:
ADDRESS	CITY	STATE	
YOUR JOB TITLE (Apprentice, Journeyman, Foreman, Adjuster, etc.)		YOUR SUPERVISOR'S NAME AND TITLE	
JOB DUTIES (New Elevator Construction, Maintenance, Service, Repair, Adjuster, etc.)			
TYPE OF EQUIPMENT WORKED ON (Traction (geared, gearless), Hydraulic (direct, roped), Stage Lift, Sidewalk, Escalators, etc.)			

**If you have a disability and require an accommodation to take the examination, please submit written documentation from a professional (education professional, doctor, psychologist, psychiatrist) to certify that your disabling condition requires the requested test accommodation. Forms are available from this office.**

**CERTIFICATION AND SIGNATURE**

I certify all statements are true to the best of my knowledge and that all work shall be done according to the State of Michigan elevator law, rules and regulations adopted by the Elevator Safety Board.	
I also certify I am actively employed by the company I'm representing and that in the event of my leaving said firm, agree to immediately notify the Michigan Department Licensing and Regulatory Affairs, Bureau of Construction Codes.	
SIGNATURE OF APPLICANT	DATE