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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

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DIRECTOR

State Of Michigan Elevator Section Questions

- Q. Do I need an elevator inspection from the State?
- A. An inspection from the State Elevator Inspector is required to have your Certificate of Operation issued. The Certificate is not required to be posted but must be onsite for review, if requested.
- Q. How do I get an elevator inspection completed?
- A. 90 days prior to the expiration of your current Certificate of Operation, you will receive an invoice for the annual inspection either via mail or the email address on file with the State. Once that is paid, your elevator device will be added to the inspector's worklist. You do not have to schedule with the inspector; they will show up during normal working hours to perform your inspection.
- Q. How can I pay my invoice?
- A. The recommended and fastest way to pay an invoice is on our website at <https://aca-prod.accela.com/LARA/Default.aspx> by using the Express Payment function found in the top banner. Payments online can be made via credit card or e-check. Alternatively, you may also mail in your payment with your invoice. Please ensure that your serial number(s) are referenced with your payment to ensure timely processing and receipt of payments.
- Q. I received a notice of low or medium violations, what do I do?
- A. Give the violation notice to your elevator servicing company to correct the non-compliant items. Ask the elevator mechanic or journey person to correct each item, check off each item on the violation notice, date, sign, and include their license number on the notice. Once they have done the work, the signed violation notice must be emailed to elevsafety@michigan.gov. This can be sent by either yourself or your journey person. Once the signed violation notice is received, we will update your records to show compliance.
- Q. My inspection had no violations, where is my Certificate of Operation?
- A. If you had a compliant inspection, but have not received your Certificate of Operation, contact elevsafety@michigan.gov with your serial number(s) and we will review your records. Please note that if you do not have an email address connected with your elevator device, mailing a certificate may take up to 4 weeks.
- Q. My elevator contractor told me I need a variance what do I do?
- A. This means that something about your elevator will not or does not completely align with code or rules and a formal request must be submitted to the Elevator Section to request a deviation from code or rules. Work with your elevator company to have them submit the variance form and they will communicate with the Elevator Section to obtain a final ruling on the request.
- Q. I am not receiving anything from the State about my elevator, what do I do?
- A. Contact the Elevator Section at elevsafety@michigan.gov and provide your serial number(s) as well as your updated contact information. Serial numbers can be found on a metal plate inside the elevator, just above the buttons.
- Q. I have more questions and I'm not sure where to reach out.
- A. Email elevsafety@michigan.gov for answers to other questions you have.