



**ELEVATOR INSPECTOR LICENSE APPLICATION**

**Elevator Examining Board  
City Hall, Room 121-B  
30 Church Street  
Rochester, New York 14614**

**Summary of Instructions**

To obtain an Elevator Inspector's Certificate of Registration:

1. Complete the attached application and **submit it with the required application fee payable to City of Rochester, Treasurer**, to the Building Permit Office, Room 121-B, 30 Church Street, Rochester, New York 14614. Forms of payment include; money order, personal check, Visa /MasterCard and cash (**please do not send cash in the mail**). The required application fee of \$100.00 is due at the time of application.
2. Submit proof that you meet the minimum requirements established for licensing. These requirements are described below. Read carefully the instructions for references and documentation found later in this brief.

Questions about when a certificate is required, qualifications for licensing, fees, penalties, etc., can be answered by contacting 585-428-9339, online at [cityofrochester.gov](http://cityofrochester.gov), by going to the Building Permit Office, Room 121-B, City Hall, or by obtaining the Elevator Code Book Chapter 50.

**Minimum Requirements for Registration**

The Elevator Board of the City of Rochester requires that each applicant for Elevator Inspector License have these minimum applicable requirements for licensing:

1. Applicant shall make an application to the Rochester Elevator Examining Board detailing appropriate experience and shall possess and maintain a current Qualified Elevator Inspector (QEI) Certification.
2. Applicant must demonstrate an acceptable combination of experience and education credits. Five 5 years (@1750 hours per year) work experience in the elevator industry in construction, maintenance and service or repair, and this must be verified by current and previous employers.
3. Applicant must submit a certificate of insurance from an insurance company license to do business in the State of New York as evidence of insurability in levels as specified by the Commissioner of Neighborhood and Business Development.



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(Please Print)

Form with fields: Name (Last), First, M.I., QEI License Number, Exam Date, Address, City/State/Zip, Home Phone, Cell Phone, E-Mail

Licensing Information

Form with questions: Have you ever had an Elevator Inspector's license denied, suspended or revoked? Do you currently hold an Elevator Inspector's license in any other state? I am currently a:

Education

Table with 4 columns: Name, City & State, Years Completed, Year Graduated. Rows include High School, College, Correspondence Night School, Business/Trade/Military/Other.

Employment

Form with instructions and fields for listing employers: For applicants who are claiming that all or part of their required experience is from being employed as an Elevator Inspector, list your employers for the past five (5) years starting with your most recent employer. Fields include Employer's Name, Start Date - End Date, Hours Per Week, Address, City/State/Zip, Phone Number.

I hereby certify the above statements and all attachments, made by me, which form this application, are true to the best of my knowledge and belief.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**PROOF OF EXPERIENCE INSTRUCTIONS FOR ELEVATOR INSPECTOR**

**City of Rochester Elevator Examining Board  
City Hall, Room 121-B, 30 Church Street  
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Applicants who gained all or part of their elevator experience working for contractors, your proof of experience must consist of one letter of reference from each employer you worked for in the last five years.

**IT IS YOUR RESPONSIBILITY TO:**

1. Fill in the employer's name, address, and your name on the reference letter for each employer. Copies are included in this package, please make more if needed.
2. For each employer, have a supervisory-level person (foreman, superintendent, owner) answer the questions and then sign and date in the date provided.
3. Make sure that the reference letters are returned **by the employer** to the Board.

**Notes to Remember**

- No action will be taken on your application until the required number of reference letters are returned to the Board.
- If you wish to claim credit for classroom training hours toward the minimum experience requirements, you must furnish the Board with a diploma, certificate, or affidavit that describes the type and length of the training. The Board may at their discretion, allow partial credit for this training.



**REFERENCE LETTER FOR ELEVATOR INSPECTOR LICENSE**

City of Rochester Elevator Examining Board  
City Hall, Room 121-B, 30 Church Street  
Rochester, New York 14614

**(Please Print)**

Name of Reference	Contact Number:
Address:	City/State/Zip

**Dear Reader:**

The following person has applied to the Elevator Examining Board for an **Elevator Inspector License** for use in the City of Rochester.

**NAME OF APPLICANT:** \_\_\_\_\_

One of the conditions for licensing is that the applicant must submit proof that he/she meets the minimum experience requirements established by the Board for **Inspector License**. For the mechanic /inspector who gained all or part of his/her experience while working as a mechanic/inspector, the required proof must consist of a letter of reference from a supervisory-level person (foreman, superintendent, or owner) in each firm which employed the applicant over the required period.

The Board requests each employer to answer the following questions about the applicant’s work experience while he/she was employed by your firm.

1. The above applicant was employed by us as an Elevator Inspector from:	1A. (Month/Year) _____ to _____
2. During the period of time noted in <b>1A</b> above, the applicant worked an average of how many hours per week as an Elevator Mechanic/Inspector?	Hours Per Week _____
3. During the period of time noted in <b>1A</b> above, the applicant worked approximately how many total hours?	Total Hours _____
4. In your judgment, is the applicant qualified to do the work covered by the license applied for?	( ) YES ( ) NO

It is the applicant’s responsibility to furnish these letters of reference. No action will be taken on this application until the required number of reference letters are returned to the Board by the employer.

DATE \_\_\_\_\_

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Supervisory Position

Please put any comments you care to add on the back of this letter and mail to the Elevator Examining Board at the above address. Thank you for your cooperation.



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1. The above applicant was employed by us as an Elevator Inspector from:	1A. (Month/Year) _____ to _____
2. During the period of time noted in <b>1A</b> above, the applicant worked an average of how many hours per week as an Elevator Mechanic/Inspector?	Hours Per Week _____
3. During the period of time noted in <b>1A</b> above, the applicant worked approximately how many total hours?	Total Hours _____
4. In your judgment, is the applicant qualified to do the work covered by the license applied for?	( ) YES ( ) NO

It is the applicant’s responsibility to furnish these letters of reference. No action will be taken on this application until the required number of reference letters are returned to the Board by the employer.

DATE \_\_\_\_\_

\_\_\_\_\_  
Signature of Reference

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