



July 13, 2016

To all concerned:

RE: Miami Beach Elevator Certificate of Operation New Policy and Procedure

I am pleased to announce the City of Miami Beach Elevator Division has now implemented a new procedure for the certificates of operation for elevators on the beach. In previous years the process we had in place was that all the certificates would expire on September 30th of the next year. As long as you had a compliant inspection and test performed within the past twelve (12) months prior to October 1st, you would receive a new certificate for the following year once you paid the certificate fee.

For example: if the property had a compliant inspection on October of 2015, on September 30th of 2016 once the certificate fee was paid, we would send out a new certificate for 2017, this is **prior** to the property having the next inspection and test performed in October of 2016. We feel this has created confusion for the property owners and building personnel who don't realize that they still need to have a new inspection and test performed since they have already received a valid certificate for the next year. To avoid this confusion, and with less chance of buildings falling behind on their required testing every year, we have implemented a new process we feel will run more efficiently.

The new expiration date on the certificate will be generated from the last inspection and test performed, and will continue to be the same date every year. If there are violations of code noted on the annual inspection and test you will still be required to correct those within 90 days of the initial inspection before the certificate will be released.

For example: If you had an inspection and test performed on July 7th 2016, the certificate will expire on the same date in 2017. If you have an inspection and test performed in June 2016 prior to your certificate expiring, your certificate will continue to expire every year on July 7th. If you don't have an inspection and test performed prior to your expiration date you will be subject to any fines as stated in the Florida Statutes. By keeping the expiration date the same every year for each individual building it should be easier for everyone to track when the inspection and tests need to be performed every year and eliminate buildings from receiving valid certificates prior to performing the required testing. The certificate fee invoice will continue to go out prior to September 30th of each year and must be paid in order to receive a valid certificate provided there is a compliant inspection and test for this year. A late fee will be assessed on any payments received after January 1st 2017.

If you are scheduled this year for an inspection or test in October, November, December once you pay the certificate fee this year we will send you a new certificate that will only be valid up to your inspection date in 2016, then once you have an inspection and test for 2016 and it is compliant you will receive a certificate for 2017 at no extra charge. I understand there might be questions or concerns as we move forward in this process and we will be happy to answer any questions you may have.

The City of Miami Beach has also included the **"Application for Certificate of Operation or Change of Owner"** which must be filled out so that we ensure your building information, mailing address, contact numbers, is up to date. Please return the form back; this will insure that any correspondence gets to the right party.

We appreciate your understanding in this process and look forward to a safe and productive year going forward.

Sincerely,

Joey Gan
Chief, Elevator Safety Division

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.