



*The Commonwealth of  
Massachusetts  
Department of Public Safety*



## **REVISED** **Change in Procedure for Annual Elevator Inspection, Installation, Modernization and/or Alteration Applications**

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**Greetings,**

**Beginning November 15, 2011, the Department will be changing the procedure for the submission of applications for annual elevator safety tests, inspections, installations, modernizations and/or alterations. Currently, applicants submit to the Department application forms and one check regardless of the number of units listed on the applications. Under the new procedure, the Department will require that applicants mail in a separate application form and accompanying check for each unit for which the applicant is requesting a permit and subsequent inspection for: installation, modernization and/or alteration. Annual safety tests shall be limited to a maximum of ten units per form, with a minimum of one check per form. Each check number should be noted directly on the corresponding application form. The forms are presently being updated.**

Sincerely,#

*Thomas Costello*

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