

## Inspection and Technical Services

### Application for Installation of New or Altered Elevating Devices - Required Documentation

**ITS 22-010**

Inspection and Technical Services (ITS) has developed a streamlined application process for the installation of elevating devices including elevators, escalators, lifts for persons with physical disabilities, passenger ropeways/conveyors, personnel hoists, and manlifts that fall under the scope of the *Manitoba Elevator Act*.

The *Application for Installation of New or Altered Elevating Devices* is to be used for the installation of new, or the alteration of existing elevating devices. This initiative will:

- Create consistency to ensure all required documentation is received and approved prior to scheduling the initial inspection.
- Enable our staff to schedule inspections in a structured and timely manner.
- Will reduce administrative processing times for invoicing and issuing of certificates.

The application form is available for download on our website in a fillable format:

[https://www.gov.mb.ca/labour/its/elevating\\_devices/itsm\\_elevating\\_lifts.html](https://www.gov.mb.ca/labour/its/elevating_devices/itsm_elevating_lifts.html)

Please send all documents as PDF files (20MB max).

- Completed *ITS ED Form 01 - The Application for Installation of New or Altered Elevating Devices*
- For new installation:
  - 1 set of PDF drawing per elevating device, signed and sealed by a professional engineer licensed to practice in Manitoba, are required.
  - The shop drawings shall be the final version and include, but not limited to, the following: layout, plan, and elevation views of the elevating device and/or parts, showing all pertinent information necessary to demonstrate conformance with the regulation and applicable codes.
- For alteration:
  - A list of scope of work with detailed replacements must be submitted. A material list and/or drawings are preferable.
  - 1 set of PDF drawings per elevating device are required for major alteration.
- The subject line should read (address, new installation/alteration, type and equipment ID of elevating device: E.g. 401 York Ave, Winnipeg – New Installation, Freight Elev. #1)

- If all documents cannot be attached to a single email (size limitations), the submission may be broken into more than one email. The subject line should be clear there are multiple emails – Email 1/2 etc.
- Files shall be directly attached to the email: web links or file sharing sites are not acceptable.
- Each PDF clearly labeled to indicate contents
- All pages shall have the same orientation, i.e. all portrait or all landscape.
- PDF files cannot be locked to prevent signing or stamping.

It is imperative the applicant submits one form per elevator device and fully completes the appropriate sections, together with all supporting documentation.

The applicant must complete the declaration section of the application by entering in their name and dating the declaration section of the form. The completed application and supporting documentation must be submitted electronically to [ITSEDIntake@gov.mb.ca](mailto:ITSEDIntake@gov.mb.ca).

Upon receipt of the submission, we will verify that a complete application is received with all of the supporting documents in order to start a plan review process. Incomplete applications or applications received without the supporting documents, will be returned to the applicant.

Once the plan review is approved and completed, it will be assigned to an elevator inspector who will contact the applicant to set a date and time for the initial inspection.

Following a satisfactory initial inspection, an invoice will be sent by mail to the installer. Upon receipt of payment, the inspection certificate will be mailed to the installer. All subsequent certificates and invoices for periodic inspections will be issued to the parties listed as the Owner and Billing on the application.

#### **FOR MORE INFORMATION:**

If you have any questions, please contact us at, 204-945-3373.