ALABAMA DEPARTMENT OF WORKFORCE
ELEVATOR SAFETY RULES
ADMINISTRATIVE CODE

CHAPTER 480-8-3
LICENSING AND FEES
ED. NOTE: FORMER CHAPTER 490-2-3 HAS BEEN RENUMBERED CHAPTER 480-8-3. DUE TO THE MERGER OF THE DEPARTMENT OF INDUSTRIAL RELATIONS AND THE DEPARTMENT OF LABOR, THE DEPARTMENT OF INDUSTRIAL RELATIONS HAS BEEN DISSOLVED AND ALL THE RULES WILL BE LISTED UNDER THE DEPARTMENT OF LABOR AS PER CERTIFICATION FILED JANUARY 9, 2013; EFFECTIVE FEBRUARY 13, 2013.

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480-8-3-.01 Qualifications To Be Licensed As An Elevator Mechanic.

(1) No License shall be granted to any person who has not proven their qualifications and abilities. Applicants must demonstrate the following qualifications:

(a) An acceptable combination of documented experience and education credits: not less than 3 years work experience in the elevator industry, in construction, maintenance and service/repair, as verified by current and previous employers licensed to do business in the State of Alabama. Satisfactory completion of a written examination administered by the Division on the most recent referenced codes and standards.

(b) Certificates of completion and successfully passing the mechanic examination of a nationally recognized training program for the elevator industry such as the National Elevator Industry Educational Program or the Canadian Elevator Industry Education Program or their equivalent, that have been approved by the Department; or certificates of completion of

an apprenticeship program for elevator mechanic, having standards substantially equal to those of this chapter, and registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor or the Alabama Department of Labor.

(2) Any person who furnishes the Board with acceptable proof that they have worked as an elevator constructor, maintenance, or repair person shall upon making application and paying the fee shall be entitled to receive a License without an examination. They shall have worked without direct and immediate supervision as a mechanic for an elevator contractor registered to do business in the State of Alabama. This employment shall not be less than 3 years immediately prior to September 1, 2003. The person must make application within one year of September 1, 2003.

(3) A license shall be issued to an individual holding a valid license from a state or province having standards substantially equal to those of this chapter, upon application and payment of the fee but without examination.

(4) A limited elevator mechanic must be certified by the manufacturer of the equipment he or she installs or an approved training program acceptable to the equipment manufacturer. This certification must accompany the application for license.

(5) A temporary elevator mechanic license good for Thirty (30) days may be issued if the following procedures are followed:

(a) On your company letterhead you must request the temporary license and certify that the applicant has 2 years minimum experience and acceptable combination of documented experience and education to perform elevator work without direct and immediate supervision.

(b) The request must be notarized.

(c) There will be a $50.00 processing fee to be attached to the written request.

(d) The Temporary Mechanic License will recite that it is valid for thirty (30) days from date of issuance and while the person is employed by the licensed elevator contractor who certified the individual as qualified. The license shall be renewable as needed, for $50.00 each renewal.

(e) The Temporary Mechanic License must be present while the work is being performed.

(f) The Temporary Mechanic License must be present while the work is being performed.

Author: Ralph P. Pate
Statutory Authority: Code of Ala. 1975, §§25-13-7, -8, -12 (2003).

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480-8-3-.02 Qualifications To Be Licensed As An Elevator Contractor.

(1) No license shall be granted to any sole proprietor, firm, or corporation that has not demonstrated the requisite qualifications and abilities. Duly authorized applicants for an elevator contractor's license must have in their employ licensed elevator mechanics who perform the work described herein and have proof of compliance with the insurance et requirements as set forth in Code of Ala. 1975, §25-13-1, seq.

(2) No license shall be granted to any sole proprietor, firm, or corporation that has not demonstrated the requisite qualifications and abilities. Duly authorized applicants for a limited elevator contractor's license must have in their employ licensed limited elevator mechanics who perform the work described herein and have proof of compliance with the insurance requirements as set forth in Code of Ala. 1975, §25-13-1, et seq.
Author: Ralph Pate, Andrew Hamilton Smith
Statutory Authority: Code of Ala. 1975, §25-13-10.
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480-8-3-.03 Qualifications To Be Licensed As An Elevator Inspector.

(1) No inspector's license shall be granted to any person unless he or she demonstrates to the satisfaction of the administrator or other officer designated by the board that he or she meets the current Department of Labor Standards for the Qualifications of Elevator Inspectors.

(2) No license shall be granted to any entity that has not demonstrated the requisite qualifications and abilities. Notwithstanding any other provision, cities or municipalities wishing to engage in the safety inspections of existing elevators or related conveyances, the permitting and inspection of new or modernized elevators or related conveyances, may perform inspection programs on behalf of the Board, provided they meet the following requirements:

(a) The inspector shall meet the experience requirements noted in the qualifications for an inspector as set forth by the Department of Labor

(b) The inspector must submit an application to the Alabama Department of Labor to be a licensed elevator inspector;

(c) Subsequent to inspection, the city or municipal inspector shall supply the property owner or lessee and the Administrator with a written inspection report describing any and all violations;

(d) When a unit is proven to be in safe operating condition, a Certificate of Operation shall be issued through the Alabama Department of Labor and may be issued jointly with the Municipality; and

(e) The applicant or licensee must meet all other statutory requirements and rules and regulations enforced by the Board.

(3) Qualifications: An inspector shall meet the definition of "Elevator Personnel" in ASME A17.1/CSA B44, Section 1.3 and have documented training and at least 1 year of experience performing inspections and performing or witnessing tests specified in ASME A17.1/CSA B44, CSA B311, ASME A18.1 or CSA B355, and ANSI/ASSE A10.4 or CSA Z185. Verifiable evidence of training and experience shall be documented with the application for license to the department. . Knowledge may be evidenced by approved written and/ or oral examinations, as administered by the department or other organizations acceptable to the department.

General Knowledge:
An inspector shall also verify that he or she meets the following qualifications:

(a) knowledge of personal safety practices to perform the following:

1. acceptance inspections of new construction

2. routine and periodic inspections of existing equipment

3. inspections of equipment in hazardous environments, where applicable

(b) familiarity with industry terminology, including the following:

1. terms defined and used in ASME A17.1/CSA B44, ASME A18.1.A17.3 and NFPA Standards.

2. terms used in ASME A17.2

3. terms defined and used in the National Electrical Code

4. Administrative rules and regulations published by the department

(c) ability to read architectural and installation drawings including hoist way and machine room layouts.

(d) working knowledge of electrical, electronic, and circuit construction principles, including but not limited to:

(1) voltage, currents, and resistance

(2) series and parallel circuits

(3) grounding

(4) ability to read circuit diagrams

(e) knowledge of the purpose and function of safety devices in the following locations:

(1) machine rooms and machinery spaces

(2) hoist ways

(3) on the cars

(4) pits

(5) escalators, moving walks, and other related equipment

(f) working knowledge of mechanical principles as applied to structures, machines, mechanisms, and the effects of traction on ropes and sheaves.

(g) working knowledge of hydraulic principles as applied to the operation of valves, pumps, plungers, piping, and buffers.

(h) working knowledge of the various types of equipment; their code requirements, uses, and limitations.

(1) classification of usage

(a) passenger elevators

(b) freight elevators (classes A, B, C1, C2, and C3)

(c) private residence elevators

(d) sidewalk elevators

(e) special purpose personnel elevators

(f) inclined elevators

(g) material lifts and dumbwaiters with automatic transfer devices

(h) dumbwaiters

(i) elevators used for construction

(j) personnel hoists and employee elevators

(2) Classification of driving means

(a) traction

(b) winding drum

(c) hydraulic (direct-plunger hydraulic, electro-hydraulic, maintained-pressure hydraulic, and roped hydraulic)

(d) screw machine

(e) rack and pinion

(f) hand

(g) belt and chain drives

(3) escalators and moving walks

(4) inclined and vertical wheelchair lifts and stairway chairlifts (ASME A17.lb-1998 and earlier.

(i) working knowledge of the functions and operations of elevator systems, including machines, motors, governors, and other machine room equipment; controllers, position devices, door operator systems, hoist way systems, safety system testing and functions, pit equipment escalators, moving walks, electrical devices, and hydraulics

(j) working knowledge of inspection and testing pro-cedures as described in ASME A17.2 and awareness of published interpretations of those procedures

(k) working knowledge of applicable building, fire, electrical, and accessibility codes

(l) demonstrated ability to perform the duties speci-fied in Section 2.2

(m) working knowledge of the requirements of ASME A17.3 and awareness of published interpretations of ASME A17.3

(n) must have in his or her personal possession the current codes in effect at the time of each inspection.

(4) Duties: The duties of an inspector include but are not limited to the following:

(a) making acceptance inspections and witnessing tests to determine whether all parts of the installation conform to the requirements of the applicable code or regulations and whether the required safety devices function as required therein

(b) making routine or periodic inspections and wit-nessing tests of existing installations to determine that the equipment is in apparent safe operating condition, has not been altered except in conformity to the applicable code or regulations, and performs in accordance with test requirements

(c) reporting the results of the inspection and testing in accordance with the appropriate administrative pro-cedures established by the department.

Author: Ralph Pate, Andrew Hamilton Smith
Statutory Authority: Code of Ala. 1975, §25-13-6, -9 (2003).
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Amended: Filed January 9, 2013; effective February 13, 2013.
Amended: Filed November 25, 2013; effective December 30, 2013.

480-8-3-.04 Fee Schedule.

(1) Fees shall be established as follows:

(a) Elevator Contractor's license:	$300.00;
(b) Elevator Contractor's license renewal (biennial):	$200.00;
(c) Limited Elevator Contractor's License:	$300.00;
(d) Limited Elevator Contractor's License renewal (biennial)	$200.00;
(e) Elevator Mechanics and Limited License (initial and biennial renewal):	$100.00;
(f) Elevator Inspectors License (initial) and biennial renewal:	$100.00;
(g) Installation Permits	
Elevators, per unit:	$400.00;
Plus, for each floor:	$ 15.00;
Dumbwaiter and material lifts, per unit	$250.00;
(h) Escalator, per unit:	$250.00;

(i) Private residence inclined lifts and elevators: $250.00;

(j) Special purpose personnel elevators and wheelchair lifts, per unit: $250.00.

(2) Two acceptance inspections and the operating permit fees are included in the installation permit fee. All additional inspections shall be $260.00 per visit.

$100 of the Permit Fee for conveyances and/or alterations goes to ADOL Elevator Inspections with the permit application. Balance is due the Inspector upon completion.

(3) Major Alteration Permits:

(a) Each alteration – one item as outlined in Section 1200 and 1201 of the Standard, per unit: $250.00;

(b) Each additional alteration, per unit: $250.00;

(c) Maximum alteration fee, per unit: $500.00.

(d) The acceptance inspection fee is included in the major alteration permit fee. The alterations inspection will not change the normal inspection or the operating certificate due date. Additional inspections shall be $250.00.

(4) Operating Certificates:

(a) One-year certificate: $100.00;

(b) Temporary certificate: $260.00;

(5) Inspections by a licensed inspector per unit: $ 90.00*;
*First two (2) landings are included in the $90.00 fee. There is a $5.00 fee for each additional landing. Per ASME A17.1, a landing is defined as "that portion of a floor, balcony, or platform used to receive and discharge passengers or freight."

(6) Internal escalator inspection by a licensed inspector per unit: $250.00;

(7) Lock Out Fee:

(a) unlock $100.00

(b) Tamper: Unauthorized tampering relock fee: $500.00

(8) Category 5 Witness Inspection $300.00

Author: Ralph Pate, Chief Inspector; Marvin J. Byrum, Chief Inspector; James Dye, Acting Chief Inspector Edward F. Wiggins, Chief Inspector

Statutory Authority: Code of Ala. 1975, §25-13-6, -12 (2005).

History: New Rule: Filed June 22, 2004; effective July 27, 2004.
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Amended: Published October 30, 2022; effective November 14, 2022.
Amended: Published May 31, 2024; effective July 15, 2024.
Amended: Published August 29, 2025; effective October 13, 2025.

480-8-3-.05 Renewal Of License.

(1) A license issued by the Board shall be valid for two years. The Board may renew a license, provided the applicant submits a timely written application for renewal accompanied by the required fee prior to expiration of the license.

(2) Applicants for license renewal shall provide evidence, satisfactory to the Board, of completion of eight hours of instruction approved by the Board, designed to ensure the continued qualifications of the applicant.

(3) If a license is allowed to lapse it may be renewed within ninety (90) days of its expiration date by the payment of a penalty of $50.00 in addition to the renewal fee; however, no unsupervised work shall be performed until such time as the license is renewed.

(4) If a license is not renewed within ninety (90) days of its expiration date then the license will permanently expire and the inactive licensee shall make application for a new license following the appropriate licensing procedure and paying a penalty of $50.00 in addition to the new application fee.

(5) Upon permanent expiration of a license, the Inspection Division shall provide notice to the licensee that the license is expired.

(6) Any person found performing work without a current license shall be subject to the additional administrative fines/penalties as set out in ADOL Administrative Code Rule 480-8-4-.08(1)(g).
Author: Jay Jenkins, Joseph S. Ammons
Statutory Authority: Code of Ala. 1975, §25-13-6, 25-13-7, 25-13-12 (2003).
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480-8-3-.06 Emergency And Temporary Mechanics Licenses.

(1) Whenever an emergency exists in the state due to disaster, act of God, or work stoppage, as declared by the President of the United States or Governor of Alabama, and the number of persons in the state holding licenses granted by the administrator is insufficient to cope with the emergency, the licensed elevator contractors shall respond as necessary to assure the safety of the public. Any person certified by a licensed elevator contractor to have an acceptable combination of documented experience and education to perform elevator work without direct and immediate supervision shall seek an emergency elevator mechanic license from the administrator within five business days after commencing work requiring a license. The administrator shall issue emergency elevator mechanic licenses. The licensed elevator contractor shall furnish proof of competency as the administrator may require. Each such license shall recite that it is valid for a period of 30 days from the date of issuance for particular elevators or geographical areas as the administrator may designate and shall entitle the licensee to the rights and privileges of an elevator mechanic license issued in this chapter. The administrator shall renew an emergency elevator mechanic license during the existence of an emergency. No fee shall be charged for any emergency elevator mechanic license or renewal thereof.

(2) A licensed elevator contractor shall notify the administrator when there are no licensed personnel available to perform elevator work. The licensed elevator contractor may request that the administrator issue temporary elevator mechanic licenses to person certified by the licensed elevator contractor to have an acceptable combination of documented experience and education to perform elevator work without direct and immediate supervision. Any person certified by the licensed elevator contractor to have an acceptable combination of documented experience and education to perform elevator work without direct and immediate supervision shall immediately seek a temporary elevator mechanic license from the administrator and shall pay a fee of $50 per month. Each such license shall recite that it is valid for 30 days from the date of issuance and while the person is employed by the elevator contractor who certified the individual as qualified. The license shall be renewable as long as the shortage of license holders shall continue.

(3) For purposes of this Rule, the phrase "acceptable combination of documented experience and education "shall mean at least two years of experience in performing elevator work and the completion of a least 288 hours of Board-approved education relating to the same.

Author: Andrew Hamilton Smith
Statutory Authority: Code of Ala. 1975, §25-13-12 (2003).

History: New Rule: Filed June 22, 2004; effective July 27, 2004.
Amended: Filed December 29, 2004; effective February 2, 2005.
Amended: Filed January 9, 2013; effective February 13, 2013.

480-8-3-.07 Continuing Education.

(1) The renewal of all licenses granted under the provisions of this section shall be conditioned upon the submission of a certificate of completion of course(s) designed to ensure the continuing education of the holder of a License on new and existing provisions of the regulations of the Division. Such course(s) shall consist of not less than eight hours of instruction that shall be attended and completed within the year immediately preceding the renewal.

(2) The course(s) shall be taught by instructors through continuing education providers that may include, but shall not be limited to, association seminars, and labor training programs. The Board shall approve the continuing education providers. All instructors shall be approved by the Board and are exempt from the requirements of the preceding paragraph with regard to their application for License renewal provided that such applicant was qualified as an instructor at any time during the year immediately preceding the renewal.

(3) A holder of a License who is unable to complete the continuing education course required under this section prior to the expiration of their License due to a temporary disability may apply for a waiver from the Division. This will be on a form provided by the Division, shall be signed under the pains and penalties of perjury and shall be accompanied by a certified statement from a competent physician attesting to such temporary disability. At that time a waiver sticker, valid for 90 days, shall be Issued to such person and affixed to their License. Upon the termination of such temporary disability, such person shall submit to the Division a certified statement from the same physician, if practicable, attesting to the termination of such temporary disability.

(4) Approved training providers shall keep uniform records, for a period of ten years, of attendance of person holding a License following a format approved by the Division and such records shall be available for Inspection by said Division at its request. Approved training providers shall be responsible for the security of all attendance records and certificates of completion; provided, however, that falsifying or knowingly allowing another to falsify such attendance records or certificates of completion shall constitute grounds for suspension or revocation of the approval required under this section.
Author: Andrew Hamilton Smith
Statutory Authority: Code of Ala. 1975, §25-13-12 (2003).

History: New Rule: Filed June 22, 2004; effective July 27, 2004.
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480-8-3-.08 Permits.

(1) An application for a permit shall be filed with the department in accordance with Code of Ala. 1975, §25-13-16(d) for all elevator work covered under these rules.

(2) Each application for a permit shall be accompanied by copies of specifications and accurately-scaled and fully-dimensioned plans that clearly indicate location of the elevator in the building; the location of the machinery room and the equipment to be installed, relocated or altered; all structural supporting members, including foundations; and a specification of all materials to be used and all loads to be supported or conveyed. The plans and specifications shall be sufficiently complete to illustrate all details of construction and design.

(3) The applicable fees shall accompany each permit application.

(4) A permit may be revoked for any of the following reasons:

(a) Where any false statements or misrepresentations were made as to the material facts in the application, plans, or specifications on which the permit was based.

(b) Where the permit was issued in error and should not have been issued in accordance with this chapter.

(c) Where the work detailed under the permit is not being performed in accordance with the provisions of the application, plans, or specifications or with this chapter or conditions of the permit.

(d) Where the elevator contractor to whom the permit was issued fails or refuses to comply with a STOP WORK order.

(e) If the work authorized by the permit is not commenced within six months after the date of issuance or within a shorter period of time as the administrator, or his or her authorized representative in his or her discretion, may specify at the time the permit is issued.

(f) If the work is suspended or abandoned for 60 days, or shorter time as the administrator may specify at the time the permit is issued, after the work has been started.

(5) The administrator may allow an extension of time at his or her discretion.

Author: Andrew Hamilton Smith
Statutory Authority: Code of Ala. 1975, §25-13-6, -16, -20 (2003).
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