

## **Elevator Annual Inspection and Permit Renewal Policy**

### **Purpose**

To ensure timely compliance with Miami-Dade County requirements for the annual elevator inspection, operating permit renewal, and proper posting of the elevator operating permit.

### **Scope**

This policy applies to all elevators managed by Caribbean Management and outlines responsibilities related to inspection coordination, permit renewal, and recordkeeping.

### **Permit Expiration**

The elevator operating permit expires annually on July 31.

### **Contracted Elevator Company**

Global Elevator Sales and Services

Phone: (305) 827-8655

Email: g-elevators@hotmail.com

### **Procedure**

#### **1. Inspection Coordination**

By June 1st of each year, Caribbean Management shall contact Global Elevator Sales and Services to initiate coordination for the annual elevator inspection. Early coordination is required to ensure the elevator system is fully prepared prior to the permit expiration date.

#### **2. Pre-Inspection Review**

Global Elevator Sales and Services is responsible for reviewing the elevator system to confirm there are no violations or pending repairs before requesting the county inspection. Any required repairs or corrective actions must be completed prior to scheduling the official inspection.

#### **3. County Inspection**

Once the elevator system is confirmed to be in full compliance, Global Elevator Sales and Services shall coordinate the official inspection with Miami-Dade County.

#### **4. Permit Issuance and Posting**

After passing the inspection, Miami-Dade County will mail the renewed elevator operating permit, typically in August. Once received, the permit must be placed inside the elevator cab or casing in a visible location, in accordance with county regulations.

#### **5. Follow-Up if Permit Is Not Received**

If the permit is not received by mail, Caribbean Management shall contact the Miami-Dade County Elevator Safety Office for assistance.

### **County Contact Information**

Miami-Dade County Elevator Safety Office

Phone: (305) 375-1577

Contact Person: Andrea Higgs

Email: andrea.higgs@miamidade.gov

### **Recordkeeping**

All inspection reports, permits, invoices, and related correspondence shall be retained in the building's permanent records in accordance with Caribbean Management's record retention procedures.