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This Certificate of Alteration Permit Application is for: Elevator Car Enclosures
Note: A separate application must be submitted for each elevating device

FEE \$100 (plus GST)

Application fee must be paid prior to booking the inspection.

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**Applicant:
Company Performing
Car Enclosure Work**
(Company, Phone Number,
Email Address, Person in Charge)

Contact Name:_____

Company Name:_____

Mailing Address:_____

Email Address:_____

Phone Number:_____

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Site Name:
(Building Name, Address, City,
Postal Code)

Building Name: _____

Building Address: _____

City: _____

Building Postal Code: _____

4

Building Owner or Agent:
(Owner's or Company's Name,
Phone Number, Email Address,
Person in Charge)

Contact Name:_____

Company Name:_____

Mailing Address:_____

Email Address:_____

Phone Number:_____

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Elevator Service Provider:
(Company Name, Phone Number,
Email Address, Person in Charge)

Contact Name:_____

Company Name:_____

Mailing Address:_____

Email Address:_____

Phone Number:_____

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**Registered Engineering
Professional:**
(Company Name, Phone Number,
Email Address, Person in Charge)

Contact Name:_____

Company Name:_____

Mailing Address:_____

Email Address:_____

Phone Number:_____

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Elevating Device Known-as Identification:

8

Elevating Device Location:

9

Type of Elevator: Electric☐ Hydraulic☐ Other☐

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Major Alteration: Note: All Elevator Car Enclosure Modernizations, Modifications, Upgrades, Alterations, Refurbishments, which may include certain Replacements, are classified as a Major Alteration as per Regulation AR 28/2012 Section 1(k) and require plans to be signed and stamped or sealed by a Registered Engineering Professional.

Part A Data Sheet - Provide a detailed Scope of Work describing all proposed work, along with authenticated drawings and supporting documentation for this application and complete **PART A** of the Data Sheets before submitting.

Part B Data Sheet - Is to be Completed and Submitted to AEDARSA **Before Booking** an **Acceptance Inspection**

Note: Attach Additional Information as Required

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Indicate if this is a resubmission: Yes☐ No☐
If plans are revised after registration, you are required to resubmit the updated plans and provide a clear, itemized list of all changes. All changes must be explicitly identified on the drawings or in a separate summary to ensure compliance verification and prevent delays in approval.

Note: Attach Additional Information as Required

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Applicable Code Information
Identify the Code being used for work performed in this application:

Identify the code used at the time of the initial installation:

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Alberta Registered Engineering Professional Authentication and Permit to Practice.
"I certify that the proposed Scope of Work and the accompanying drawings identify the applicable safety code requirements and demonstrate compliance with all relevant provisions of the Safety Codes Act and the adopted codes and standards. I further certify that all affected systems are designed to be safe for all intended modes of operation."

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Applicant's Signature:

Department Use Only

Certificate issued: Yes☐ No☐

Variance granted: Yes☐ No☐

Conditions attached: Yes☐ No☐

Application reviewed by: _____

SCO#: _____

Date: _____

Additional Comments:

The information collected on this form is subject to the access and privacy provisions of the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).

EDA/045/ECC2025

Elevator Car Enclosure: Part A Data Sheet

Elevator Service Provider:

Elevator “E” Number:

Elevator Known-As Identification:

Building Name:

Site Address:

System design verification and the required values are to be determined prior to submitting this Application.
Note: Missing Data Plates (Tags) or Marking Plates must be replaced with code-compliant and accurate information.
The required information below must not be left blank.

Item	Electric Elevators	Hydraulic Elevators
Car Weight (Car Crosshead Value)		
Rated Load (Car Crosshead Value)		
Car Weight - actual weight from weighing the car.		Plungers must not be included in the weighing.
Actual counterweight overbalance as a percentage.		
Actual No-Load Pressure in the Up direction		
Actual No-Load Speed in the Down direction		
Marking Plate for Safeties – the maximum weight the safety is designed for.		
Weight of material to be removed (Estimated)		
Weight of material to be added (Actual)		
Calculated change in the sum of the Deadweight and Rated Load from its original design. (as a percentage)		

Electric Elevators – Where changes result in an increase or decrease in the deadweight of the car that is sufficient to increase or decrease the sum of the deadweight and rated load, as originally installed, by more than 5%; compliance with **8.72.15.2** is required.

Hydraulic Elevators – Where changes result in an increase in the deadweight of the car that is sufficient to increase the sum of the deadweight and rated load, as originally installed, by more than 5%, compliance with **8.73.21** is required.

Companies performing elevator car enclosure work must be authorized to perform the activities specified in Schedule 2, Section 45 of the **Designated Trades and Restricted Activities Regulation (AR 161/2022)**.

Owner Acknowledgment Date:	Name	Signature
Elevator Service Provider Company – Person in Charge Date:	Name	Signature
Elevator Enclosure Modernization Company Date:	Name	Signature

Additional Comments:

Elevator Car Enclosure: Part B Data Sheet

Complete and Submit to AEDARSA Prior to Booking an Acceptance Inspection

Elevator Service Provider:

Elevator “E” Number:

Elevator Known-As Identification:

Building Name:

Site Address:

Item	Electric Elevators	Hydraulic Elevators
If the actual weight of added or removed materials is unknown, the elevator car must be reweighed upon project completion. Safety Code Officers may require the car to be reweighed if there is conflicting or inconsistent data.		
Actual Weight of Material Removed (No Estimated Values)		
Actual Weight of Material Added (No Estimated Values)		
For elevators equipped with safeties or oil buffers, the Engineer or Elevator Service Provider must select a test method that verifies compliance with the requirements of 2.14.1.2.3. Acceptable methods may include applicable testing procedures as outlined in 8.6.4.20.1 or 8.6.4.20.3 for electric elevators, and 8.6.5.16.1 for hydraulic elevators.		
Identify the test to be performed to verify compliance with 2.14.1.2.3.		
No-Load Pressure in the Up Direction		
No Load Speed in the Down Direction		
If the seal on the adjustment means for the Overspeed Valve is missing or broken, the valve must be tested as part of the Acceptance Inspection. Test weights will be required.		
Code Data Plate is installed with the required information as per section 8.9	☐ Yes	
Secondary Crosshead Data Tag is installed adjacent to the original Data Tag	☐ Yes	
Secondary Crosshead Data Plates must, at a minimum, display the following information and be constructed, designed, and installed in accordance with Section 8.13.1		
Electric Elevators	Hydraulic Elevators	
The New Complete Car Weight	The New Complete Car Weight (excluding plungers)	
The Percentage of Counterweight Overbalance Range	Rated Speed	
Rated Speed	Rated Load	
Rated Load	Date (Year and Month)	
Date (Year and Month)		
Note: Depending on the project’s scope, additional testing may be required.		
Elevator Service Provider Confirmation: Device is Ready for Acceptance Inspection	Name:	Signature:
Date:		
Elevator Enclosure Company Confirmation: Device is Ready for Acceptance Inspection	Name:	Signature:
Date:		
Additional Comments:		