IBE26-004 Elevators Used for Construction – Permitting, Inspections, Maintenance, and Operational Requirements

Purpose

This bulletin is intended to clarify the requirements for "***Elevators Used for Construction***" under Section 5.10 of ASME A17.1/CSA B44 code and to outline stakeholder responsibilities and AEDARSA expectations regarding permitting, inspections, maintenance, and operation.

AEDARSA has identified an increasing number of projects where elevators are being used for construction, demolition, renovation, or building repurposing activities, and the elevators do not comply with the conditions under which a "***Certificate of Operation Permit***" is issued. Once an elevator no longer complies with the conditions under which the existing Certificate of Operation Permit was issued, it is no longer valid.

ASME A17.1/CSA B44 states:

> "*Section 5.10 applies to elevators temporarily used for construction or demolition to provide transportation for construction personnel, tools, and materials only*." "*Elevators used for construction shall not be accessible to the general public unless they comply with Part 2 or Part 3.*"

Elevators that do not comply with Part 2 or Part 3 of ASME A17.1/CSA B44 and are intended to be "Elevators Used for Construction" require a "***Conditional Construction Use Permit***". This bulletin defines the conditions for obtaining and maintaining this Permit type and outlines two common scenarios in which "***Elevators Used for Construction***" are requested.

General Conditions – *Conditional Construction Use Permit*

When an **Owner, Site General Contractor** or **Elevator Contractor** wants to have an "*Elevator Used for Construction*," they must apply to AEDARSA for a "***Conditional Construction Use Permit***," and the Owner, Site General Contractor and Elevator Contractor are responsible for understanding and maintaining the following Permit conditions.

Construction Use Only

- Under no circumstances shall the elevator be accessible to the General Public.
- The elevator shall only be used by construction personnel for construction-related activities, including the transportation of personnel, materials, and tools associated with the project.

Conditional Construction Use Permit Validity and Annual Renewal

- The Conditional Construction Use Permit is valid for a maximum period of one (1) year from the date of issuance.
- It is the responsibility of the Owner, General Contractor and Elevating Device Service Provider to ensure the permit remains valid.
- Continued use of the elevator beyond the permit expiry date requires:
  - Submission of a new Conditional Construction Use Permit application;
  - An inspection by an AEDARSA Level 2 Safety Codes Officer confirming code compliance and that maintenance and category testing requirements are current. The Elevating Device Service Provider must be present for the inspection;
  - Payment of all applicable application and inspection fees.

Required Signage

- Signage shall be posted and maintained inside the elevator car and at all landings stating:

  "This elevator is to be used by construction personnel only for the purpose of moving material and tools. Public Use is NOT Permitted."

IBE26-004 Elevators Used for Construction – Permitting, Inspections, Maintenance, and Operational Requirements

Maintenance and Testing Requirements

- The elevator shall be maintained in accordance with Clause 8.6.7.10 and all applicable requirements of ASME A17.1/CSA B44, including but not limited to:
  - A valid Maintenance Control Program (MCP);
  - Maintenance, repair, and replacement activities;
  - Category 1 and Category 5 testing; and
  - Mandatory maintenance visits at a minimum frequency of once every three (3) months.

Permit Conditions and Directives

- The Conditional Construction Use Permit may include additional conditions or limitations imposed by an AEDARSA Level 2 Safety Codes Officer based on the configuration, use, or condition of the elevating device.
- All inspection directives shall be completed and directive sign-off documentation submitted to the applicable AEDARSA office:
  - calgaryinspections@aedarsa.com
  - edmontoninspections@aedarsa.com

Return to Normal Operation

- Once the elevator is no longer required as an Elevator Used for Construction, an inspection shall be completed to verify compliance with Part 2 or Part 3 of ASME A17.1/CSA B44.
- Upon successful completion of the inspection and directives, a Permit of Operation will be issued authorizing normal public operation.

Non-Compliance

- Failure to comply with any permit condition, directive, maintenance requirement, or other requirement identified above may result in the Conditional Construction Use Permit being cancelled and the elevator being sealed out of service.

There are generally two scenarios in which "Elevators Used for Construction" are requested.

Scenario #1 – New Elevator Installation as part of a new construction project. (See Scenario #1 for details)

Scenario #2 – Existing Elevators in an existing building where there are Construction or Demolition activities. (See Scenario #2 for details)

Scenario #1 New Elevator Installations or Major Alteration Projects

This scenario applies to elevators installed as part of a New Construction or Major Alteration project where:

- The elevator has not previously had an acceptance inspection or requires an acceptance inspection for the scope of the Alteration.

Obtaining the initial "Conditional Construction Use Permit" for Scenario #1 requires the following:

1) Elevator Contractor Submissions
- "*Elevator Device Installers Request for Acceptance Inspection Declaration*" indicating this will be an Elevator Used for Construction, and
- "*New Construction/Modernization Data Sheet Checklist*"

2) General Contractor Submissions:
- "*General Contractor Request for Acceptance Inspection Declaration*" indicating this will be an Elevator Used for Construction, and
- *"General-Contractor-Checklist"*

3) Post signage in the elevator and at all landings stating:
   "***This elevator is to be used by construction personnel only for the purpose of moving material and tools. Public Use is NOT Permitted.***"

4) An acceptance inspection required by 8.10.5.11 must be performed in the presence of an AEDARSA Level 2 SCO, and all directives must be completed, with the directive-sign-off submitted to:

   - calgaryinspections@aedarsa.com
   - edmontoninspections@aedarsa.com

5) Permit and Inspection fees must be paid in full

Important: "Conditional Construction Use Permits" are valid for a maximum period of **one (1) year** from the date of issuance; therefore, responsible parties must ensure **Steps 1-6** in **Scenario #2** are completed before the permit expires to avoid having the elevator removed from service.

Scenario #2 Existing Elevators

This scenario applies to elevators that have previously undergone an acceptance inspection and operated under a valid "Certificate of Operation Permit" but, due to certain project activities, no longer fully comply with Part 2 or Part 3 of the ASME A17.1/CSA B44 code. In these situations, the elevator is no longer suitable for general public use and is temporarily operated as an **"Elevator Used for Construction"**.

Typical projects include:

- Building repurposing;
- Office-to-residential conversions;
- Major renovations or remodeling projects; and
- Construction or demolition activities;

AEDARSA has identified projects in which elevators continue to operate under a public-use permit despite temporary modifications that alter the conditions under which the Certificate of Operation Permit was originally issued.

Examples include, but are not limited to:

- Installation of protective cab shells or temporary wall systems that add weight;
- Disabling or limiting Firefighters' Emergency Operation;
- Disabling or limiting Emergency Power Operation;
- Disabling of In-car Emergency Communication;
- Temporary lighting installations;
- Temporary wiring;
- Removal or alteration of required signage; and
- Other temporary conditions permitted under Section 5.10.

IBE26-004 Elevators Used for Construction – Permitting, Inspections, Maintenance, and Operational Requirements

Obtaining a "Conditional Construction Use Permit" for Scenario #2 requires the following:

1) Submission of a "*Conditional Construction Use Permit*" application form EDA045.CCU.2026
2) Submission of an *"Elevator Device Installers Request for Acceptance Inspection Declaration"*, indicating this will be an Elevator Used for Construction.
3) An inspection with an AEDARSA Level 2 SCO to confirm code compliance and that Maintenance and Category Testing are up to date. The Elevating Device Service Provider must be present for the inspection.
4) Post signage in the elevator and at all landings stating:
   "***This elevator is to be used by construction personnel only for the purpose of moving material and tools. Public Use is NOT Permitted."***
5) All directives must be completed, with directive sign-off submitted to:
   - calgaryinspections@aedarsa.com
   - edmontoninspections@aedarsa.com
6) Application and Inspection fees must be paid in full.

Important: "Conditional Construction Use Permits" are valid for a maximum period of **one (1) year** from the date of issuance; therefore, responsible parties must ensure **Steps 1-6** in **Scenario #2** are completed before the permit expires to avoid having the elevator removed from service.

Additional Information

Questions regarding "Elevators Used for Construction" and "Conditional Construction Use Permits" may be directed to info@aedarsa.com.

Permit Revocation

Failure to comply with permit conditions, maintenance requirements, or any applicable provisions of the Safety Codes Act, Regulations, or adopted codes and standards may result in suspension or cancellation of the "Conditional Construction Use Permit" and the removal of the Elevator from service.

Authority to Include Permit Terms and Conditions

Safety Codes Act Section 44(2) - A safety codes officer or other person designated by an Administrator may include terms and conditions in a permit.