

Infor.cityofrochester.gov

We are moving online!

Starting in mid-summer of 2022 building owners and their licensed contractors will be able to login to view the status of their conveyance certification(s), recertify and pay fees, and access inspection reports and test results!

Help us prepare by providing the email address you want associated with each conveyance you own or manage at:

forms.office.com/r/GzXuQHBB0B



Questions? please call 585-428-7473 or email conveyances@cityofrochester.gov



City of Rochester, NY
Rochester City Council



Guide to Conveyance Certification

 Malik D. Evans, Mayor
City of Rochester, NY • Rochester City Council



The City administers the Conveyance Certification process

to ensure elevators, escalators, and other related devices are maintained according to relevant building codes and standards.

Building owners are responsible for keeping their conveyances certified. Allowing the use of any conveyance that is not certified is unlawful and can result in penalties.

Avoid fines!

Work with licensed professionals to inspect, test, and fix conveyances regularly. Go to data.ny.gov and search 'Elevators' for a list of license holders.



Inspect: Have a licensed elevator inspection contractor to inspect each conveyance you own every six months.

Test: Have a licensed inspection contractor coordinate required safety tests. Tests are required to be performed by a licensed mechanic and witnessed by a licensed inspector.

All conveyances require an annual test and many require a more rigorous test every 5 years. Work with your licensed professionals to understand which tests are required. Plan and schedule accordingly.

Fix: Retain a licensed elevator contractor/mechanic to service and repair your conveyances.

If an inspection reveals an issue, schedule repairs as quickly as possible.

Certification is required annually and costs \$110 per conveyance
Late certification renewals will incur an additional \$75 fee

The conveyance must have a current and passed inspection and test result(s) on record with the City.

Note: Tests may coincide with inspections but they are not required to.

IF MINOR VIOLATIONS ARE FOUND DURING AN INSPECTION:

Conditional certification will be provided to enable legal use of the conveyance for 30 days while repairs are made.

A 30-day extension can be provided if warranted.

Work that does not require a permit can be verified as completed by your mechanic (no re-inspection is needed).

Reinspection is required when the work requires a permit.

If conditional certification expires, the conveyance may not continue to operate and must be re-inspected before certification is issued.

IF SERIOUS HEALTH & SAFETY VIOLATIONS ARE FOUND DURING AN INSPECTION:

Certification will be revoked and the conveyance must be placed temporarily out of service while repairs are made.

Reinspection is required before certification is issued.