



Conveyance Safety Program Plan Submittal Instructions

Where required by SPS 318.1007, approval shall be obtained from the department or agent municipality prior to installation of a new conveyance or a listed change to an existing conveyance. These instructions are provided for requesting approval from the department. Requests for approval from the department must be made using form application form SBD-22. Agent municipalities may use different forms.

Submittal of materials for review may be in paper or electronic form. If in paper form send materials for review to the address above. Include three copies of the completed application form and three copies of the materials required in A).1)., B).1). or C).1)., below as applicable, stapled together into three sets. Fee may be paid by check or submitter may request to be invoiced.

If submittal of materials is in electronic form, enter the SharePoint login ID in the space provided on the application form in Box 5 for Elevator Installer/Contractor Information. E-mail the application form to dspsplanschedule@wi.gov. An appointment confirmation will be returned by email. A signature is required for invoicing on the appointment confirmation as that is the only method of payment available for e-filed plans. Upload the application form, appointment confirmation, and the materials required below to the SharePoint site.

A). For New installations of Conveyances Serving Commercial Buildings

- 1). Plans or shop drawings for review in printed or electronic form must include the following:

For Elevators and Dumbwaiters

- a). The information in the layout-drawings section in the applicable part of ASME A17.1 (2.28, 3.28, 5.1.23, etc.).
Note: See ASME A17.1, 2.28.1(j) for a new requirement for electric traction elevator layout drawings.
- b). A plan of the car and hoistway showing all clearances, including all inside car or platform dimensions, as specified in SPS 318 and the building and accessibility codes.
- c). A plan of the machine room, control room, or control space showing clearances around the machine, controller, and disconnecting means, as specified in this chapter, the building code, and the electrical code, where applicable.
- d). A cross-section through the hoistway, pit, and car, showing all applicable dimensions.
- e). The size and weight per foot of guiderails and details of their support, including reinforcements where required.
- f). Landings indicating types of hoistway doors or gates.

For Escalators and Moving Walks

- a). A plan view showing step, pallet, or belt-treadway width and machine-space clearances.
- b). An elevation view showing all applicable dimensions.

For Vertical Platform Lifts

- a). A plan of the platform enclosure and runway including all inside platform dimensions and clearances specified in SPS 318 and the building and accessibility codes.
- b). A section through the runway, pit, and platform showing all dimensions and clearances.
- c). Landings indicating types of runway doors or gates. Where manual doors or gates are provided, plans showing the clearances at manual doors or gates meeting the building and accessibility codes.

For Inclined Platform Lifts and Stairway Chair Lifts

- a). A plan of the lift shown in its unfolded operational position at each landing and on the stairway with egress past the lift dimensioned.
- b). A section through the stairway or runway showing clearances to steps and overhead with the lift in its unfolded, usable position.
- c). A calculation of egress width past the lift meeting the building code, prepared by a licensed architect or engineer [in lieu of 3). below], or evidence such calculation has been approved by the building code authority.

2). Indication of Review by Building Designer. At least one of the set of the conveyance plans or shop drawings must bear an *original* shop drawing stamp or statement of approval, with signature or initials of the building designer (Wis. licensed architect or professional engineer) or an individual under the supervision of the building designer. Plans or shop drawings are not required to bear the round registration seal of the Wis. licensed architect or professional engineer unless they are being submitted as part of a request for approval of a new product or component.

3). A copy of a letter from the State of Wisconsin, DSPS Industry Services Division, a certified municipality or other qualified building plan review agency verifying the building construction plans associated with the installation of the new conveyance have been approved. For medical facilities with Group I occupancies including hospitals and nursing homes, approval will be from the State of Wisconsin, Department of Health Services.

4). For installations of multiple conveyance where more than one driving machine disconnecting means is supplied by a single feeder, provide a statement from the project electrical designer confirming the overcurrent protective devices in each disconnecting means are selectively coordinated with any other supply side (upstream) overcurrent protective devices as required by NEC 620.62.

5). The appropriate fee if paying by check.

B). For New Installations of Elevators and Dumbwaiters Serving Single Dwellings

1). Plans or shop drawings must include the following.

a). The information in the layout-drawings section in the applicable part of ASME A17.1 (2.28, 3.28, 5.1.23, etc.).
Note: See ASME A17.1, 2.28.1(j) for a new requirement for electric traction elevator layout drawings.

b). A plan of the car and hoistway showing all clearances, including all inside car or platform dimensions, as specified in SPS 318.

c). A plan of the machine room, control room, or control space showing clearances around the machine, controller, and disconnecting means, as specified in SPS 318 and the electrical code.

d). A cross-section through the hoistway, pit, and car, showing all applicable dimensions.

e). The size and weight per foot of guiderails and details of their support, including reinforcements where required.

f). Landings indicating types of hoistway doors or gates.

2). The appropriate fee if paying by check.

C). For Covered Changes to Existing Conveyances Serving Commercial Buildings

1). Plans or shop drawings (where required) must include the following:

For projects listed in Table SPS 318.1007-1, Items 1 to 4 and in Tables SPS 318.1007-2, SPS 318.1007-3 and SPS 318.1007-4,

a). Provide a list of code sections in ASME A17.1, 8.6 and 8.7, or ASME A18.1 for all the changes, in one of these formats:

1. Enter on the application form in Box 7.

or

2. Provide a detailed project description.

or

3. Provide a project specification.

b). Plans and specifications meeting A).1). above.

c). Where the change affects a requirement of SPS 366 Administrative Code for Existing Commercial Buildings such as fire rating, egress, accessibility or structure (including structural loading increasing by more than 5%), include A).2). and A).3). above.

d). Where main electrical disconnects are being replaced for multiple unit installations, include A).4). above.

For projects listed in Table SPS 318.1007-1 Items 5 to 33,

a). Provide a list of code sections in ASME A17.1, 8.6 and 8.7, or ASME A18.1 for all the changes, in one of these formats:

1. Enter on the application form in Box 7.

or

2. Provide a detailed project description.

or

3. Provide a project specification.

b). Where main electrical disconnects are being replaced for multiple unit installations, include A).4). above.

2). The appropriate fee if paying by check.