



## STATE OF WISCONSIN

Department of Safety and Professional Services  
1400 E Washington Ave.  
Madison WI 53703

INDUSTRY SERVICES DIVISION  
Elevator (Conveyance) Program  
141 NW Barstow St, 4<sup>th</sup> Floor  
Waukesha, WI. 53188-3789

Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Web: <http://dsps.wi.gov>

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Voice: 262 521-5444 □ FAX: 262 548-8614 □ TTY: 608 267-2416

### Annual Inspection by Department Agent

**Date:** 6/11/2018

**Subject: Inspections of New, Remodeled and Existing Elevators, Escalator, Moving Walks, Lifts and Dumbwaiter. SPS 302.15—Fee Schedule. SPS 318.1011—Permit to Operate SPS 318.1015—Inspections: Routine, Periodic, Acceptance**

Wisconsin administrative codes require the Department of Safety and Professional Services, Bureau of Field Services to inspect conveyances—elevators, escalators, moving walks, lifts and dumbwaiters; issue Permits to Operate (PTO) for code-compliant installation; and charge fees for the inspection and the PTO. These inspections are conducted to protect the health and safety of passengers. Because of the large number of inspections that must be conducted, **ATIS Elevator Inspections (ATIS)** and the **National Elevator Inspection Services (NEIS)** have been contracted to conduct elevator inspections as **authorized elevator inspection agents** of the Bureau of Field Services. Each authorized ATIS and NEIS inspector shall carry and present photo ID identifying them as an employee of their respective company. Please allow this inspector to conduct all required elevator inspections on your premises.

When ATIS or NEIS conduct an inspection, the inspector will provide an inspection report to the owner and submit an electronic copy to the Department. If the inspector observes violations, the inspector will issue a corrective order report and schedule a follow up inspection. After the second inspection, the Department will be notified of uncorrected violations, which can be referred to the district attorney for prosecution. If there are no violations reported, the ATIS or NEIS inspector will notify the Department to issue a PTO, which is required to operate conveyances according to Wisconsin administrative code.

Owners will receive two invoices, one from ATIS or NEIS and a second from the Department. The invoice from ATIS or NEIS will cover the cost of the inspection. Agent inspection fees are set by contract and are less than fees set by Wisconsin administrative code. The second invoice will be mailed by the Department and will cover the cost of the PTO, which is \$50 per device.

If you have any questions, please feel free to Bureau of Industry Services, Elevator Program— Section Chief, Kim Schmitt at 262-524-3950 or [kim.schmitt@wisconsin.gov](mailto:kim.schmitt@wisconsin.gov)