

Greenwood Village

COMMUNITY DEVELOPMENT
DEPARTMENT

6060 SOUTH QUEBEC STREET • GREENWOOD VILLAGE, COLORADO 80111-4591 • MAIN: (303) 486-5783 • FAX: (303) 773-1238

July 21, 2023

RE: Conveyance Licensing Program Summary

To whom it may concern,

A third-party State certified city contractor performs annual Inspections on all commercial conveyances within the City of Greenwood Village. Our contractor will send you an inspection report by email after completion. Should there be correction items noted on the report, please coordinate the repair with your elevator maintenance company. Five-year Witnessed Safety Tests and inspections are the responsibility of the Property Owner/Manager to coordinate with their elevator service company and our elevator inspector. The date of the last five-year inspection is noted on the Certificate of Operation for your elevator.

Inspection Fees:

Annual Inspection Fee (Hydraulic)	\$235	Annual Inspection Fee (Traction)	\$500
Re-Inspection Fee	\$175	Special, After-Hour, Extra, and Safety Lockdown Procedures	\$150/Hour
CAT5 – 5-year Witness (Hydraulic)	\$255	CAT5 – 5-year Witness (Traction)	\$500

Invoicing:

You will receive an email for each elevator to your owned/managed building contact on record approximately 30 days before the Certificate of Operation for your elevator(s) expires. Should the five-year Witnessed Safety Test be required, you will receive an email for the year it is due to be performed.

Payment:

All payments may be completed using our online access portal at:
<https://online.greenwoodvillage.com/PublicPortal>.

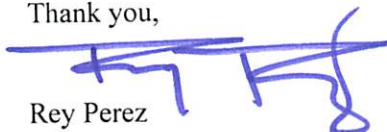
Certificates of Operation:

Once the inspection invoice has been paid, your Certificate of Operation will be sent to you. The Certificate of Operation will be issued and valid for one year from the date of issue (payment of fees).

Should any correction items be noted on the previously performed inspection report, a 60-day Temporary Certificate of Operation (TCO) will be issued. Once written notification is received that all correction items have been resolved, a new Certificate of Operation will be issued for the remainder of the year.

Without a valid Certificate of Operation, the state considers the elevator non-compliant and the unit will be locked out of service.

Thank you,



Rey Perez
Neighborhood Services Manager, Community
Development City of Greenwood Village

