Portal Entry for an Elevator Safety Witness Test

NOTE: The permit is not automatically issued. After you submit the application we will review for approval, once approved you will be able to make a payment. After payment is made, we will process and issue the permit. You can check the status of your permit application by returning to the portal.

From the Portal Home page Go to Building Department - Apply for a Building Permit, click on it.
You must submit a separate application for each elevator
Step 1 Permit Application – Description and Type
1. Application Type – Commercial Miscellaneous
2. Please categorize the nature of work being done - skip
3. Describe Work – Include the wording "witness test" in your description as well as the state CP#
4. Building Use – Choose Commercial
5. Model – skip
6. Subdivision – skip
7. Phase – skip
8. Number of Stories – skip
9. Number of Units – skip
10. Total Sq. Ft. - enter 1
11. Basement Finish check box – skip
12. Filing – skip
13. Type of Work CMIS – Select either Hydraulic Witness Test of Traction Witness Test
14. Owner Builder – Select No (this is for our homeowner projects)
15. Next Step

Step 2 Work Items
1. Check the box adjacent to the correct type of witness test: Hydraulic Witness Test or Traction Witness Test
2. Next Step

Step 3 Description of Work
1. Quantity – enter 1
2. Enter the Labor and Material cost for the Project.
3. Next Step

Step 4 Location of Work Being Done
1. Enter the street address for the project – TYPE SLOWLY, the address will begin to populate; choose the correct one.*Do not select suite or unit numbers, select the main address*
2. Next Step

Step 5 Contacts
1. The applicant will auto populate using your registration information.
2. Click the Add Business/Contact from Address Book Hyperlink to add your company as the contractor. Select the name from the address book.
   NOTE: If you are applying as a contractor you still need to add your company as the Building Contractor even if you are already listed as the Applicant.
3. Next Step

Step 6 Upload Files
1. It is not necessary to upload a document. If you do not upload the Application Form, the system will display a reminder, just click the box to select OK.

Step 7 Review and Submit
1. Review your application and make any corrections
2. Read and sign the application using the "Do you agree?" drop down box
3. Complete the Captcha.
4. Submit application

This completes the submittal process.

You will receive an email once your permit is ready for payment. Once the paperwork is generated, you will receive another email that your documents are available for printing.