

**Instructions For Completing Form UCC-25:
APPLICATION FOR CONSTRUCTION PERMIT: ESCALATORS or MOVING WALKS**

PAGE 1:

Part A:

Provide building owner's name and contact information. This must be filled out completely.

Part B:

1. The location and name of the building where the lift is to be installed should include not only the mailing address, but also the name of the political subdivision (Borough, City or Township) and the county. Provide all requested information.
2. Use and occupancy: we need to know what the building code use is for this building. For example, motel, school, office, etc.
3. Indicate if there is a basement.
Stories: include the basement as a story.
4. The question pertaining to existing equipment is crucial in helping to speed up the research process. If there is an existing lift of any type in the building, we have to identify it and use the same MD and sequential equipment number for the new lift. For this purpose, a building is defined as any portion of a structure that is under the same roof or connected with a common wall or connecting corridor.

This would also pertain to a large complex of buildings, if all the buildings use a common MD number (as occurs at universities). In this case, we must know the MD assigned to the complex, and it is very important to know if there are any lifts in the specific building listed on the permit. If there are no lifts in the building listed on the permit, we will issue a new MD and no longer use the existing one.

5. Replacing an existing lift: This is a very important question. It helps us with the research to determine if a new Department File Number (MD) and Equipment Number will be assigned to this lift. If this is a replacement lift, we have to use the same equipment number as the lift being removed/replaced. You will have to provide this information.

Part C:

Select the type of lift. If you do not see the specific type of lift listed, you must check "Other" and write in the type of lift as defined in the ASME codes.

Part D:

Select the type of drive. If you do not see the specific type of drive listed, you must check "Other" and write in the type of drive as defined in the ASME codes.

PAGE 2:

Part E:

1. *Capacity* is the number of people per hour that the escalator or moving walk is designed to move.
2. *Rated Speed* must be measured along the centerline of the steps in the direction of travel.
3. *Vertical Rise* is the vertical distance between the bottom and top terminal landings.
4. *Length of Horizontal Projection* is the distance of the truss when measured along the center.
5. *Angle of Inclination* is measured from the horizontal at the centerline of the step.

Floor to Floor specify the bottom floor number and top floor number that was used to determine the angle of inclination.

6. *Brake Rated Load* must be calculated per section 6.1.3.9.3.

7. *Brake Data Plate Info:*

- a. *Brake Torque* is the value in ft/lbs measured at the test point per section 6.1.5.3
 - b. *Method of Measuring* brake torque is either Breakaway or Dynamic per section 6.1.5.3
 - c. *Location of Measuring* brake torque is at one of the following locations: the motor shaft, the machine input shaft or the main drive shaft per section 6.1.5.3
 - d. *Minimum Stopping Distance* is measured with no load per 6.1.5.3
 - e. *Distance From Skirt Obstruction Device* is the minimum distance from the device to the combplate per section 6.1.5.3 and 6.1.6.3.6
8. A *Speed Governor* is required except when an alternating current, squirrel cage and induction motor is used and it is directly connected to the drive machine per section 6.1.6.3.2
 9. *Skirt Deflector Devices* are not required but may be used. If they are used, they must follow section 6.1.3.3.8. If you answer "yes" to this question, you are stating this section is being complied with.
 10. *Minimum Head Room* must be at least 84 inches when measured vertically from step noseline, landing plates and landings to the lowest overhead obstruction.
 11. *Outdoor Units* require special care and treatment to protect them from the weather. If this is an outdoor unit, it must comply with section 6.1.8.
 12. *Out Door Units* items a. through e. are needed to verify that outdoor units meet the minimum requirements outlined in section 6.1.8

Part F:

Additional Information - This section is reserved for any additional comments that may be necessary to clarify something about the installation or a response to one of the questions. Additional pages may be used if necessary.

Part G:

Building Contractor – Provide complete contact information for the building contractor responsible for the building construction.

Part H:

Elevator Contractor - Provide complete contact information for the elevator contractor responsible for the installation of the lift.

Part I:

Recipient of Approved Application - The name and contact information provided here should be for the person who can provide additional information. Also, your permit submission will be returned (either approved or for corrections and additional information) to this address.

PAGE 3:

Part J:

Provide the building name and street address.

The drawing number requested is from the elevator plan and the architectural/engineering plans. This number must match the elevator drawings being submitted to the Elevator Division for review. Having the design professional reference this number will verify that the design professional did in fact design the building around the design and specifications on the elevator plans. This will eliminate potential conflicts at the time of the final inspection. See advisories regarding this subject.

You must provide information regarding plan approval for the building in which the lifting device(s) will be installed.

If the building plan was approved by the Department of Labor & Industry (under either the Fire and Panic regulations or the Uniform Construction Code), include all the information requested in the appropriate sections.

If a local government has jurisdiction for the building, include all of the municipality approval information. It is important that we receive the name and phone number of the Building Code Official, in the event that we have any questions regarding the building approval. Since many municipalities are using third-party agencies (as opposed to their own employees) to enforce the UCC, having this information will facilitate contacting the appropriate person and our approval of your application. Provide this information in the appropriate section.

Note: Do not confuse the City of Philadelphia's Department of Licenses and Inspections (L&I) with the Pennsylvania Department of Labor & Industry. If the City of Philadelphia approved the building, this should be listed in the municipality approval section.

Applicant Signature Box:

The name of the person filling out and submitting the application (*not* the design professional) should be printed here, and the same person should sign and date the form. Note that, on page 2, a different individual can be designated to receive a copy of the approved application.