

Instructions For Completing Form UCC-23 (REV 10-05)
APPLICATION FOR CONSTRUCTION PERMIT: WHEELCHAIR & STAIRCHAIR LIFTS

PAGE 1:

Part A:

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 installed should include not only the mailing address, but also the name of the political subdivision (Borough, City or Township) and the county. Fill in completely.
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 being installed.

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. Example: Other: Gearless Traction

Part E:

1. Capacity, per the definition in ASME §1.3, is the weight that the lift is designed to handle.

Net Inside Platform Area is the useable floor space for vertical wheelchair lifts and inclined lifts.

2. Speed is the rated speed at which the equipment is designed to operate in the up direction with rated load in the chair or on the platform.

Number of Stops is the number of landings the lift discharges onto.

3. Travel (rise), per the definition in ASME §1.3, is the vertical distance traveled between bottom and top terminal landings.

Number of Openings on a vertical or inclined wheelchair lift is the number of front, rear or side discharge areas off the platform. For example: 2 front and 1 rear. This question is not applicable to stairchair lifts.

4. Floor Designation: list the floors as they will be identified in the building. For example, LL to G or B to 1.

Angle of Inclination: list the degree of incline for the inclined wheelchair or stairchair lift.

5. Turns: we must know the number of 90° or 180° turns that the inclined wheelchair or stairchair lift makes.

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Part F

- 1: Hoistway or runway: This question is asking if the hoistway/runway is newly constructed, regardless of its location within an existing building, new building or new addition.

Building: If a newly constructed addition was built to house only the new lift, or a completely new building was constructed that will house the new lift, your answer should be "New." If the lift is going into an existing structure (even if the hoistway is new but within the existing walls), your answer should be "Existing."

- 2: If you responded "yes" to the previous question about the building then clarify if it is an addition to an existing building. An addition could be one to three new walls attached to the existing building for the sole purpose of constructing a new hoistway for this lift. Or it could be a large addition that shares a common wall with the original structure. The key to identifying an "addition" is if there is at least one new exterior wall and it shares at least one common wall with the rest of the building.
- 3: We want to know if the building the lift is going into is completely separate from another building. If you stated above that this is New (Construction), clarify if the lift is being installed in a building that is not an addition, does not share a common wall with an existing structure and thus is "Free Standing"
- 4: This question pertains to lifts that require a shaftway enclosure per the building code, because the lift connects /serves two floors in the building. Describe in general terms the required construction of the hoistway. This is the construction that was approved when the building plans were approved. For example: masonry block, glass, etc. The fire rating is that which is required by the building code, 1-hour, 2-hour, etc.

Part G:

- 1: Identify the type of lift being installed by using the terms from ASME A 18.1. For example: A Vertical Platform Lift is identified in § 2.1.1 as an Enclosed Lift, in §2.1.2 as a Partially Enclosed Lift and in §2.1.3 as an Unenclosed Lift.
- 2: This pertains to the construction of the hoistway as well as the platform for vertical wheelchair lifts. See sections 2.1 and 2.6.7. "Penetrates a floor" means to pass through or pierce a floor slab in such a way that, if both doors to the lift (top and bottom) were held open, this condition would permit fire and/or smoke to pass from one floor to another.
Section 2.1 requires hoistways and ropeways that penetrate a floor to comply with the building code. Section 2.6.7 requires these lifts not only to meet the fire resistive enclosure construction required by the building code, but also requires the platform to meet the fire protection standards specified in this section.
- 3: State the number of cables, chains, or other type of suspension/driving means used to operate the lift. The Factor of Safety must be provided for the rope, chain or other type of suspension/driving means. This includes rack and pinion driving means.
- 4: If the lift penetrates a floor (see number 2 above regarding definition of "penetrates a floor"), the hoistway doors are required to be "Labeled" fire doors.
- 5: Indicate the number of ways to exit the platform.
- 6: All platforms and carriages must be provided with a safety, except those with direct-plunger hydraulic drives. When safeties are used, they must be actuated by either a speed governor or a slack cable/chain monitoring device.
- 7: The Type of Brake must comply with §§ 2.4.1, 3.4.1 or 4.4.1. Also specify how the brake is attached to the driving means. Use one of the methods permitted in the cited sections.
- 8: All platforms and carriages must be provided with a safety, except those with direct-plunger hydraulic drives. When safeties are used, they must be actuated by either a speed governor or a slack cable/chain monitoring device.

9: Indicate the amount of voltage supplied to the disconnect and to the controller. Verify that the electrical service is three-phase.

10: A main line disconnect has to be installed per the *National Electrical Code*, §620. When the disconnect is off, all power must be removed from the lift, including battery power.

Part H:

Provide any additional information you feel is necessary to help us understand the work you propose to do and to facilitate our review and approval.

Parts I and J:

Provide complete contact information for the general contractor and the elevator company responsible for the installation of the lift.

Part K:

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.

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Part L:

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.