



Elevator Permit Submittal Guideline

Cayman Islands Government
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Applying for Elevator Permits

- The Cayman Islands Building Code (CIBC) requires every Trade and Business licenced company doing business as an Elevator Contractor in the Cayman Islands jurisdiction shall apply for and have in their possession, an Elevator Permit prior to installing, altering, or relocating any type of elevator/conveyance system. Only approved Elevator Contractors may apply for aforementioned permits. Permits are not issued to owners or operators of elevator/conveyance system(s).
- The Cayman Islands Building Code, requires all elevator/conveyance systems including but not limited to elevators, escalators, moving walks, dumbwaiters, material lifts, private residential elevators and lifts to have a Certificate of Operation from Department of Planning prior to placing any of the foregoing equipment into service.
- Before the issuance of a permit to install, alter or relocate, the Elevator Contractor must perform the following:

1. Construction Plans and Drawings

Obtain and review the construction plans for compliance with the currently adopted A17.1 Safety Code for Elevators and Escalators, including but not limited to the currently adopted CIBC and National Electrical Code. The applicant is required to certify to that the plans are in compliance with the local laws and codes. Plans and drawings must be submitted in duplicate for plan review.

2. Application

Obtain and complete the Elevator/Conveyance Permit Application. A separate permit application is required for each unit or Bank of units to be installed.

3. Permit Fee

Permit fees are based upon the type of permit application as outlined in the Development and Planning Regulations, 2010.

4. Submit Application and Fees

Deliver the completed permit application including all required documentation, and the appropriate fee to The Department of Planning at The Government Administration Building on 133 Elgin Avenue, George Town, Grand Cayman.

5. Application Process Time

Most applications are processed within two weeks, but for your planning purposes please allow 3-4 weeks for processing.

6. Inspection upon completion of work

All elevator/conveyance systems must pass an acceptance inspection prior to being placed into service. The inspection must be conducted by a Qualified Elevator Inspector (QEI) employed by the Department of Planning. The elevator contractor installing the elevator is responsible for tests, test equipment, labour to perform inspections and tests and correction of any violations.

7. Certificate of Operation

A Certificate of Operation will be issued once installation has been deemed to be safe by the QEI. The Certificate of Operation will be issued to the owner of record and must be posted in a conspicuous location in the elevator or adjacent to applicable Escalator unit. Certificates shall be enclosed in a frame similar to model number FS6090, Adams Elevator Company. (www.adamselevator.com)

8. Fire Service Key Box

A fire service key lock box is required for each elevator or bank of elevators equipped with a Fire Service feature. The Key box is to be similar to model number A920A2, Adams Elevator Company. The "Fire Department Use Only" box shall be equipped with key and lock assembly number 7302, standard throughout the Cayman Islands.

9. Construction Use

No person or company, including a contractor, owner or elevator installer may use the elevator to haul materials, furniture or persons not directly related to the construction of the elevator until a certificate of operation is issued.

For additional information related to Conveyance systems please see our website.