

TEMPORARY OPERATING PERMIT (TOP) FOR ELEVATOR USE STEP-BY-STEP INSTRUCTIONS

The following is a process to request authorization for the temporary operation of an elevator during installation or alteration online via Accela Citizen Access (ACA): <https://ca.rcid.org/CitizenAccess/>, within the Central Florida Tourism Oversight District (the District) Building & Safety Department. Each request is valid for 30 days, pursuant to *Section 399.03(10)(a)(b) Florida Statutes (F.S.)*.

Submitting this request online signifies the permit holder (elevator company or general contractor acting as an agent for the elevator company) agrees to operate the elevator under the following conditions:

- 1) The elevator is to be used for construction personnel, tools and materials only.
- 2) When in use, this elevator shall be operated only by a designated operator.
- 3) Only persons authorized by the permit holder shall ride the elevator.
- 4) The elevator shall be locked out of service when the job is not in progress.
- 5) Prior to the 30-day expiration date, a new request must be submitted online and inspection completed, if an additional 30 days of temporary operation of the elevator unit is needed.
- 6) Agree to pay the \$300 TOP fee per inspection.
- 7) The conditions outlined in *ASME 17.1* and *F.S. 399* for temporary construction operation of an elevator must be met.

Step-By-Step Guide to Request a TOP:

- 1) Log into ACA and select the elevator permit to receive a TOP and click on Change Request either from the list view or within the Record Info section. (*Note: This is the same process to request an Outside Normal Hours Inspection Request*):

<input type="checkbox"/>	Permit No	Status	Project Name	Address	Related Records	Action
<input type="checkbox"/>	EV20-0119	Issued	TEST PROJECT RECORD	1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830	29	Change Request

Or

Permit / Record Details

Contractor

TEST CONTRACTOR
1900 HOTEL PLAZA BLVD
LAKE BUENA VISTA, FL, 32830
Phone 1:4078282034
Fax:4078282416
Contractor-Misc

▶ More Details

Change Request

2) Select **Temporary Operating Permit** from the list and click Continue Application:

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Alternative Materials and Methods

Outside Normal Hours Inspection Request

Plan Modification Request

Temporary Certificate Request

Temporary Operating Permit

3) Provide details for the TOP request. Request Comments should include reason for the request.

Step 1: Step 1 > Page 1

* indicates a required field.

Custom Fields

INSPECTION DATA

830 Elevator Top Conditions

Inspection:

* Requested Inspection Date:

Requested Inspection Time: --Select--

* Request Comments:

spell check

* On-Site Contact Name:

* Phone:

* Email:

Requested Inspection Time: --Select--

* Request Comments: --Select--

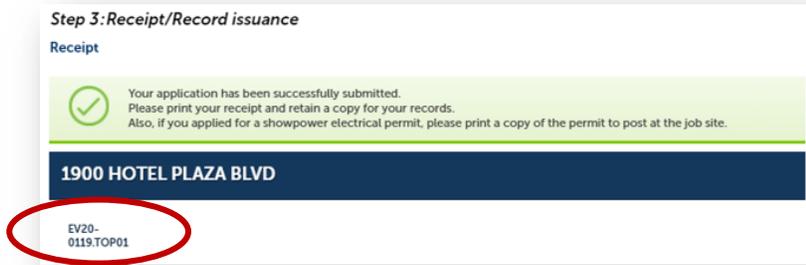
08:00

11:59

* On-Site Contact Name: 01:00

Note: Requested Inspection Time is for AM (8:00), PM (1:00) or Any time (11:59). Specific times cannot be scheduled and requests should be based on when the unit is ready for the inspection.

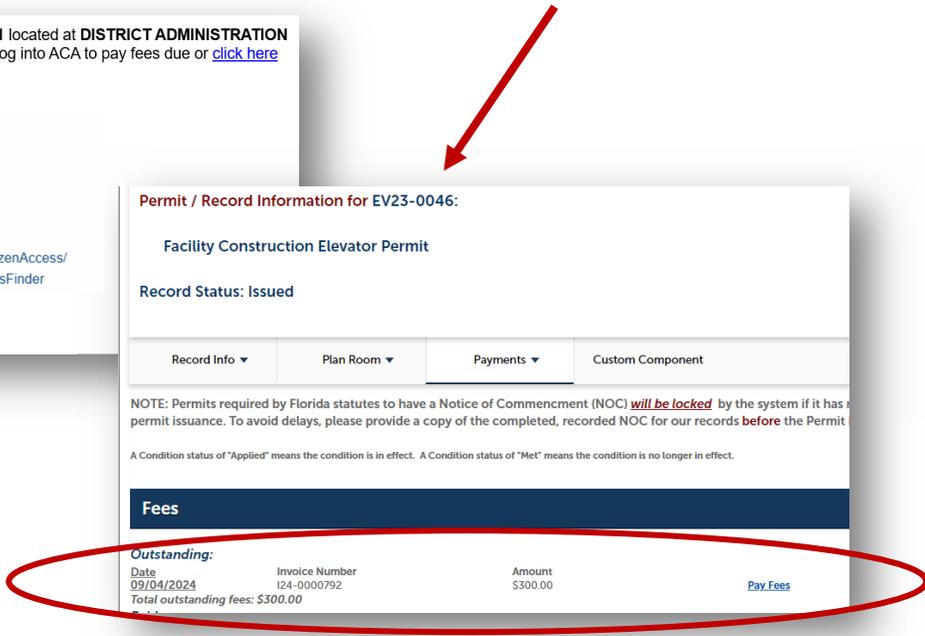
4) Once the application is complete, the acceptance window will appear with the TOP number:



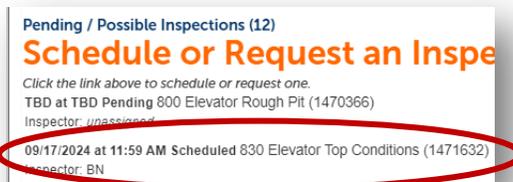
5) The TOP request will now be ready for approval by the Specialty Chief. Once approved, the requestor will receive an email that the fee is due and to return to the main permit and pay the fees. *(Note: The fee is assessed on the main or root permit and not the TOP request. In the sample below, you can see the fee on EV23-0046.)*

The inspection request for **EV23-0046.TOP01** located at **DISTRICT ADMINISTRATION OFFICE BLDG** is pending fees due. Please log into ACA to pay fees due or [click here](#)

Building & Safety
Central Florida Tourism Oversight District
1900 Hotel Plaza Blvd
Lake Buena Vista, FL 32830
Permitting (407) 828-2034
Inspections (407) 828-4466
Fax (407) 828-2416
www.oversightdistrict.org
Online Permitting System: <https://ca.rcid.org/CitizenAccess/>
Address Finder: <https://tinyurl.com/DistrictAddressFinder>

6) Once the payment is made on the main permit, the inspection will be auto-scheduled and can be viewed on the main permit.



7) Prior to the 30-day expiration (at least seven working days), repeat the entire process to request additional TOP extensions.