

## ONLINE APPLICATION PROCESS FOR INSTALLATION PERMITS TO START AUGUST 6, 2013

### ATTENTION:

- *Elevator contractors, including those who install disability lifts and dumbwaiters*
- *General contractors erecting Personnel Hoists at Construction Sites*

The Department of Labor and Industrial Relations (DLIR) HIOSH Boiler and Elevator Inspection Branch, is embarking on an effort to computerize its application and inspection processes to improve efficiency, enhance timeliness, and provide more transparency for our clients. The first phase of this endeavor is ready for deployment and will address the installation application **for NEW elevators, escalators and moving walks, dumbwaiters, disability lifts, material lifts, and personnel hoists at construction sites**. As of Tuesday **August 6, 2013** all applications for new installations will be through the eHawaii portal at [hiosh.ehawaii.gov/hip](http://hiosh.ehawaii.gov/hip).

As of that date, we will not be accepting applications for installing new equipment by mail or in person. Applications that were already in the mail at that date will still be accepted. You, or your representative, will be using the new digital form to enter all necessary information and make electronic payments online. During the first phase, payments can be made by credit card or by monthly billing as an eHawaii subscriber. (For more information on subscriber services or to apply for subscriber status please visit: <http://portal.ehawaii.gov/page/subscriber-services/>).

As a requirement, all submitted applications will be required to have attached installation plans for HIOSH review. The attachment process is simple to use, but the attachment must be in PDF format. You will not be able to submit an application without the attachment. Upon completion of the application, the submitter will be emailed a copy of the application submission and a payment receipt.

Our testing has found that the data entry is intuitive and should there be any confusion, there will be a Help Desk Chat Support option. This Help Desk will log any and all questions for future application enhancements.

The second phase of this IT project will soon be ready for deployment with additional improvements which will include electronic issuance of Installation Permits, and on-line requests for acceptance inspections. Until then, we will still be issuing paper permits to install, and you will still be requesting inspections via e-mail or facsimile.

Should you have any questions or need assistance, please call us at 808-586-9141, or via e-mail at [dlir.hiosh.elevators@hawaii.gov](mailto:dlir.hiosh.elevators@hawaii.gov). Thank you very much for your continued support, patience, and cooperation as we progress through this IT project that will help us improve our services to you.