



STATE OF HAWAII  
Department of Labor and Industrial Relations  
Hawaii Occupational Safety & Health Division  
Boiler and Elevator Inspection Branch  
Princess Ke`elikolani Building, 830 Punchbowl Street, Room 423  
Honolulu, HI 96813  
[dlir.hiosh.be@hawaii.gov](mailto:dlir.hiosh.be@hawaii.gov)

**INSTRUCTION SHEET FOR  
APPLICATION FOR INSTALLATION/ALTERATION PERMIT**  
(To install or alter elevators, dumbwaiters, escalators, moving walks, and manlifts)

**Instructions**

Please completely fill out the *APPLICATION FOR INSTALLATION/ALTERATION PERMIT* (to install or alter elevators, dumbwaiters, escalators, moving walks, and manlifts).

Checks are payable to *DIRECTOR, BUDGET & FINANCE*.

Payment checks are required with application.

The Delivery Information section below lists various delivery options. Select the most convenient method and submit the completed form accordingly.

Remember to sign and date the form before submission.

**Delivery Information**

*Delivery by U.S. Mail or In-Person:*

Department of Labor and Industrial Relations  
Boiler and Elevator Inspection Branch  
Princess Ke`elikolani Building  
830 Punchbowl Street, Room 423  
Honolulu, Hawaii 96813

*Fax:*

Department of Labor and Industrial Relations  
Boiler and Elevator Inspection Branch  
(808) 586-9150