

Scheduling Annual Elevator Inspections

1. Choose a special inspector from the [list of Special Inspectors](#). ***Annual inspections are not scheduled with or through LLR.**
2. Schedule the annual inspections by **calling the inspector of your choice.**
3. You will receive an invoice **from the Special Inspector's company for *their* inspector fee.**
4. Upon completion of the inspection, the special inspector will inform you of the result of the inspection. This will include if there **were** violations found, or if there **were not** violations found.
5. The inspector will then submit the inspection report to our back-office system. A copy of the report will be sent electronically, addressed to the listed email address under the **contact** listed for the appropriate elevator(s). This will also come with a violation correction form if there were any violations found during inspection. *If you receive a violation correction form, you* are responsible for correcting the stated violations and returning the **completed** form to LLR, or reporting the corrections through the [Online Portal](#).
6. You will receive an invoice from LLR's Office of Elevators and Amusement Rides in the amount of \$150 per elevator (*this payment is separate from the Special Inspector's fee*). **Payment is due upon receipt. Payment may be made by check or through the [Online Portal](#).**
7. The elevator certificate(s) will be mailed to the building **owner** once the payment for the invoice and Violation Correction Form, if applicable, are received.
8. The Certificate of Operation should be posted **in the elevator upon receipt**, in accordance with State Law.

For additional information, contact the Office of Elevators and Amusement Rides:

Telephone: 803-896-7630

Email: Contact.Elevators@llr.sc.gov