



Elevator Extension Request

- Time Extensions for overdue corrections may be granted only for unforeseen circumstances.
- Email, US Mail or fax this Extension Request to the address at the top of the page.
- This extension DOES NOT negate any penalties that have been issued.
- **No further extensions will be granted.**
- **The Department reserves the right to issue a penalty** WAC 296-96-01070(f)(g) for “Failure to comply with a correction notice”. We must be informed, in writing, prior to the expiration of the extension date that corrections have been completed or penalties will be assessed.
- **Approved/ Not approved request will be answered via Email or US Mail.**

Date of last Inspection (mm/dd/yyyy)			Conveyance Number (One Inspection Report per form)		
Building Name(s)			Requested By		
Address			Address		
City	State	Zip	City	State	Zip
Phone Number			Email Address		
Name of Elevator Maintenance Provider					

Your justification for the extension request: *(Limit 400 characters)*

Include a copy of your current Inspection report with the item(s) circled that need additional time for compliance. All other items should be marked as completed, specific to report, signed and dated.

Anticipated Completion Date (mm/dd/yyyy)	
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Date (mm/dd/yyyy)	Signature
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<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
Date Extension Expires (mm/dd/yyyy)	Approved by

Extension Request Form Checklist

<input type="checkbox"/> Form filled out completely <input type="checkbox"/> Specific completion date <input type="checkbox"/> Form dated and signed <input type="checkbox"/> Current inspection report attached	Attached Inspection Report: <input type="checkbox"/> Item(s) needing more time circled <input type="checkbox"/> All other item(s) not circled marked as complete <input type="checkbox"/> Inspection report signed and dated
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