

Inspection and Technical Services

Guideline for Application for Installation of New and Altered Elevating Devices

ITS ED Guide 01
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Purpose: Inspection and Technical Services (ITS) has developed a guide to aid in the application process for obtaining an Installation, Limited Use and new Operating Permit for the following elevating devices: elevators, escalators, lifts for persons with physical disabilities, personnel hoists, and manlifts that fall under the scope of *The Technical Safety Act and Regulation*.

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1.0 General Notes

1.1 Applicable Codes

Effective September 1, 2026, Manitoba will be adopting and enforcing the following codes for elevating devices without amendments:

- ASME A17.1/CSA B44 (2019) – Safety Code for Elevators and Escalators
- CSA B355 (2019) – Platform Lifts and Stair Lifts for Barrier-Free Access
- CSA B311 (2024) – Safety Code for Manlifts
- CSA Z185 (2023) – Safety Code for Personnel Hoists

For more information, please read **ITS ED 26-004 Code Adoption for Elevating Devices**

1.2 Who Can Install and Work on Elevating Devices

The Technical Safety Regulation requires an individual to hold an elevator mechanic license. ITS has a few specific licences to the device type:

- Class A – Full-scope, all elevating devices
- Class B – Limited to Platform Lifts and Stair Lifts for Barrier-Free Access
- Transition period: Existing Elevator M-A licence holders will have five years (until September 1, 2031) to meet the new licensing requirements. No new licences will be issued after September 1, 2026.
- Trainee: 1:1 supervision ratio will apply to trainees enrolled in an applicable training program recognized by ITS.

2.0 When a Permit is required

Before construction can begin an installation permit must be obtained from ITS for both new and alteration installations. Prior to reviewing the installation permit application, ITS will need to collect payment in full then we will conduct the review. Once the engineering review is completed ITS will issue the Installation permit and you may now start construction.

2.1 New Installations

New installations of following equipment require an installation permit prior to construction:

- Elevators, escalators, dumbwaiters, moving walks, material lifts and dumbwaiters with automatic transfer devices;
- Platform lifts and stair lifts for barrier-free access;
- Personnel hoists;
- Manlifts

2.2 Alterations

An installation permit is required before starting a **major alteration** to an elevating device, as defined in the Technical Safety Regulation. A major alteration includes changes to:

- **Performance / Capacity**
 - rated load
 - rated speed (including governors)
- **Systems**
 - drive system
 - hydraulic equipment
 - electronic controllers
 - electrical wiring
 - emergency devices or systems
- **Structure / Layout**
 - hoistway enclosure or entrances (including interlocks, switches, parking devices)
 - original structural design
 - clearances (vertical or horizontal)
 - space below the hoistway
 - relocation of the device (except worker's hoists)
- **Car and Components**
 - car (including gates, enclosures, frames, platforms, safeties, illumination)
 - counterweights
 - cab integrity
- **Other**
 - device classification or type of service
 - pipes or ducts in hoistways or machine rooms
 - escalator entrance or egress

Note:

- Acceptance inspections and tests are required for all major alterations in accordance with CSA B44-2019 Section 8.7.1.3.
- Minor maintenance, repair, or replacement work that does not meet the definition of a major alteration does not require an installation permit.

2.3 Limited Use Permit of Elevators During Construction

A Limited Use elevator may be allowed to operate if the following conditions are met:

- The elevator is used by construction personnel only and not for public use,
- The elevator is manned by an operator who is equipped with a 2-way communication device, and
- The elevator shall only be operated during construction hours.

For more information, please read ITS Bulletin **24-001 - Limited Use of Elevators During Construction**

2.4 Not regulated

The following don't require an installation permit:

- an elevating device installed in, or to provide access directly to or from, a dwelling unit that is intended to be occupied by one person, a single family unit or a group of persons living as a single household;
- a freight ramp that has a means for adjusting the slope of the ramp;
- an elevating device that is installed in or adjacent to a farm building, as defined in the building code, and that is used exclusively for agricultural purposes;
- an elevating device which travels not more than 2 m (6.5 ft) and is used exclusively for the transfer of materials or equipment;
- a lifting platform used exclusively by camera or spotlight operators;
- a mine hoist and a mine hoisting plant, as defined in the Operation of Mines Regulation, Manitoba Regulation 212/2011.

3.0 Responsibilities

3.1 Owner

- Hire an elevator contractor with licenced elevating device mechanics
- Obtain Initial operating permit(s) from the Elevator Contractor
- Notify ITS of any ownership changes or billing changes
- Maintain Access to Machine rooms/Machinery spaces and they are not used for storage.
- Ensure the Elevator Contractor Provides:
 - Written Maintenance Control Program with a Logbook for each elevating device. For more information, for more info see ITS Bulletin **26-005 Required Maintenance Control Program for Elevating Devices**
 - Required Periodic Testing is scheduled.

3.2 Elevator Contractor

- Apply for required permits
- Use licenced mechanics and recognized trainees following supervision requirements
- Do not start work until the installation permit is issued
- Provide an MCP program and Schedule for testing
- Ensure site is ready prior to ITS inspection request
- Only contact ITSEDintake@gov.mb.ca for inspection requests once all testing is complete and datasheets are completed.
- Comply with orders written
- Install in accordance with the approved plans from ITS or resubmit changes

3.3 Professional Engineer

- Certifies the drawings and/or list or scope of Alterations meet the requirements of the Act, Regulations and Adopted codes.
- Layout drawings meet the requirements under Section 4.2 below
- Consult, coordinate, and advise
- Review and approve the calculations
- Certifies the Variances

3.4 Mechanics

- Completes and Signs the required testing and forms:
 - ITS ED Form 02 Electric Elevator Data Sheet
 - ITS ED Form 03 Hydraulic Elevator Data Sheet
- Work on elevating devices they are licenced to work on
- Supervise not more than 1 mechanic in training
- Ensures all equipment identified and the data and test tags are attached and completed

4.0 Documentation Required for Application

This section describes the required documents for New or Altered elevating devices.

4.1 Application form

ITS ED Form 01 - Application for Installation of New or Altered Elevating Device

This application is required for all types of applications new or altered. You require 1 application for each elevator car.

4.2 Engineering Drawings and Scope of Work

Drawings must adequately provide all information to effectively determine whether the proposed project would be safe and adhere with the applicable sections of the relevant codes and standards adopted by regulation for each project.

Provide the following information on elevator drawings and/or scope of work:

- Design standard and year;
- Drawings stamped by Professional Engineer registered in Manitoba;
- For alteration, drawing and scope of work stamped by Professional Engineer registered in Manitoba;
- General notes shall only contain items to be relevant to Manitoba and to that specific elevator only. Don't include general notes that are not applicable (e.g. referencing United States, optional items, multiple edition notes, etc.). Final layout drawings shall reflect what is actually installed.
- Plan view of each floor;
- Plan view of machine room/space, pit, and secondary levels showing space allowance and access, including electrical equipment mounting and clearances;

- Plan view of hoistway showing size, construction, dividing beams and rail bracket support, entrance design, arrangement of counterweight, and any special hoistway conditions;
- Vertical sections of hoistway, entrances, pit, secondary levels, machine room, run by, and access doors;
- Details of structural support;
 - maximum bracket spacing (see Section 2.23)
 - estimated maximum vertical forces on the guide rails on application of the safety or other retarding device (see Section 2.23 and 2.19.3)
 - for freight elevators for Class B or Class C loading (see 2.16.2.2), the horizontal forces on the guiderail faces during loading and unloading, and the estimated maximum horizontal forces in a post-wise direction on the guide-rail faces on the application of the safety device (see Section 2.23)
 - size and linear weight in kilograms per meter (pounds per foot) of any rail reinforcement, where provided (see Section 2.23)
 - total static and impact loads imposed on machinery and sheave beams, supports, and floors or foundations (see Section 2.9)
 - impact load on buffer supports due to buffer engagement at the maximum permissible speed and load (see 8.2.3)
 - where compensation tie-down is applied (see 2.21.4.2), the load on the compensation tie-down supports
 - total static and dynamic loads from the governor, ropes, and tension system
 - horizontal forces on the building structure stipulated by 2.11.11.8 and 2.11.11.9
 - maximum upward movement (see 2.4.6)
 - Sill design, trap doors, trolley beams, and hoist beams;
- Locations of access panels and protective guards when provided in compliance with 2.8.2.4(b)
- Fixtures and locations of fixtures, including hall buttons, car stations, position indicators, hall lanterns, central control consoles, car lighting, emergency car lighting, car telephone, and intercom;
- Dimensional locations of field-installed electrical equipment such as Transformers, disconnecting means, cabinets, etc.
- Hall entrances and car cab enclosures; and
- Other special details.

For ESCALATOR:

- Design standard and year;
- Balustrades;
- Truss covering (including truss loading weight);
- Access doors;
- Location of emergency stop and operating controls;
- Design details, such as balustrade panels (i.e., type of material, fixing and finish);
- Step design (i.e., demarcation, cleating);
- Plan and elevation views (i.e., sufficient description in architectural drawings to determine traffic pattern and volume); and
- Railing design (to protect floor opening).

For DUMBWAITER :

- Design standard and year;
- Plan and vertical sections to indicate cab and hoistway design;
- Access doors;
- Machine location;
- Signal fixture location; and
- Entrance details.

For Alteration and Modernization Scope (if applicable)

Where an existing elevating device is partially modernized or altered, and existing components (e.g., safeties, governors, buffers) are retained, the application shall:

- clearly identify all retained components; and
- include a documented assessment demonstrating that the retained components are suitable and compatible with the altered systems, including any changes to rated speed, load, control systems, or operating conditions.

The assessment shall be provided by the contractor and/or a qualified design professional, as applicable.

NOTE: Where required data plates, test tags, or documentation are missing or incomplete, the retained equipment shall be tested, documented, and attach new test/data tags, in accordance with the applicable code prior to acceptance inspection.

For HOISTWAYS constructed of combustible materials

Letter from Architect:

- Listing the construction materials
- Material selection and installation provide adequate dimensional stability to maintain the integrity of the hoistway construction.
- Material fire resistance rating meets or exceeds required rating
- Flame-Spread Requirements and method of compliance and supporting documentation for coating or other materials used.

4.3 Schematic Wiring diagrams

Provide schematic wiring diagrams and layout drawings covering equipment as supplied and installed, including changes made at the job site.

4.4 Variance Application (if applicable)

A Variance is a process to request permission in advance to build, install, process, or otherwise act in a manner not consistent with the specific requirement of an applicable code, standard or regulation but which provides, in the opinion of Inspection and Technical Services (ITS), an equivalent or greater level of safety to persons and property.

The Variance Program is not intended to circumvent the normal procedure of certification of appliances, equipment and components by designated testing organizations. Applications for variance approval will only be considered in the following instances:

- The proposed method or design is equivalent to, or exceeds the requirements of the code/standard/regulation; or
- The proposed method or design requires a mandatory approval from ITS as indicated in the applicable codes.

For more information, please read bulletin **ITS 26-007 - Application for Variance**

5.0 How to obtain an “Installation Permit”

5.1 Submit Application

The completed application and supporting documentation as noted in **Section 4.0** must be submitted electronically to ITSEDIntake@gov.mb.ca.

Please send all documents as PDF files (20MB max).

- The subject line should read (address, new installation/alteration, type and equipment ID of elevating device: E.g. 401 York Ave, Winnipeg – New Installation, Freight Elev. #1)
- If all documents cannot be attached to a single email (size limitations), the submission may be broken into more than one email. The subject line should be clear there are multiple emails – Email 1/2 etc.
- Files shall be directly attached to the email: web links or file sharing sites are not acceptable.
- Each PDF clearly labeled to indicate contents
- PDF files cannot be locked to prevent signing or stamping.

Upon receipt of the submission, we will verify that a complete application is received with all of the supporting documents in order to start a plan review process. Incomplete applications or applications received without the supporting documents, will be returned to the applicant.

5.2 Invoice Payment

Once your submission has been reviewed, an invoice will be issued to the applicant by ITSEDIntake@gov.mb.ca, payment instructions will be provided on the invoice.

5.3 Authorization to Start Construction

Once your submission has been reviewed, invoice paid ITS will Issue the Installation Permit to the applicant, granting the work may start.

6.0 How to obtain an “Operating Permit” or “Limited Use Permit”

6.1 Elevating Device Contractor confirms site is ready

As indicated in the declaration of the application for the installation of elevating devices the contractor installing the device shall ensure that all necessary phases of construction are completed and the site is ready for inspection. Including fire alarm services testing.

6.1.1 Complete ITS ED Form 04 – Pre-Inspection Checklist for Elevating Devices with the owner or general contractor

This checklist was developed to assist contractors, owners and mechanics in preparing for a successful acceptance inspection of new and altered elevating devices.

This checklist serves as a guide to common items reviewed by ITS Elevator Inspectors during inspections. It is not intended to be a comprehensive list of all requirements contained in the applicable codes and standards. Rather, it highlights common deficiencies identified during previous inspections.

ITS encourages utilization of this form to reduce repeat inspection visits, additional inspection fees and delayed construction deadlines.

Note: ITS reserves the right to request this based on past inspections, expedited requests, or as deemed necessary.

6.1.2 Elevating Device Mechanic completes required testing

Elevating Device Mechanic is required to complete all necessary adjustments and complete the applicable testing data sheet prior to ITS Elevator Acceptance Inspection.

ITS Data Sheets:

- ITS ED Form 02 Electric Elevator Data Sheet, or
- ITS ED Form 03 Hydraulic Elevator Data Sheet

Note: Altered and modernized elevators where components are retained and reused, must be tested, documented and have the required data or test tags attached prior to ITS Inspection.

6.2 Operating Permit Application

Initial Operating Permit

This permit is required prior to the operating the elevating device prior to public use. Complete one application form for each device:

ITS ED Form 30 – Elevating Device Operating Permit Application & Owner Information Update

Or

Limited Use Permit (For Construction use only)

If the elevating device is to be used during the construction of the building, elevating device contractors may apply for a limited use permit for more information please refer to the Bulletin **24-001 Limited Use of Elevating Devices**.

6.3 Request Inspection

Request for inspection shall be no earlier than 5 business days ahead.

Email to: ITSEDintake@gov.mb.ca

Subject line: “Inspection Request for “Insert Installation Name, Address”

Email Body:

- Name and address of installation
- Indicate the preferred date range for the inspection
- Site contacts Name, phone number and email.
- Which car#, or all.

Attach the following required documents:

- ITS ED Form 30 – Elevating Device Operating Permit Application & Owner Information Update
- Copy of Maintenance Control Program for each elevating device
- ITS Data Sheets:
 - ITS ED Form 02 Electric Elevator Data Sheet, or
 - ITS ED Form 03 Hydraulic Elevator Data Sheet

Note: Once the documentation has been reviewed by the assigned Elevator Inspector, we will confirm your inspection date.

For more information:

If you have any questions, please contact us at ITSEDintake@gov.mb.ca