

**DBPR HR-7025 - APPLICATION FOR  
CERTIFICATE OF OPERATION OR CHANGE OF OWNER**

Congratulations on your decision to apply for your elevator certificate of operation! The Department of Business and Professional Regulation's (DBPR) Division of Hotels and Restaurants (H&R) is ready to assist you through the licensing and regulatory process.

This packet contains the legal requirements for your certificate. It is very important that you familiarize yourself with this information before you begin operating. If you have questions, or need any clarification, please contact the DBPR Customer Contact Center at 850.487.1395 Monday through Friday between 8AM and 6PM or go online to [www.MyFloridaLicense.com/dbpr/hr](http://www.MyFloridaLicense.com/dbpr/hr). In addition to working with us to meet the state requirements, it is very important that you also contact local officials regarding any city and county requirements to register as a new owner.

**APPLICATION REQUIREMENTS:**

**Certificate of Operation**

- Complete DBPR HR-7025, Application for Certificate of Operation or Change of Owner; and
- Pay \$75 certificate fee (make check payable to the Department of Business and Professional Regulation).
- The division must have on file proof of a satisfactory inspection during the previous year that contains no violations, unless the elevator qualifies for the two-stop annual inspection exemption in 399.061, Florida Statutes. Submit proof of a satisfactory inspection, if needed.

**Change of Owner**

- Complete DBPR HR-7025, Application for Certificate of Operation or Change of Owner.

Please send your completed application, documentation and required fee, if applicable, to:

Department of Business and Professional Regulation  
Bureau of Elevator Safety  
1940 North Monroe Street  
Tallahassee, FL 32399-0783

**Please use the entire 9-digit zip code in the address above to ensure proper handling.**

[www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)

STATE OF FLORIDA, DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
 Division of Hotels and Restaurants, Bureau of Elevator Safety  
 1940 North Monroe Street, Tallahassee, FL 32399-0783

Phone: 850.487.1395 – E-mail: [dhr.elevators@dbpr.state.fl.us](mailto:dhr.elevators@dbpr.state.fl.us)  
 Internet: [www.MyFloridaLicense.com/dbpr/hr](http://www.MyFloridaLicense.com/dbpr/hr)

Please direct questions about this application to the Department of Business and Professional Regulation's Customer Contact Center at 850.487.1395. Information is also available online at [www.MyFloridaLicense.com/dbpr/hr](http://www.MyFloridaLicense.com/dbpr/hr).

**Section 1 – Transaction Type**

Certificate of Operation

Change of Owner

**Section 2 – Elevator License Number**

As provided on the Permit to Install, Alter or Relocate or on the Certificate of Operation

License Number

**Note: The license number must be present or the application will be returned.**

**Section 3 – Building Information**

Owner Name (please check one:  Corporation  Partnership  Individual)

Main Address (enter building address)

City	County	State	Zip Code
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D/B/A Name (enter Business Name or Doing Business As Name of the building)

**Mailing Information**

(Enter the name and address where correspondence, including annual renewal notices, will be mailed)

Name

Mailing Address

City	State	Zip Code
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**Contact Information**

Contact Name	Primary Business Phone Number
Primary E-Mail Address (Optional)	Alternate Phone Number or Fax Number (Optional)

**Section 4 – Elevator Service Maintenance Contract Information**

(Required to qualify the elevator for the two-stop annual inspection exemption in 399.061, Florida Statutes)

Organization/Company Name		Effective Date to Expiration Date	
		<b>to</b>	
Elevator Service Contact (Person)	Telephone	REC License Number	
City	County	State	Zip Code

**Section 5 – Applicant Signature**

Pursuant to Sections 399.03 and 399.07, Florida Statutes, the undersigned hereby applies for a Certificate of Operation for an elevator in the building located at the address indicated. I understand the elevator owner is responsible for the safe operation, proper maintenance, fees, annual inspection and prompt correction of code deficiencies of the elevator.

Name of Authorized Applicant	Social Security Number*
Signature of Authorized Applicant	Date

\* Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary unless specifically required by Federal statute. In this instance, disclosure of social security numbers is mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and sections 409.2577, 409.2598, and 559.79, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations.