

Application for Permission Letter to Erect New Lift

Applicant's Basic Information :

1. Name * : _____
2. Date of Application* : _____
3. Mobile/ Phone No. : _____

Address of the Applicant :

4. Address Line 1*: _____
5. Address Line 2: _____
6. Rural / Urban*: _____
7. Sub-Division*: _____
8. Block/Municipality/Corporation*: _____
9. Block/Municipality/Corporation Name*: _____
10. Village or Ward Name : _____
11. PIN Code*: _____
12. Post Office: _____
13. Police Station: _____
14. District*: _____
15. State*: _____
16. Country*: _____

Details of Local agent :

17. Local Agent Involved * : _____ (YES/NO)
18. Name of Local Agent : _____
19. Rural / Urban*: _____
20. Sub-Division*: _____
21. Block/Municipality/Corporation*: _____
22. Block/Municipality/Corporation Name*: _____
23. Village or Ward Name : _____
24. Address Line 1*: _____
25. Address Line 2: _____
26. PIN Code*: _____
27. Post Office: _____
28. Police Station: _____
29. District*: _____
30. State*: _____
31. Country*: _____

Deatils of the premises at which the lift is proposed to be erected :

32. Name of the Owner of the Premises * : _____
33. Rural / Urban*: _____
34. Sub-Division*: _____
35. Block/Municipality/Corporation*: _____
36. Block/Municipality/Corporation Name*: _____
37. Village or Ward Name : _____
38. Address Line 1*: _____

39. Address Line 2: _____
26. PIN Code*: _____
27. Post Office: _____
28. Police Station: _____
29. District*: _____
30. State*: _____
31. Country*: _____
32. Lift Inspector Jurisdiction * : _____
33. Area of Jurisdiction * : _____

Previous Application Details :

34. Whether any Application for permission was previously made* : _____
35. Details of the Previous Application : _____

Name and Address of the Lift Maker :

36. Name * : _____
37. Rural / Urban * : _____
38. Sub-Division * : _____
39. Block/Municipality/Corporation * : _____
40. Block/Municipality/Corporation Name * : _____
41. Village or Ward Name : _____
42. Address Line 1 * : _____
43. Address Line 2 : _____
43. PIN Code * : _____
44. Post Office: _____
45. Police Station: _____
46. District * : _____
47. State * : _____
48. Country* : _____

Lift Details :

49. Type of Lift Proposed to be erected * : _____
50. The Contract Speed of the Lift* : _____
51. The Contract Load of the Lift * : _____
52. Type of Control* : _____
53. The Maximum Number of persons including lift attendant which the lift can carry* : _____
54. The Total weight of the lift Car including contract load* : _____
55. The Weight of Counter weight* : _____
56. Percentage of Balancing* : _____

Suspension Rope Details :

57. The Number of Suspension Rope* : _____
58. The Number of Suspension Rope* : _____
59. The Weight of Suspension Rope* : _____
60. The Size of Suspension Rope * : _____

Pit Details :

61. The Pit Depth * : _____
62. Bottom Clearance including Buffer Compression * : _____

Travel and Distance Details :

63.Travel Distance of the lift *: _____ 64. Number of Floors to be serviced : _____

Total Head Room Details :

65. The total head room (i.e. the distance between top landing and the machine room floor) *: _____
66.Machine Room Height *: _____

Details of Construction of overload arrangement :

67. Details of Construction of overload arrangement with weight of the Beam*: _____
68.Details of Construction of overload arrangement with Size of the Beam*: _____
69.The approximate reaction which will be imposed on the building due to lift installation including support beam*: _____
70. Number(Lift Number)*: _____

List of Documents:

Mandatory Documents are denoted with (*)

- 1.1. Duly filled up Form-A signed by the Owner / Power of Attorney Holder and Counter Signed by the Lift Erecting Firm.(*)
- 2.2. Current Property Tax receipt for Proof of Ownership (*)
- 3.3. Sanctioned Building Plan. (*)
- 4.Note:
- 5.Photocopy of the original building sanction plan should be sent by post to Chief Electrical Inspector, Directorate of Electricity, 11 N.S. Road,
- 6.Kolkata – 700 001 along with the acknowledgement slip generated on submission of the online application.
- 7.4. Layout drawing of the Lift. Drawing Number and Date of Approval of competent authority shall be written in Layout Drawing of Lift (*).
- 8.5. Self-Declaration by owner indicating the layout drawing of Lift is made as per the duly sanctioned plan (*).
- 9.6. Self-Declaration by Lift Erecting Firm indicating the layout drawing of Lift is made as per the duly sanctioned plan (*).

I hereby declare that the above information is true to the best of my knowledge and belief.

Signature: _____

Date of Application: _____