

# ANNUAL TRAMWAY INSPECTION CERTIFICATE APPLICATION



Department of Professional and Financial Regulation  
Office of Professional & Occupational Regulation

## **ELEVATOR AND TRAMWAY SAFETY PROGRAM**

35 State House Station  
Augusta, ME 04333-0035

Office Telephone: (207)624-8672  
Website: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

Office located at: 76 Northern Avenue, Gardiner, Maine

# APPLICATION INSTRUCTIONS TRAMWAY INSPECTION CERTIFICATE

**COMPLETING THE APPLICATION FORM** – Return the following to this office:

- Completed Application Form (PER UNIT)
- Inspection Certificate Fee of \$70.00 due 30 days prior to certificate expiration date.  
\$50.00 late fee if not submitted 30 days prior to expiration
- Inspection Report/Wire Rope Inspection

Incomplete applications will be returned.

As the owner of a tramway, you are required to arrange for your tramway's certificate inspection by contacting a licensed private tramway inspector, as well as a licensed wire rope inspector, if the tramway is equipped with wire rope.

Once inspected, you must submit the following prior to November 30.

- Inspection report. Inspection when the weather permits to allow for a complete inspection of all stationary and moving parts and all safety devices.
- Wire rope inspection report, if the tramway is equipped with a wire rope.
- Satisfactory written evidence that any noted deficiencies or required repairs have been made.
- Attached annual tramway inspection certificate application.
- Certificate fee of \$70.00.

If you do not file the inspection report, annual application and \$70.00 certificate fee 30 days prior to the certificate expiration date, you must submit a late filing fee of \$50.00 in addition to the regular certificate fee of \$70.00.

It is a Class E crime to operate a tramway in Maine without a current and valid inspection certificate (32 M.R.S.A. § 15223). As the owner of a tramway, you are legally responsible for the safety and maintenance of the tramway. If you allow your tramway to be used without a current certificate, your tramway may be taken out of service by a state tramway inspector and you may be subject to administrative discipline, fines or criminal prosecution for allowing your tramway to be operated without a current inspection certificate.

**PLEASE NOTE: Ski Season Operational Inspection.** Tramways must be inspected by a licensed private tramway inspector or the Chief Inspector not later than 30 days after the tramway begins operation for the ski season. You are required to file with the Chief Inspector the operational inspection report and written evidence that any noted deficiencies or required repairs have been made.

**Off-Season Operational Inspection** When a tramway is operational for public use outside of the customary skiing season, the owner shall have the tramway inspected by a licensed private tramway inspector or the Chief Inspector during the time of off-season operation. The owner shall file with the Chief Inspector the off-season operational inspection report and written evidence that any noted deficiencies or required repairs have been made. The owner must inform the Board on the application below whether the tramway will be used for off-season operation.

**ACCIDENT REPORTING: 1-888-580-5754 24 hrs a day, 7 days a week**

# TRAMWAY CERTIFICATE RENEWAL APPLICATION

Date Received	STATE OF MAINE DEPT. OF PROFESSIONAL & FINANCIAL REGULATION ELEVATOR & TRAMWAY SAFETY PROGRAM 35 STATE HOUSE STATION AUGUSTA, ME 04333 TEL: (207)624-8672 FAX: (207)624-8636 MAINE RELAY 711 (TTY)	FOR OFFICE USE ONLY Do not write in this box.  CK # _____  AMT _____  CN _____ CODE 4530/1908
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**AMOUNT DUE: \$70.00**

**Please Note:** If you do not file the annual renewal application, inspection report, and \$70 certificate fee 30 days prior to certificate expiration date, you must submit a late filing fee of \$50 in addition to the certificate renewal fee of \$70. Your new certificate will expire in the same month each year unless you request a change of expiration. The expiration date cannot be extended beyond the current expiration date.

<b>PAYMENT OPTIONS:</b>	
Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:	
NAME OF CARDHOLDER (please print)	
<i>FIRST</i> _____	<i>MIDDLE INITIAL</i> _____
<i>LAST</i> _____	
I authorize the Department of Professional and Financial Regulation, Office of Professional & Occupational Regulation to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD the following amount: \$ _____	
Card number: _____	Expiration Date <i>mm / yyyy</i> _____
(check here) <input type="checkbox"/> <b>I understand that fees are non-refundable</b>	
<b>SIGNATURE</b> _____	<b>DATE</b> _____

## UNIT INFORMATION

Tramway Registration #:	Building Name:
Building Location: _____	
<small>Street</small>	<small>City</small>
<small>Zip Code</small>	
Location of Unit in Building (ie; lobby, gym, wing, etc.):	
Certificate Expiration Date:	Change Certificate Expiration Date to:

## OWNER INFORMATION

Name of Owner:			
Mailing Address:			
City:	State:	Zip:	County:
Contact Person:		Phone Number:	