

MONTANA ELEVATOR CONTRACTOR MECHANIC & INSPECTOR LICENSING PROGRAM

301 South Park Avenue
PO Box 200513
Helena Montana 59620-0513
Phone: 406-444-6880 Fax: 406-841-2305
E-MAIL: dlibsdhhelp@mt.gov
WEBSITE: <http://www.elevator.mt.gov>

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.

(Please allow 14 days for processing from the date that the Department has received your complete routine application)

ELEVATOR CONTRACTOR APPLICATION

INSTRUCTIONS FOR APPLICATIONS

1. Complete the application in its entirety. Incomplete applications will be returned.
2. Submit the application with the required fee. Make check or money order payable to ELEVATOR LICENSING PROGRAM.
3. Acknowledgement of Responsibility Affidavit and Application Affidavit must be completed and notarized.

RENEWAL INFORMATION

1. \$600.00 Annual Renewal Fee
2. Licenses expire on April 1, annually, commencing on April 1, 2008.

FEE INFORMATION

1. Application Fee: \$600.00 - non-refundable

ELEVATOR CONTRACTOR REQUIRED DOCUMENTATION

1. Proof of a valid general contractor registration ((406) 444-7734 Contractor Registration)
2. Current certified copy of proof of Liability Insurance pursuant to 50-60-716, MCA. (See requirements below)
3. Current Certificate of Existence or Certificate of Fact issued by the Montana Office of the Secretary of State. ((406)-444-3665 Secretary of State's Office)

LIMITED ELEVATOR CONTRACTOR REQUIRED DOCUMENTATION

1. Proof of a valid general contractor registration ((406) 444-7734 Contractor Registration)
2. Current certified copy of proof of Liability Insurance pursuant to 50-60-716, MCA. (See requirements below)
3. Current Certificate of Existence or Certificate of Fact issued by the Montana Office of the Secretary of State. ((406)-444-3665 Secretary of State's Office)

INFORMATION ON INSURANCE

MCA 50-60-716. Insurance requirements. (1) Each licensed elevator contractor and licensed elevator inspector shall provide the department with a certified copy of an insurance policy issued by an insurance company authorized to do business in this state that provides at least \$1 million coverage for injury or death for any number of persons in any single occurrence and \$500,000 for property damage in any single occurrence.

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APPLICATION FOR:

Elevator Contractor

Limited Elevator Contractor

APPLICATION FEE: \$600
FEES ARE NONREFUNDABLE

Social Security Number or Federal Identification Number _____

Business Name _____

Business Type (Check One): Individual Corporation LLC Partnership

Date Established _____

Owner(s) of Business _____

Please indicate your preferred mailing address

____ Home

____ Business

Owner Residential Address

Phone _____

Fax _____

Address _____

Zip Code _____

City, State _____

Business Address

Phone _____

Fax _____

Address _____

Zip Code _____

City, State _____

CONTRACTOR DOCUMENT REQUIREMENTS

- | | | |
|--|-----|----|
| 1. Proof of valid General Contractor registration: | Yes | No |
| 2. Certified copy of Liability Insurance: | Yes | No |
| 3. Certificate of Experience/Certificate of Fact: | Yes | No |

RESPONSIBLE ELEVATOR MECHANIC REQUIREMENTS

CONTRACTOR LICENSE:

- An owner not licensed as an Elevator Mechanic must employ a licensed mechanic who possesses the proper level of a Montana Elevator Mechanic license.

LIMITED CONTRACTOR LICENSE:

- An owner not licensed as an Elevator Mechanic or Limited Mechanic must employ a mechanic who possesses a valid Limited Mechanic license or an Elevator Mechanic license.

NAME OF RESPONSIBLE MECHANIC: _____

RESPONSIBLE MECHANIC LICENSE NUMBER: _____

SIGNATURE OF CORPORATE OFFICER(S), MANAGER(S) OR OWNER(S):

| | |
|-------|-------------|
| _____ | DATE: _____ |
| _____ | DATE: _____ |
| _____ | DATE: _____ |
| _____ | DATE: _____ |

PERSONAL HISTORY QUESTIONS IMPORTANT INSTRUCTIONS AND NOTICE

1. Please read the following questions carefully. Giving an incomplete or false answer is unprofessional conduct and may result in denial of your application or revocation of your license. See, 37-1-105, MCA.
2. You have a continuing duty to update the information you provide in your application and supplemental responses, including while your application is pending and after you are granted a license.
3. Upon submittal of your application form, for every "yes" answer provided, you will receive a request for specific information or documents associated with the question. Your application is not complete until staff receive all information requested.

PERSONAL HISTORY QUESTIONS

(Circle Yes or No)

- | | | |
|---|-----|----|
| 1. Have you ever had any license, certificate, registration, or other privilege to serve as a volunteer or practice a profession denied, revoked, suspended, or restricted by a public or private local, state, federal, tribal, religious, or foreign authority? | YES | NO |
| 2. Have you ever surrendered a credential like those listed in number 1, in connection with or to avoid action by a public or private local, state, federal, tribal, religious, or foreign authority? | YES | NO |
| 3. Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position? | YES | NO |
| 4. Have you ever been required to participate in a behavioral modification or assistance program in lieu of suspension or termination from a volunteer or employment position? | YES | NO |
| 5. Have you ever withdrawn an application for any professional license? | YES | NO |
| 6. As of the date of this application, are you aware of any pending complaint, investigation, or disciplinary action related to any professional license you hold? | YES | NO |
| 7. Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?) | YES | NO |

"Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.

- | | | |
|--|-----|----|
| 8. Do you have any medical, physiological, mental, or psychological condition which in any way currently (within the last 6 months) impairs or limits your ability to practice your profession or occupation with reasonable skill and safety? | YES | NO |
| 9. Do you currently (within the last 6 months) use one or more chemical substances in any way which impairs or limits your ability to practice your profession or occupation with reasonable skill and safety? | YES | NO |

The following information is provided for Question 10 below:

A criminal conviction may not automatically bar you from receiving a license. For more information about how a criminal conviction may impact your application, consult the board or program website.

- | | | |
|---|-----|----|
| 10. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended as an adult or “juvenile convicted as an adult” in any state, federal, tribal, or foreign jurisdiction? | YES | NO |
| 11. Are you now subject to criminal prosecution or pending criminal charges? | YES | NO |
| 12. Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization? | YES | NO |
| 13. Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession? | YES | NO |
| 14. Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons? | YES | NO |

AFFIDAVIT

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

Signature of Applicant: _____

For a verification upon oath or affirmation

State of _____
(County) of _____

Signed and sworn to (or affirmed) before me on _____ by
(name(s) of person(s) making statement) _____

(Signature

(Seal)

_____ of notarial officer)

_____ Title (and Rank)

_____ Residing at

My commission expires: _____

ACKNOWLEDGEMENT OF RESPONSIBILITY AFFIDAVIT

The Responsible Elevator Mechanic or Responsible Limited Mechanic must complete and sign below.

I, _____, do hereby declare the following:
Printed Name

I am the responsible (Check One Only) Elevator Mechanic or Limited mechanic for the following business: _____.

My license number is: _____.

I am employed as the Responsible Elevator Mechanic or Responsible Limited Mechanic for the above named business, and acknowledge that I am not the Responsible Elevator Mechanic or Responsible Limited Mechanic for any other business pursuant to ARM 24.142.507.

I hereby assume all responsibility for all conveyance work performed for the above named business from this day forth until I shall have notified the Montana Elevator Licensing Program in writing of the cancellation of this agreement.

I further agree that all work performed under my supervision will comply with all Department rules and regulations. I understand any violation of this could result in criminal penalties or in action taken against the above noted license, as stated in Montana Code Annotated.

For a verification upon oath or affirmation

State of _____
(County) of _____

Signed and sworn to (or affirmed) before me on _____ by
(name of person making statement) _____

(Signature)

(Seal)

_____ of notarial officer)

_____ Title (and Rank)

_____ Residing at

[My commission expires: _____]