

TITLE 14 HOUSING AND CONSTRUCTION
CHAPTER 15 ELEVATOR SAFETY CODE
PART 3 INSPECTIONS

14.15.3.1 ISSUING AGENCY: The Construction Industries Division (CID) of the Regulation and Licensing Department.
[14.15.3.1 NMAC - 09/12/2025]

14.15.3.2 SCOPE: This rule applies to all work performed in New Mexico that is subject to the jurisdiction of CID for which permits are required.
[14.15.3.2 NMAC – 09/12/2025]

14.15.3.3 STATUTORY AUTHORITY: Section 60-13B-4 NMSA 1978.
[14.15.3.3 NMAC – 09/12/2025]

14.15.3.4 DURATION: Permanent.
[14.15.3.4 NMAC – 09/12/2025]

14.15.3.5 EFFECTIVE DATE: September 12, 2025, unless a later date is cited at the end of a section.
[14.15.3.5 NMAC – 09/12/2025]

14.15.3.6 OBJECTIVE: The purpose of this rule is to set forth requirements for inspections of conveyance contracting work in New Mexico that is subject to the jurisdiction of CID.
[14.15.3.6 NMAC – 09/12/2025]

14.15.3.7 DEFINITIONS: See Section 60-13B-2 and 14.15.1 NMAC for definitions.
[14.15.3.7 NMAC – 09/12/2025]

14.15.3.8 GENERAL PROVISIONS:

A. Application. All work for which a permit or certificate of operation is issued must be inspected.
B. Inspections. No inspection of work will be performed until the required fees have been paid.
C. Code compliance. The inspections necessary to ensure that permitted work complies with applicable codes and standards shall be performed by the appropriate inspector under the direction of the TBC and the director.

D. Notification. It is the responsibility of the permittee, or the permittee's duly authorized agent, to notify the appropriate AHJ personnel when work is ready for inspection, and to provide access to and the means to perform inspections of the work. Requirements for inspections shall be made as specified on the permit or in other instructions required by the TBC or director, but in no event shall such notification be given less than 24 hours before the work is to be inspected.

E. Violations. If, upon inspection, any permitted work is not in full compliance with the applicable codes and standards, the inspector shall issue to the permittee a written correction notice citing the code violations observed and ordering that the violations be corrected. The permittee is responsible for notifying the AHJ personnel when all corrections have been made and the work is ready for re-inspection. Failure to comply with a correction notice with the time required by the inspector, TBC or director, or if no time is specified, within a reasonable time, is a violation of the CID rules and may result in disciplinary action by the TBC or director.

F. Covered and unapproved work. Work must be visible to be inspected and shall not be covered or used before approval is given by the inspector. Work that is covered before it is inspected, tested if applicable, and approved may be ordered uncovered by the inspector, TBC, or director at the cost to the permittee. No work shall be performed beyond what is required for the next inspection without prior approval of the inspector.

[14.15.3.8 NMAC – 09/12/2025]

14.5.3.9 INSPECTIONS: The following inspections are required unless otherwise indicated or as determined at the discretion of the TBC.

A. Notification of inspections.

(1) The inspector must report to the permit holder or certificate of operation holder prior to conducting inspections.

(2) The inspector and building owner or lessee must sign and date the inspection report or electronically acknowledge the report using any electronic method approved by the division.

B. Inspections of new, repair or alteration of existing equipment.

(1) The inspector must verify CID approved plans are on site per 14.15.2 NMAC. No inspections will be performed until the CID approved plans are on site.

(2) The inspector is authorized to conduct an inspection prior to the installation being completed.

(3) New installations and alterations not installed per CID approved plans will not be approved and are prohibited from being placed in service without prior written approval from the TBC.

(4) No conveyance shall be permitted to be placed into operation until the inspector has verified a written hard copy of the following documents are on site in the equipment room, machine room, machine space, control room, or control space.

(a) A written maintenance control program that is specific to the equipment installed.

(b) A list of parts that includes part numbers and an enlarged view identifying parts.

(c) Straight line wiring diagrams as installed.

(d) All diagnostic codes, fault codes, access codes, passwords to perform any code required tests.

(e) General equipment maintenance, repair, testing, and adjustment procedures, including lubrication instructions and recommended grade of lubricant. Including any unique product information that needs to be incorporated as part of the maintenance, repair, testing or adjustment procedures specific to the equipment installed.

(f) Each conveyance must be identified with a unique identification number decal issued by the division. When the certificate of operation is issued, the inspector shall affix the decal to the upper right-hand corner of the control panel. The decal shall remain in place for the life of the conveyance.

(g) All correspondence and inspection reports must reference the decal number and ID number, as reflected on the certificate of operation.

C. Conveyances to be removed from service. The TBC shall be notified of conveyances and equipment to be removed from service. An inspector shall witness the removal of the conveyances or equipment from service in accordance with the following procedures:

(1) Switching the main line disconnect to the "off" position,

(2) Removing the fuses (this procedure must be conducted by a properly certified electrical journeyman),

(3) Placing a padlock on the mainline disconnect switch that has been set to the "off" position, and

(4) A division inspector shall install a wire seal on the mainline disconnect switch.

D. Conveyances removed from service to be restored. Conveyances removed from service requiring the service to be restored shall comply with the following:

(1) A properly licensed contractor shall perform the work for restoration of service.

(2) A permit and an annual or acceptance inspection shall be performed by the division.

(3) Approval from the division.

(4) A temporarily dormant conveyance shall not be used until it has been put in safe running order.

(5) Temporary dormant conveyances may be renewed on an annual basis and shall not exceed five years.

E. Additional inspections. In addition to the required inspections, the TBC or director is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of the applicable New Mexico construction codes.

F. Re-inspections.

(1) A re-inspection fee shall not be assessed when the required code corrections resulting from an initial inspection are properly corrected and subsequently re-inspected and approved.

(2) A re-inspection fee shall be assessed for each inspection or re-inspection when such portion of work for which an inspection is called is not complete, when the required corrections have not been made or work is covered prior to inspection.

(3) No additional inspections shall be conducted until the required fees have been paid.

(4) Re-inspection fees may be assessed when the approved plans are not readily available to the inspector, or there is a deviation from plans without approval from the TBC.

(5) Re-inspection fees may be assessed for failure to provide access to the property, to the facility where the inspection is to occur, or contractor, owner, or owner's agent is not available at the time agreed upon for inspection.

[14.15.3.9 NMAC – 09/12/2025]

14.15.3.10 STOP WORK ORDERS: Whenever contracting is being performed contrary to the CID rules, the inspector, after verification of the TBC may order that the work be stopped and shall give written notice of such order to the person performing the work or causing the work to be performed and the building owner or lessee of the property. If the inspector discovers a life safety issue contrary to ESA rules, the inspector may order that work be stopped, giving written notice of such order to the person performing the work or causing the work to be performed, the owner of the property and the TBC. The person performing the work or causing work to be performed when receiving such notice shall cease and desist from performing, or causing the performance of the work, until authorized to proceed in writing, by the TBC or the inspector. The following conditions for which a stop work order may be issued include, but are not limited to:

- A. Inspection determined as a health or safety hazard;
- B. continuing work without all correction notice violations being corrected;
- C. work deviating from the approved plans or materials;
- D. contractor not properly licensed;
- E. working beyond the scope of licensure;
- F. work not properly permitted;
- G. improper journeyman ratios.

[14.15.3.10 NMAC – 09/12/2025]

14.15.3.11 CERTIFICATES OF OPERATION:

A. **Issuance.** Certificates of operation shall be issued to the building owner as required in 14.15.2 NMAC.

B. **Display.** Certificates of operation must be displayed as follows:

(1) The current certificate of operation for elevators, platform lifts, or related equipment are required to be displayed in a publicly visible location without assistance or permission during all hours in which the equipment is in operation as follows:

(a) Inside the elevator car enclosure or platform lift, or related equipment, not more than seven feet or less than three feet above the finished floor of the conveyance, or

(b) Outside the elevator car enclosure or platform lift, or related equipment in the main elevator lobby, within ten feet of the call button not more than seven feet or less than three feet above the finished floor landing.

(2) The current certificate of operation for escalators, moving walks, or related equipment are required to be displayed in a publicly visible location without assistance or permission during all hours in which the equipment is in operation as follows: in a common area lobby, hallway, or corridor within ten feet of the location of which the public embarks or disembarks from the escalator, moving walk, or related equipment and shall be not more than seven feet or less than three above the finished floor landing.

C. **Annual inspections.** Certificates of operation shall be renewed annually pursuant to Section 60-13B-11 NMSA 1978. It is the responsibility of the building owner or lessee to request an annual inspection from the division for the renewal of the certificate of operation. The building owner or lessee is responsible for fees to renew certificate of operation pursuant to 14.15.4 NMAC.

D. **Inspections for certificates of operation.** Subsequent to the annual inspection, the inspector shall supply a written inspection report detailing all code violations to the building owner or lessee. It shall be the responsibility of the building owner or lessee to comply with the following:

(1) All required tests are performed at intervals in compliance with 14.15.3 NMAC and 14.15.8 NMAC.

(2) All tests are performed and reported by a properly licensed elevator mechanic in accordance with 14.15.5 NMAC and 14.15.8 NMAC.

(3) All tests must be physically witnessed by a division inspector.

E. Violations or dangerous conditions of conveyances.

(1) The building owner or lessee shall have sixty (60) days from the date of the inspection report to remedy any violations set forth in the inspection report. The division shall not renew a certificate of operation until the violations have been remedied. The division inspector shall verify the violations have been remedied and shall supply a written inspection report citing that no code violations exist against the building owner or lessee.

(2) If a division inspector finds that any conveyance is in a dangerous condition, there is an immediate hazard to those riding or using the conveyance, or the design or method of operation in combination with the devices used is inherently dangerous, the division shall notify the building owner or lessee of the condition.

(a) The division inspector shall have the authority to deem the conveyance inoperable. The conveyance shall be put into temporarily dormant status by the following:

- (i) Switching the main line disconnect to the “off” position,
- (ii) Removing the fuses (this procedure must be conducted by a properly certified electrical journeyman),
- (iii) Placing a padlock on the mainline disconnect switch that has been set to the “off” position, and
- (iv) A division inspector shall install a wire seal on the mainline disconnect switch.

(b) The division inspector shall give the building owner or lessee a reasonable amount of time to have repairs or alterations made to the conveyance, which must be performed by a properly licensed elevator contractor.

(3) It shall be the responsibility of the building owner or lessee to request the division to inspect the repaired or altered conveyance in order to restore operation of the conveyance.
[14.15.3.11 NMAC – 09/12/2025]

History of 14.15.3 NMAC: [RESERVED]

Pre-NMAC History: