



Ohio Administrative Code

Rule 1301:3-11-09 Renewal of elevator contractor's license and elevator mechanic's license.

Effective: November 1, 2024

(A) At least ninety days prior to the expiration of an elevator contractor's or elevator mechanic's license, the division shall provide or make available an application to each holder of a license issued pursuant to Chapter 4785. of the Revised Code. The application shall be on a form and in a format prescribed by the division.

(B) Upon receipt of a completed application and submission of any applicable fee(s) as required by rule 1301:3-11-07 of the Administrative Code, the division shall renew a license if the holder demonstrates that the licensee continues to meet the qualifications set forth in sections 4785.04 and 4785.041 of the Revised Code, and the licensee meets all of the following renewal requirements:

(1) For elevator contractors: submits proof that the licensee is in compliance with the insurance requirements prescribed in section 4785.07 of the Revised Code.

(2) For elevator mechanics:

(a) Certifies the licensee has not been convicted of, had a judicial finding of, or pleaded guilty to a disqualifying offense as defined in rule 1301:3-11-01 of the Administrative Code since obtaining the license or renewal or provides documentation of the offense if a certification cannot be provided in accordance with this rule.

(b) Submits evidence that the licensee has satisfied all continuing education requirements as set forth in Chapter 4785. of the Revised Code and rules promulgated thereunder.

(C) If the licensee fails to timely meet the renewal requirements, the license shall automatically be suspended without the taking of any action by the division. A suspended license may be reactivated upon application within one calendar year from the expiration date of the license and approval of the division, provided that the renewal fee plus a late fee is submitted by the renewal applicant.