

ELEVATOR CERTIFICATE PRINTING

INTRODUCTION: Registered users log in here: [HTTPS://WWW.ALEXANDRIAVA.GOV/APEX](https://www.alexandriava.gov/apex)

To print certificates, all inspections must have been completed and passed, and all fees paid.

If you aren't sure of the status of your inspections, call Dominion Elevator at 703.397.3518.

The following two sections are to help you navigate to and print your certificate. See Troubleshooting in the event you cannot print.

SECTION ONE: FINDING YOUR CERTIFICATES, & PRINTING

Once logged in, click on **My Work** from the top toolbar.

From My Work, click on **My Permits** tab and fill out the fields as shown in the image below.

Dashboard Home Apply Calendar My Work Map Help Document Library Search

My Work

MY INVOICES **MY PERMITS** MY EXISTING INSPECTIONS

Search... Export to Excel

Display: All Records: Updated In: Specified Range

Start Date: 01/01/2019 End Date: 11/30/2022

Permit Number	Project	Address	Permit Type	Status	State
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Display - All

Records- Updated

In – Specified Range

Start date – **01/01/2019** *RESULTS WILL NOT RENDER UNLESS THE START DATE IS FILLED IN AS '01/01/2019'

End date – current date

Your elevator numbers, address and permit type for each unit will appear under Permit Number. Select an elevator [permit number](#) hyperlink to access the information for a specific unit.

Dashboard Home Apply Calendar **My Work** Map Help Document Library Search

My Work

MY INVOICES MY PERMITS MY EXISTING INSPECTIONS

Search... Export to Excel

Display All Records Updated In Specified Range

Start Date 1/1/2019 End Date 11/30/2022

Permit Number	Project	Address	Permit Type	Status	State
ELV2019-00182		301 KING ST Alexandria, VA	Elevator Certificate	Issued	

Click the print icon to print the certificate. All inspections must have been completed and passed, and fees paid to print certificates.

Permit Number: ELV2019-00182



Permit Details | Tab Elements | Main Menu

Type: Elevator Certificate	Status: Issued	Project Name:
IVR Number: 507021	Applied Date: 01/01/2019	Issue Date: 06/30/2019
District: Old Town	Assigned To:	Expire Date: 06/30/2023
Finalized Date: 06/30/2019		
Description: #1 trac FEE WAIVED		

Summary Locations Fees Inspections Attachments Contacts Sub-Records More Info

Progress

33% Completed

Completed
In Progress
Not Started

Fees

\$0.00

View Details

Workflow

- ELV-No Load Test - Passed : 05/07/2022
- ELV-Smoke Detector Test - Scheduled
- ELV-Routine Inspection (6 month) - Scheduled

Available Actions

No Actions

SECTION TWO: TROUBLESHOOTING

If you get a message as in this image, you have not completed your inspections, or one or more inspection(s) has failed. Please contact Dominion Elevator at 703.397.3518 to find out what steps you need to take.

Main Report

CITY OF ALEXANDRIA
Department of Code Administration **ELEVATOR CERTIFICATE**
301 King Street, Room 4200
Alexandria, Virginia 22314
703.746.4200

CASE NUMBER: ELV2019-00047 DATE CERTIFICATE EXPIRES:
SITE ADDRESS: 1229 KING ST
OWNER: no current info

NLPT OK/SDT Needed

If there are fees due, they will be shown in the lower left panel. To pay the fees, select [AddToCart].

Permit Number: ELV2019-00182 [Add to Cart](#)

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Elevator Certificate	Status:	Issued	Project Name:	
IVR Number:	507021	Applied Date:	01/01/2019	Issue Date:	06/30/2019
District:	Old Town	Assigned To:		Expire Date:	06/30/2023
Finalized Date:	06/30/2019				
Description:	#1 trac FEE WAIVED				

[Summary](#) [Locations](#) [Fees](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Progress

33% Completed

- Completed
- In Progress
- Not Started

Workflow

- ELV-No Load Test - Passed : 05/07/2022
- ELV-Smoke Detector Test - Scheduled
- ELV-Routine Inspection (6 month) - Scheduled

Available Actions

Unpaid Fees [Pay Now](#)

\$86.25
12-30-2022

Fees

\$86.25

[View Details](#) [Add to Cart](#)

Once you have added charges to your shopping cart, select [CheckOut] and follow the prompts to enter credit card information.

Shopping Cart

Invoice: [INV-2022-00076851](#) Description: [ELV2019-00182](#)
Due Date: 12/30/2022

Case Number	Project	Case Address	Amount Due
ELV2019-00182		301 KING ST Alexandria VA	\$86.25

Total \$86.25

[Check Out](#)

\$86.25

[Remove](#)

[Top](#) | [Main Menu](#)

Total \$86.25

[Check Out](#)

Once all fees are paid, the print icon should replace the [AddToCart] icon under Permit Details.