



Department of Codes Compliance  
City of Newport News  
2400 Washington Avenue  
Newport News, VA 23607

## Process

1. All Annual and 5-year inspections will be completed by a THIRD-PARTY INSPECTOR
2. As of January 1, 2024 all elevators, escalators, moving walks and lifts will require a THIRD PARTY Annual and 5 Year Inspection test.
3. Fill out an 3<sup>rd</sup> Party Elevator Application which can be found on the [nnva.gov](http://nnva.gov) website.
4. Schedule your Annual or 5-year inspection with your maintenance company and your THIRD-PARTY Inspector. A list of THIRD-PARTY approved Inspectors can be found at [www.nnva.gov](http://www.nnva.gov) under the Codes Compliance tab.
5. COMPLETE AND PASS YOUR THIRD-PARTY INSPECTION BEFORE SUBMITTING PAYMENT TO THE CITY OF NEWPORT NEWS. Once inspection is completed email your completed passed results to [elevators@nnva.gov](mailto:elevators@nnva.gov)
6. An invoice will be issued to the applicant for payment once your passed inspection report has been received and reviewed by Codes staff. A review of the results will be conducted by City staff and will be ready for Certificate issuance within 72 hours unless corrections are noted.
7. Certificate of Issuance will not be issued with a failed third-party inspection report. If there is more than one piece of equipment at the property all equipment must have a passed third-party inspection for Certificate Issuance to be issued. All payment received will be returned or held until a passed third-party inspection has been received in our office.

Fill out an Elevator Certificate application that can be found at [www.nnva.gov](http://www.nnva.gov) under Codes Compliance and emailed to [elevators@nnva.gov](mailto:elevators@nnva.gov) or mailed to:  
Elevator Program-Dept. of Codes Compliance  
2400 Washington Avenue- 3<sup>rd</sup> Floor  
Newport News, VA 23607

Make check payment for the correct amount depending on number of equipment inspected made out to **City of Newport News and attached with the invoice or permit number for record keeping purposes.**