



August 1, 2025

Re: Conveyance Licensing Program Summary

Dear Valued Stakeholder,

We are pleased to inform you that a state-certified contractor conducts annual inspections of all commercial elevators in the City of Greenwood Village. Following these inspections, you will receive a detailed report via email. Should any violations be identified, we kindly encourage you to coordinate repairs with your elevator maintenance company.

Additionally, property owners or managers are invited to schedule the required five-year Witnessed Safety Tests and inspections with both their elevator service provider and our inspector. You can find the date of your last five-year inspection on your elevator's Certificate of Operation.

Conveyance Fees:

Hydraulic Annual Inspection: \$235	Hydraulic CAT5 (5-Year Witness): \$235
Traction Annual Inspection: \$435	Traction CAT5 (5-Year Witness): \$535

**Special, After-Hour, Re-Inspection, Extra, Safety Lock Down, Consulting, and others: \$150 per hour*

Invoicing:

Approximately 30 days before the expiration of your elevator(s) Certificate of Operation, you will receive a friendly email reminder sent to your building's contact. Additionally, if the Five-Year Witnessed Safety Test is necessary, you will also receive a notification for the year it is scheduled.

Payment:

Please submit your payments conveniently through our online portal at online.greenwoodvillage.com/publicportal, or by mailing a check to our office. Please remember to reference your State CP number or Greenwood Village ELV number. The address is provided below for your convenience.

Certificates of Operation (CO):

Upon payment of the inspection invoice, you'll have access to print your Certificate of Operation from our Online Access Portal, displaying the expiration date for your convenience.

Temporary Certificate of Operation (TCO)

Should any items requiring correction be identified in the previous inspection report, a 60-day Temporary Certificate of Operation (TCO) will be issued. Once we receive confirmation that all corrections have been addressed, we will promptly provide a new Certificate of Operation for the remainder of the year.

Without a valid Certificate of Operation, the state considers the elevator non-compliant, and the unit will be locked out of service.

Thank you for your attention to this critical matter. We appreciate your commitment to safety and compliance.

Respectfully,

A handwritten signature in blue ink, appearing to read "Rey Perez".

Rey Perez
Neighborhood Services Manager
Community Development
6060 S Quebec Street, Greenwood Village, CO 80111
O 303-486-5783 | D 303-486-5781