

**CITY OF LOS ANGELES**  
**DEPARTMENT OF BUILDING AND SAFETY**  
**LICENSE SECTION**  
221 N. Figueroa Street, #700, Los Angeles, CA 90012  
(213) 482-0099  
[www.ladbs.org](http://www.ladbs.org)

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**EXAMINATION INFORMATION**  
**JOURNEY-LEVEL ELEVATOR MECHANIC**

**DUTIES**

Installation, construction, repair, maintenance, alteration and replacement of any mechanical or electrical device related to elevators, moving stairways, moving sidewalks or ramps, dumbwaiters, manlifts, private residence elevators, inclined lifts, wheelchair lift, inclined stairway chairlifts, vertical reciprocating conveyors or related devices governed by the Los Angeles City Elevator Code.

**REQUIREMENTS**

Three years experience in the above duties as helper or apprentice to a Registered Journey-Level Elevator Mechanic within the elevator industry. One of the following verification of experience shall be submitted with your application:

1. A completed and signed " Journey-level Conveyance Mechanic Certification of Work Experience"; or
2. A copy of your current Certified Competent Conveyance Mechanic (CCCM) Certification issued by the State of California; or
3. A signed, written verification of experience from the International Union of Elevator Constructors on their letterhead, if applicable.

**Please submit one current (2" x 2") full faced passport type photo.**

**FILING FEE:** \$54.50

**ANNUAL RENEWAL FEE:** \$27.50

**EXAMINATION**

**SCHEDULE / LOCATION:**

Applicants will be notified of appointment date and time for the virtual examination by phone or email.

**SCOPE**

The examination for Journey-Level Elevator Mechanic consists of questions on the Los Angeles City Elevator Code, California State Elevator Safety Orders, a general knowledge of the Los Angeles Electrical Code in relationship to elevators, and a general knowledge of the equipment listed above.

**PASSING SCORE:**

70% is the minimum passing score for each part. The score is compiled from two parts (one part written-one part oral). Applicant must pass the written part before oral will be given.

**RE-EXAMINATION**

Applicants who fail to pass their first examination are entitled to a second examination to be taken not less than 4 weeks after the previous examination. No additional fee is required for the second examination. Applicants who fail to pass the second examination are required by Ordinance to wait 6 months thereafter before they may file another application for the examination, at which time a new application and filing fee is required

**RENEWAL**

The Journey-Level Elevator Mechanic license expires one year from the date of issuance. It may be renewed from year to year by the payment of the annual renewal fee within 30 days after the expiration date, or within 12 months by payment of the renewal fee plus 10% renewal fee for each month after the first.

**A VALID WORK I.D. (WITH PICTURE) OR DRIVER'S LICENSE WILL BE REQUIRED WHEN APPLICANTS APPEAR FOR THE EXAMINATION.**



# TRADE LICENSE APPLICATION

221 N. Figueroa St., Suite 700  
 Los Angeles, CA 90012  
 (213) 482-0099

Examination Title:  Date:

Applicant Name:  Birth Date:

Address:

Address City State Zip

Email:  Phone:

Height:  Weight:  Eyes:  Hair:

Employer/Education – Name and Address <small>* Only show experience needed to qualify for examination</small>	Duties Related to Examination	Dates	Total Time
		From: To:	YEARS/MOS
		From: To:	YEARS/MOS
		From: To:	YEARS/MOS
		From: To:	YEARS/MOS
		From: To:	YEARS/MOS

I hereby certify that all of the information that I have given herein is true and complete to the best of my knowledge and belief. I understand that any false statement will subject me to disqualification.

Applicant's Full Signature

**FOR OFFICE USE ONLY:**

EXAM NUMBER	EXAM STATUS		
	Exam Date		
	Oral		
LICENSE NUMBER	Written		
	Final		
	Initial		

FEES		2nd Fees (if applicable)
Approved for Exam By	<input type="text"/>	
Filing Fee	<input type="text"/>	
D.S.C Surcharge	<input type="text"/>	
System Surcharge	<input type="text"/>	
Total Fees Due	<input type="text"/>	

For Cashier's Use Only

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities



# Journey-Level Conveyance Mechanic Certification of Work Experience

**INSTRUCTIONS:**

The applicant shall complete the information in Part 1 below, then the person certifying the work experience (**business owner or manager**) shall complete Part 2. The Los Angeles Department of Building and Safety reserves the right to contact the certifier to verify work experience and/or dates. If additional space is needed to list the experience, please attach a separate sheet that must also be signed under the same certification statement contained below.

Use a separate form for each employer. **Please type or print neatly and legibly in black or dark blue ink—pencil is not acceptable.** Forms containing strikeouts or modifications may not be accepted. Corrections must be initialed by the certifier.

PART 1- APPLICANT INFORMATION		
The <u>Applicant</u> must complete Part 1 <u>before</u> the certifier completes Part 2		
<u>Name</u>		
First:	Last:	Middle:
New Application	Renewal Application	License #

PART 2- WORK EXPERIENCE AND CERTIFICATION STATEMENT			
The <u>Certifier</u> must complete Part 2 <u>after</u> the applicant completes Part 1			
Employer:			
License #:	Self-employed:	Yes	No
<u>Employer's street address</u>			
Number/Street:	City:	State:	ZIP:
<u>Name of Certifier</u>	<u>Telephone # of Certifier</u>	<u>Certifier email address</u>	
Certifiers job title:			
Applicants job title:			
<b>DATES</b> (List only dates that the applicant was engaged in work related to the type of examination indicated in Part 1)			
From	To	<b><i>Equals</i></b> Years	Months
In the space below, list all specific trade duties the applicant performed that were related to the examination listed in Part 1. (do not list specific project names)			
<b>I Certify that I have direct knowledge of the work covering the time period outlined above. I certify under penalty of perjury, under the laws of the State of California, that the information stated above is true and correct.</b>			
Date:	Signature:	Printed Name:	