

## ELEVATOR CERTIFICATE PRINTING

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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.

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### 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.

The screenshot shows the 'My Work' section of the APEX system. The 'My Permits' tab is selected. The interface includes a search bar, filters for Display (All), Records (Updated), and In (Specified Range). The Start Date is set to 01/01/2019 and the End Date is 11/30/2022. A table with columns Permit Number, Project, Address, Permit Type, Status, and State is visible below the filters.

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

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

[Dashboard](#) [Home](#) [Apply](#) [Calendar](#) [My Work](#) [Map](#) [Help](#) [Document Library](#) [Search](#)

**My Work**

[MY INVOICES](#) [MY PERMITS](#) [MY EXISTING INSPECTIONS](#)

[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
<a href="#">ELV2019-00182</a>		<a href="#">301 KING ST Alexandria, VA</a>	Elevator Certificate	Issued	

When you click on the permit number, the screen below will come up. Click the print icon (highlighted in yellow) to print the updated certificate. **\*\*Ignore the information marked out in red below. \*You must click the print icon highlighted in yellow below, to print your updated certificate. Remember, all inspections must have been completed and passed, and all fees paid to print certificates.**

Permit Number: ELV2019-00182 [Print](#)

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

Type: Elevator Certificate

IVR Number: 507021

District: Old Town

Finalized Date: 06/30/2019

Description: #1 trac FEE WAIVED

Status: Issued

Applied Date: 01/01/2019

Assigned To:

Project Name:

Issue Date: 06/30/2019

Expire Date: 06/30/2023

[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  
301 King Street, Room 4200  
Alexandria, Virginia 22314  
703.746.4200

**ELEVATOR CERTIFICATE**

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

DATE CERTIFICATE EXPIRES:

**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**  
\$86.25  
12-30-2022

**Pay Now**

**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

Shopping Cart

Invoice: INV-2022-00076851

Due Date: 12/30/2022

Description: ELV2019-00182

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.