

**MIKE CHANEY**  
Commissioner of Insurance  
State Fire Marshal

**MARK HAIRE**  
Deputy Commissioner of Insurance



**MAILING ADDRESS:**  
P.O. Box 79  
Jackson, MS 39205-0079  
Phone: 601-359-3569  
Fax: 601-359-2474

**MISSISSIPPI INSURANCE DEPARTMENT**  
ELEVATOR SAFETY DIVISION  
501 N. WEST STREET, SUITE 1001  
WOOLFOLK BUILDING  
JACKSON, MISSISSIPPI 39201  
[www.mid.ms.gov](http://www.mid.ms.gov)

### **Procedure for having an annual elevator inspection performed**

1. Building owner/manager goes to web site [www.mid.ms.gov](http://www.mid.ms.gov) . Scroll down a little and you will see rectangles moving horizontally across the page. One will say Elevator/Escalator Inspections. Click on this icon.
2. Once on this page, scroll to very bottom of page for search portion.
3. Click on Inspector and then on submit.
4. All inspectors licensed in Mississippi will be listed with their city where they are located and their phone number.
5. Pick an inspector near you or one that you know, call them and schedule an inspection.
6. It is not required that the elevator company be there for an elevator inspection but **the elevator company will need to be there for an escalator inspection.**
7. Once the inspection is complete, the inspector will enter it in our online inspection program.
8. The State will send out a Deficiency Notice Letter detailing the deficiencies as written up by the inspector and noting if a re-inspection is required.
9. The Inspection Company will invoice you for their services with a separate line item for the State Annual Operating Certificate. You will make one payment to the Inspection company.
10. You will not receive an invoice from the State. The State will receive the certificate payment electronically from the Inspection Company.
11. When the deficiencies are corrected, notify your elevator inspector. He will mark the deficiencies as corrected or compliant and will send you the certificate by regular mail or email.
12. The next inspection is due one year from the completed date on the inspection report.
13. The State will send out a Renewal Notice 35 days prior to the expiration date.
14. The State will send out an Over Due notice when the inspection is 30 days overdue.