



## **Annual Inspection Certification Program**

The **Annual Inspection Certification** (AIC) program will augment the City of Chicago's Building Code enforcement and help ensure public safety by allowing building owners to hire authorized technicians to complete inspections and submit results to the Department of Buildings.

### **INTRODUCTION**

The AIC program requires building owners to document the existing conditions of elevators, escalators, and other conveying devices in their buildings to comply with the Chicago Municipal Code requirement of various annual inspections. An authorized technician (AT) will report on the condition of the devices using a web-based form.

Inspections for initial installations, modernizations, and permitted repairs of all devices, as well as 311 calls and accident investigations, will continue to be performed by DOB for all buildings.

### **PARTICIPATION -ELIGIBILITY**

The program addresses buildings within the Central Business District (CBD). Buildings located outside of the CBD will receive annual inspections by DOB personnel as usual. The CBD is defined by the Municipal Code of Chicago and is bordered by Roosevelt Road (south), Halsted Street (west), the lake (east) and Chicago Avenue west of LaSalle Street or Division Street east of LaSalle Street (north).

All elevators, escalators, and other conveying devices that require an annual inspection will participate in the AIC program except:

- Buildings with devices that are in the adjudication process for serious code or life safety violations, or
- Buildings owned by the City of Chicago.

Buildings that contain devices that are exempt from the annual inspection fees will participate in the AIC program. The program fee will be waived but the expenses for the AT will still apply.

### **PROGRAM DESCRIPTION: KEY ELEMENTS**

The building owner contracts with an independent third-party inspector as an "Authorized Technician" (AT - defined below) to inspect the conveyance device and certify that it is maintained per the code under which it was originally constructed or modernized. Both the building owner and the AT are subject to the False Statement Ordinance outlined in Chapter 1-21-010 of the Municipal Code of Chicago.

A Notice of Inspection from the DOB provides a unique reference number and PIN which the building owner will use to access the on-line reporting form. After logging into the on-line form,

the building owner verifies the contact information and makes corrections as needed. Additionally, the owner will eliminate duplicate equipment entries or insert missing equipment to the list of devices provided on-line.

The on-line form requires the building owner to select from a drop-down list of eligible companies the name of the company selected to provide the AT to do the inspection. The same company is not required to inspect all of the devices. Upon selection, the inspection company will receive an email notice and access to DOB equipment records for the building. The inspection company will be responsible for assigning an Illinois licensed elevator inspector from within the company to inspect the devices as the AT.

The AT arranges to inspect the devices in the building with the building owner. After performing the inspection, the AT reports to the building owner the results of the inspection and completes the on-line form by certifying the condition of the devices. Any incorrect information on the form, such as devices that are no longer in service or an inaccurate capacity amount, is corrected by the AT in the on-line form.

Based on the results of the inspection:

- If no repairs are required and the devices comply with the code, then the AT certifies the form to the effect that the devices comply. If only some of the devices comply, he/she certifies the form for those specific devices.
- If necessary repairs are minor enough that a repair permit is not be required, such as burned out light bulbs, the repair is to be completed prior to the AT certifying the form. If the repairs are not completed within the required timeframe of the program, the building owner is responsible for the form not being completed and submitted.
- If necessary repairs or upgrades require a permit, the AT informs the building owner and certifies the form reporting that repairs are required on specific devices. The building owner is then responsible for contracting with a City of Chicago licensed Elevator Contractor to secure a permit and complete the repairs. To submit the AIC form to the City, the building owner is required to report the permit numbers for the repairs. It is not required to have the permitted work complete to submit the form.

For all of the devices that comply, the building owner will download, print, and display the certificate of inspection within or adjoining the device.

Once permitted repair work is complete, the DOB will inspect the work for code compliance. When the DOB approves the work, the building owner will receive an email notification that the certificate of inspection is available to download, print, and display within or adjoining the device.

## **AUTHORIZED TECHNICIANS**

The Authorized Technician (AT) is a Qualified Elevator Inspector (QEI) licensed by the State of Illinois as a Licensed Inspector and works for an Illinois Licensed Inspection Company for elevator inspections. The AT must be an independent, third-party inspector and in good standing with the state of Illinois.

The list of eligible inspection companies is available on the department website at: [www.cityofchicago.org/buildings/aic](http://www.cityofchicago.org/buildings/aic) or through the State of Illinois website at [http://fdmail.sfm.illinois.gov/pdf/Licensed\\_Inspectors.pdf](http://fdmail.sfm.illinois.gov/pdf/Licensed_Inspectors.pdf) [http://fdmail.sfm.illinois.gov/pdf/Licensed\\_Contractors.pdf](http://fdmail.sfm.illinois.gov/pdf/Licensed_Contractors.pdf)

## **INSPECTION OF DEVICES**

The national standards developed by the American Society of Mechanical Engineers (ASME) for periodic inspections will be used as guidelines for the annual inspection. The witnessing of the periodic tests is not required, but the AT must verify that the tests were completed and the results satisfactory. The building owner will be required to maintain records of all periodic tests so they are accessible for use by the authorized technician (AT) or a City Elevator Inspector.

Given that all state of Illinois Licensed Inspectors are required to be QEI's as a threshold for receiving a license, the conduct, duties, and ethical standards of QEI's as described in ASME A17.2 pertain to the AT as well.

## **DANGEROUS AND HAZARDOUS CONDITIONS**

If the AT finds dangerous and hazardous conditions upon his/her inspection, the AT shall immediately call 311 and report an "Emergency" condition to the DOB. The AT shall also call the DOB Elevator Bureau directly to report the dangerous condition at that address. Then AT informs the building owner/manager of the condition and remains on site until the device is secured against operation.

## **DEADLINES/FEEES**

The due date for the completion of the on-line reporting form is printed on the Notice of Inspection. For 2009/2010 inspections, the due date is June 1, 2010. Prior to the due date, the form must be submitted along with the payment of the program fee. The program fee will be calculated within the on-line reporting form upon verification of the list of devices. The amount is 50 percent of what the full inspection fee would have been. The program fee is due at the time the form is submitted for all of the devices regardless of the whether the devices comply or are in need of repair.

It is the building owner's responsibility to schedule the inspection and any necessary minor repairs within the required time frame so that the form can be certified by the AT. If an owner or property manager fails to submit the on-line form and payment prior to the due date, the address will be forwarded to Administrative Hearings for adjudication. Please note that fines and penalties from \$200.00 to \$500.00 per day per device may be assessed at Administrative Hearings in addition to the payment of the full inspection fees.

## **AUDITS**

A percentage of the AIC reports will be randomly audited each year and may include an inspection by DOB personnel. The audit will not incur additional inspection fees, but any issues unreported and exposed will result in a violation notice which may carry a fine. Any false reports will be subject to the False Statement Ordinance and subject to enforcement per Chapter 1-21-010 of the Municipal Code of Chicago.

## **ADDRESSES**

City of Chicago website: [www.cityofchicago.org/buildings/aic](http://www.cityofchicago.org/buildings/aic)

On-line reporting system: <https://ipi.cityofchicago.org/aic/>

Email address for questions: [aic@cityofchicago.org](mailto:aic@cityofchicago.org)