1. **Q. What is the Annual Inspection Certification (AIC) program?**  
   A. The AIC program is a change in business model that requires building owners to rely on qualified professionals to examine and document existing building systems and then report the conditions to the Department of Buildings.

2. **Q. Why are annual inspections required**  
   A. Annual inspections for conveying devices are required per municipal code section 13-20-100.

3. **Q. How is it different from the previous method of performing the annual inspections?**  
   A. Previously, all conveyance devices were inspected by inspectors from the Department of Buildings. Owners are now responsible for having an Authorized Technician inspect their devices.

4. **Q. Why did the city create this new program?**  
   A. The AIC program was established to augment the City of Chicago's building code enforcement to ensure that all buildings are staying in compliance with the City of Chicago building code.

5. **Q. What exactly does an annual inspection include?**  
   A. For elevators and escalators, the Authorized Technician will perform an inspection to the national standards for ‘periodic inspections’ found in ASME A17.1. Required checklists are available on the city of Chicago website.

6. **Q. Does my building qualify?**  
   A. All buildings within the Central Business District of the City of Chicago that are equipped with a conveyance device regulated under Chapter 18-30 of the Municipal Code which is subject to an annual inspection under section 13-20-100 are required to participate in the program unless the building or device has been exempted. Sister agencies including CTA, CHA and DOA, as well as select institutions (such as hospitals and universities) are also required to participate in the AIC program.

7. **Q. Can I choose not to participate in this program?**  
   A. No

8. **Q. If I do not initially qualify, can I petition to join the program?**  
   A. Not at this time. As additional enhancements to the website are incorporated, the program will become available for expansion.

9. **Q. What exempts a building from this program?**  
   A. A conveyance device which has life-safety violations in the process of adjudication at
Administrative Hearings or Circuit Court is not eligible. City-owned buildings are exempt. Exempt buildings will require annual inspection by Department of Buildings personnel.

10. Q. What requires an annual inspection?
   A. Every conveying device that requires a permit for installation is required to have an annual inspection except dumbwaiters and private residential elevators/lifts within individual dwelling units. Carnival rides are not part of the AIC program.

11. Q. What is an Authorized Technician?
   A. For purposes of the AIC of conveyance devices, the Authorized Technician (AT) is a Qualified Elevator Inspector (QEI) licensed by the State of Illinois as a Licensed Inspector and works for or is the sole proprietor of 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.

12. Q. Where can I find a list of Authorized Technicians?
   A. Visit the AIC website portal at www.ipiweb.cityofchicago.org/AIC. You will find a printable list of eligible Licensed Inspection Companies.

13. Q. Do I have to pay for the AT? If so, why do I still have to pay an inspection fee?
   A. The owner/manager shall be responsible for negotiating, contracting and payment for the services of the AT. The AIC inspection fee is 50% of the usual city annual inspection fee to cover the administrative costs and the costs for audit inspections.

14. Q. What happens if the building owner does not respond or complete the inspection within the required timeframe?
   A. The failure of a building owner/manager to comply will result in an administrative hearing. Additionally, failure to comply may result in the imposition of any late filing fee, fine or other penalty that may be provided for by law. Compliance includes arranging for the inspection, completing all necessary repairs, paying program fees and displaying the certificate.

15. Q. How many AIC inspections are required per building?
   A. Every conveyance device subject to the periodic inspections in the building requires the submittal of the AIC report once a year.

16. Q. What if the conveyance device currently has code violations or is malfunctioning?
   A. If a device is in the adjudication process through Administrative Hearings or Circuit Court for serious life safety violations, the building is not eligible for the AIC program. Other violation types do not prevent participation. A device that is under a modernization or repair permit must still be included in the program. The permit number is reported on the website and fees paid. Portions of the building or devices not under permit are to participate in the AIC program. Permit work will be inspected by the Department of Buildings.

18. Q. What happens if the AT identifies required repairs during the AIC?
   A. The AT notifies the building owner/manager of the required repairs. If the repair is minor and therefore does not require a repair permit (see website for a list of work requiring a permit), the AT indicates the results as “Work In Progress.” The owner/manager is responsible for working with the elevator maintenance or repair contractor to correct the issues within 60 days of notification or prior to the expiration of the Conditional Certificate.
When repairs are complete, the AT notifies the Department of Buildings that the status of the device needs to change to “Complied”. (One of the enhancements to the website is for this change in status is available to the AT on line.) If the repairs require a permit, the AT indicates online that a permit is required and notifies the building owner/manager of the required repairs. The AT has then completed his or her responsibility.

The building owner/manager is responsible for securing permits by contracting with an elevator contractor to complete the repairs within the same timeframe required for correction of violations written by the Department of Buildings. The owner/manager then reports on their online AIC account the permit numbers addressing the work. Once the work is completed the Department of Buildings personnel will inspect the permitted work. When the work passes the inspection, the Certificate of Inspection will be available to the Owner for printing.

19. Q. What happens if the city does not have accurate information on the building owner or the equipment listed within the building?
   A. The building owner and the AT will have an opportunity to correct the information as a part of completing the form online.

20. Q. What happens if the Authorized Technician finds a dangerous or hazardous condition?
   A. The Authorized Technician is required to immediately call 311 and the Elevator Bureau (312-743-3594) to report an “emergency condition” so that the Department of Buildings staff is notified. The AT also informs the building owner/manager of the condition and is to remain on site until the device is secured against operation. The AT is not required to remain on site until the Department of Buildings personnel arrive.

21. Q. Does the building owner or the Authorized Technician submit the AIC results to the Department of Buildings?
   A. All AIC results are reported online. The AT will complete the section certifying the results of the inspection. The building owner/manager will certify the building information and take responsibility for completing any necessary repairs. Copies of the paper inspection forms are to remain on site to be available for audit by Department of Buildings personnel.

22. Q. How does the building owner pay for the AIC program fee?
   A. The building owner/manager pays the AIC program fee online with either a credit/debit card or electronic payment from a checking account. Payments mailed or delivered to any city agency will NOT be credited to the AIC program and the building owner will remain responsible for the fees.

23. Q. How much is the program fee?
   A. The program fee will be half of the Department of Buildings inspection fee amount. The exact amount will be figured online based on the amount and type of conveying devices within the building. The program fee is required to be paid for every device whether the device passed the inspection, required repair or is under permit.

24. Q. How do I get my Certificates of Inspection?
   A. The Certificate of Inspection will be available online for download and printing upon completion of the AIC requirements and payment of the program fees for any device that the AT determines complies with the code. For devices in need of repair, the Certificate will be available for download and printing upon approval by the Department of Buildings inspectors of the permitted repair work.