GENERAL INFORMATION

- Annual inspections are required by the Chicago Municipal Code Section 13-20-100 for all elevators, escalators and other conveying devices.
- The Annual Inspection Certification (AIC) program requires building owners to secure an inspection by an Authorized Technician (AT) and submit an electronic certification of compliance to the Department of Buildings.
- Participation is required by all buildings in the Central Business District; sister agencies (CTA, CHA, DOA, etc.) and select institutions (such as hospitals and universities + LSE buildings & new installations).
- The AIC program fee is 50% of the inspection fee amount.
- DOB is responsible for inspecting all city owned devices and new installations, as well as 311 requests, accidents, and violations.
- A percentage of the submitted inspection reports may be audited each year. An audit will not incur additional inspection fees, but any issues unreported and exposed may result in a violation notice.

ADDITIONAL INFORMATION

- The AIC Website Portal is: https://ipweb.cityofchicago.org/AIC/
- Information is available at www.cityofchicago.org/buildings/aic or by email - aic@cityofchicago.org

OWNER/MANAGER

- Only the first year of participation, the Building owner/manager activates an account and inventories all of the devices.
- DOB provides a Reference Number and PIN for the activation of the account.
- The inventory is a listing of ALL conveying devices in the building with an indication of where it is in the building and basic function.
- The building owner/manager enters into an agreement with an elevator inspection company licensed by the State of Illinois and listed on the City of Chicago website.
- Only one account can be created for a building regardless of ownership interests or maintenance responsibilities.

INSPECTION COMPANY

- The inspection company must be a State of Illinois Licensed Inspection Company for elevator inspections.
- The inspection company receives an email notice of selection by the building owner/manager. Upon log-in to the DOB online AIC system, the building’s device information will be available.
- The inspection company assigns a specific inspector as AT.
- The AT is employed by the inspection company and must be licensed as an Illinois Licensed Inspector of elevators.
- The conduct and duty of the AT is regulated by the QEI standards as described in ASME 17.2.
- The inspection company and AT must be an independent third-party.

AIC PROCEDURE

- The building owner/manager activates the account on-line using the provided reference number and PIN. Then the building owner/manager confirms the list of conveying devices in the building and corrects the contact information.
- The building owner/manager responsible for the account must coordinate with all parties within the building. Only one account may be created for a building regardless of ownership interests or maintenance responsibilities.
- The building owner/manager selects the desired inspection company from the list provided.
- The AT assigned by the inspection company is responsible for completing the equipment details on the website.

3 INSPECTION OF DEVICES

If Device Complies:

- The AT indicates online the device complies with the code and certifies the inspection results.
- The building owner/manager receives an email notice that the AT has completed and returns to the website to pay the program fees and download the certificate(s).

If Device Does Not Comply (minor):

- The AT indicates online WORK IN PROGRESS & notifies the building owner/manager of the repairs.
- The building owner/manager pays for and downloads the CONDITIONAL CERTIFICATE and arranges for repairs to be made.
- Repairs to be completed within 60 days.
- When repairs are complete the AT changes the designation to COMPLY and building owner/manager is able to print the full certificate.

If Device Does Not Comply (permit req):

- The AT indicates online PERMIT REQUIRED and notifies the building owner/manager of the repairs.
- The building owner/manager pays for and downloads the CONDITIONAL CERTIFICATE and arranges for a permit and repairs to be made within 60 days.
- The Department of Buildings issues a permit for the scope of work and inspects the work when completed. The final certificate is available to the owner/manager after DOB approves the work.

PAYMENT AND PRINT CERTIFICATE

Payment

- The building owner/manager pays the program fees via the website upon AT certification whether the device complies or needs repairs.
- The program fee amount is 50% of the annual inspection fee. Both the CONDITIONAL CERTIFICATE and the program fees are paid at the same time via the website.

Print Certificate

- Upon payment the building owner/manager will download and print the certificate whether it is CONDITIONAL or FULL CERTIFICATE.
- The CONDITIONAL CERTIFICATE is to be displayed until the FULL CERTIFICATE is available.

5 ENFORCEMENT

AUDITS OF INSPECTOR

- A percentage of devices inspected through the AIC program will be randomly selected for audit.
- Any violations found during the audit inspection will be subject to enforcement. The audits will verify the quality of the inspectors work.

ADMINISTRATIVE HEARINGS

- If the building account does not include ALL devices or has not paid the program fees it is considered incomplete and is subject to administrative hearings.
- Fines can be as much as $50,000

DANGEROUS/HAZARDOUS CONDITIONS

- If the AT finds dangerous/hazardous conditions, the AT shall immediately call 311 and the Elevator Bureau (312/243-3594) and report an “Emergency” condition.
- The AT also informs the building owner/manager and remains on site until the device is secured against operation.