GENERAL

1. Q. What is the Annual Inspection Certification (AIC) program?  
   A. The AIC program 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 within the Central Business District.

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.

6. 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 upon notification from the DOB.

7. Q. What happens if the building owner/manager or the equipment listed within the building is incorrect?  
   A. The building owner and the AT will have an opportunity to correct the information as a part of completing the form online.

8. Q. How much time will I have to complete all required inspections and submit the on-line report?  
   A. Although the AIC Program is starting in November 2009, reports submitted in 2009 will be credited to the 2010 inspection cycle. The final deadline to submit the AIC report and pay the AIC fees for the 2010 inspection cycle is June 1, 2010.
PARTICIPATION

9. Q. Does my building qualify?
   A. All buildings within the Central Business District of the City of Chicago with an elevator, escalator or other conveying regulated under Chapter 18-30 of the Municipal Code and subject to an annual inspection under section 13-20-100 are required to participate in the program. The Central Business District (CBD) is defined by the Municipal Code of Chicago and is bordered by Roosevelt Road (south), Halsted Street (west), Lake Michigan (east) and Chicago Avenue west of LaSalle Street or Division Street (north).

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

11. Q. If I do not initially qualify, can I petition to join the program?
    A. No

12. Q. What exempts a building from this program?
    A. A conveyance device with life-safety violations in the process of adjudication at Administrative Hearings or Circuit Court is not eligible. Also, City-owned buildings are exempt. Exempt buildings will require annual inspection by DOB personnel.

13. Q. What requires an annual inspection?
    A. Every elevator, movable stage, movable orchestra floor, platform lift, hinged platform lift, moving walkway, or escalator together with the hoistway and all equipment thereof. Dumbwaiters are not required to have annual inspections.

AUTHORIZED TECHNICIANS

14. 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.

15. Q. Where can I find a list of Authorized Technicians?
    A. Visit our website at www.cityofchicago.org/buildings and select the “AIC” icon. You will find a printable list of eligible Licensed Inspection Companies. The AT must be an employee of or the sole proprietor of one of those companies.

16. Q. Do I have to pay for the AT?
    A. The owner is responsible for negotiating, contracting and paying for the services of the AT.

INSPECTION RESULTS

17. 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 to comply will result in the imposition of fines or other penalty
that may be provided for by law. In addition, the building and all conveyance devices will be subject to a comprehensive inspection by a city inspector and to pay any and all fees required by such an inspection.

18. Q. What if the conveyance device currently has code violations or is malfunctioning prior to the AIC?
   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.

19. Q. What happens if the AT identifies code violations during the AIC?
   A. The AT notifies the building owner of the required repairs. If the violation is minor and therefore does not require a repair permit (see website for a list of work requiring a permit), the AT completes the online form when he or she is satisfied that the device meets the code. If the violation requires a repair permit, the AT notifies the building owner and completes the online form reporting that repairs are required for the device to be properly maintained. The AT has then completed his or her responsibility.

   The building owner/manager is responsible for securing permits for the repairs by contracting with an elevator contractor to complete the repairs. The owner then reports on the AIC online form the permit numbers addressing the work. The work does not need to be completed for the AIC on-line form to be submitted. Once the work is completed, the DOB personnel will inspect the permitted work. When the work passes the inspection, the Certificate of Inspection will be available online for printing.

20. Q. What happens if the Authorized Technician finds a dangerous or hazardous condition?
   A. The Authorized Technician is required to immediately call 311 to report an “emergency” condition and to call the DOB staff directly. The AT informs the building owner of the emergency and directs the building owner to cease use of the device. The AT is to remain on site until the device is secured against operation.

21. Q. Does the building owner or the Authorized Technician submit the AIC results to the Department of Buildings?
   A. The building owner is responsible for the completion and submittal of the on-line form. The AT will complete the section certifying the results of the inspection online. The building owner will certify the report, building information and take responsibility for completing any necessary repairs.

FEES

22. Q. How does the building owner pay for the AIC program fee?
   A. The building owner pays the AIC program fee on-line when submitting the form to DOB.

23. Q. How much is the program fee?
   A. The program fee will be half of the DOB inspection fee amount. The exact amount will be figured on-line based on the amount and type of conveying devices within the building. The program fee is required to be paid upon report submittal for every device whether the device passed the inspection or required repair.
24. Q. Why do I need to pay an inspection fee?
   A. The AIC inspection fee is 50% of the usual inspection fee to cover the administrative costs and the costs for auditing inspections.

CERTIFICATES OF INSPECTION

25. Q. How do I get my Certificates of Inspection?
   A. The Certificate of Inspection for any device that the AT determines complies with the code will be available for download and printing upon submittal to DOB of the AIC form and payment of the program fees. For devices in need of repair, the Certificate will be available for download and printing upon approval by the DOB inspectors of the permitted repair work. The building owner will receive an email notice that the Certificate of Inspection is available.

25. Q. If one of my devices doesn’t pass inspection, am I still able to print inspection certificates for all of the devices that do pass their inspections?
   A. Yes.

ADDITIONAL INFORMATION

26. Q. Where do I find additional information?
   A. Additional information is available at the Department of Buildings website at www.cityofchicago.org/buildings/aic.

27. Q. How do I log into the On-line reporting system?
   A. Use the reference number and PIN provided by the Department of Buildings to log into https://ipi.cityofchicago.org/AIC.

28. Q. What if I have additional questions?
   A. Questions can be submitted to the email aic@cityofchicago.org.