**Section 1000.130 Permits**

a) A licensed elevator contractor or limited licensed elevator contractor shall obtain a permit from OSFM or the Local Administrator prior to erecting, constructing, installing, or materially altering any conveyances covered by the Act.

b) *All conveyance construction or alteration documents shall be submitted to OSFM or the Local Administrator for a permit. The document for a new or altered building must first have been reviewed and approved by the local governmental authority as meeting the local building and fire code. In those jurisdictions where the municipality or county has not signed a local elevator agreement with OSFM and the municipality or county does not have a means by which it approves building documents or issues building permits, the conveyance construction or alteration documents shall be submitted to OSFM along with the owner-supplied, sealed technical submissions from a licensed architect or engineer.* [225 ILCS 312/90(f)]

c) The Local Administrator shall be required to maintain the application and permit on file for a period of not less than 2 years from the date of issuance.

d) Each application for a permit from OSFM shall be on a form provided by OSFM and shall be accompanied by the permit fee established in subsection (i) and *accurately scaled and fully dimensioned plans and shall show the location of the machinery room and the equipment to be installed, relocated, or altered, and all structural supporting members thereof, including foundations. The specifications shall include all materials to be employed and all loads to be supported or conveyed. These plans and specifications shall be sufficiently complete to illustrate all details of construction and design.* [225 ILCS 312/90(c)] The application shall specify whether the permit is for a conveyance used for mobility-impaired or non-mobility-impaired purposes. All permit applications shall be signed by the Contractor License Designee.

e) At the conclusion of the permitted activity, the licensed elevator contractor or limited elevator contractor shall arrange for a licensed elevator inspector to perform an acceptance inspection.

f) The licensed elevator contractor or limited elevator contractor shall notify OSFM no less than 7 days prior to the acceptance inspection being performed.

g) *A permit to alter a conveyance may be issued to an entity exempted from licensure under Section 40(a) of* the *Act*. [225 ILCS 312/90(a)]

h) Revocation and Extension of Permit

1) Permits expire 12 months from the date they are issued.

2) The licensed contractor may request that OSFM or the Local Administrator grant an extension of time for the permit. OSFM or the Local Administrator shall grant the extension for an additional 12 months if the request is received by OSFM or the Local Administrator prior to the expiration of the existing permit. Extension requests received by OSFM or the Local Administrator after the expiration of the existing permit shall be denied, requiring a new application that must be accompanied by payment of the current fee.

i) OSFM permit fees shall be as follows:

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| --- | --- | --- |
| 1) | New installation | $400 |
| 2) | Material alteration | $200 |
| 3) | Permit extension | $100 |

(Source: Amended at 36 Ill. Reg. 13131, effective October 1, 2012)