

ARTICLE 21. SAFETY CODES FOR ELEVATORS, ESCALATORS, MANLIFTS AND HOISTS **REGULATED LIFTING DEVICE RULES**

Rule 1. Administration

675 IAC 21-1-1 Installation and alteration permit; registration; application; expiration

Authority: IC 22-13-2-13; IC 22-15-5-2

Affected: IC 22-13; IC 22-14; IC 22-15-5-3

Sec. 1. (a) An installation permit is required prior to commencement of work for an installation of a new regulated lifting device. An alteration permit is required prior to commencement of work for an alteration to an existing regulated lifting device.

(b) An application for an installation or alteration permit shall be made to the ~~office of the state building commissioner on forms provided by the office~~ **department on a form and in a manner approved by the department.** Each application shall contain the following:

- (1) The name, address, e-mail address, and ~~fax license~~ **number of the elevator contractor (the applicant) that will be installing or altering the regulated lifting device, and if applicable, the license number of the elevator contractor. If the installation is not required to be performed by an elevator contractor, and the applicant is not an elevator contractor, the name address, and email address of the person performing the installation or alteration.**
- (2) The name, address, and e-mail address of the owner of the building in which the new regulated lifting device is being installed or the existing regulated lifting device is being altered.
- (3) The name, address, and e-mail address of the user of the regulated lifting device.
- (4) All information required under IC 22-15-5-3(c) for registration of the regulated lifting device. ~~This includes the following for the regulated lifting device:~~
 - (A) ~~The type.~~
 - (B) ~~The rated load and speed.~~ (C) ~~The name of the manufacturer.~~
 - (C) ~~The location.~~
 - (D) ~~The nature of use.~~
- (5) Complete plans, including:
 - (A) ~~copies of specifications and accurately scaled and fully dimensioned plans showing the location of the installation in relation to the plans and elevation of the building;~~
 - (B) ~~plans showing the location of the machine room and the equipment to be installed, relocated, or altered;~~
 - (C) ~~plans showing the structural supporting members, including foundations; and~~
 - (D) ~~a specification of all materials employed and loads to be supported or conveyed.~~

~~These plans must be sufficient to show that of the installation or alteration will comply with all applicable equipment laws and must be sufficiently complete to illustrate all details of construction and design as required under IC 22-15-5-1(b)(1).~~
- (6) **The proposed date the installation or alteration work will begin.**
- (7) ~~The required fee set under IC 22-12-6-6(a)(7).~~
- (8) ~~The affirmations by the appropriate signatories as required under~~ **An affirmation, in accordance with section 1.5 of this rule, by the applicant (the elevator contractor, or person installing or altering the regulated lifting device if not required to be an elevator contractor), affirming under the penalty of perjury:**

(A) **The application and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.**

(B) **The regulated lifting device will be installed or altered in accordance with all applicable statutes and rules adopted by the commission and will not be changed from the design**

specified in the plans and specifications submitted with the application and released by the department. If changes are necessary following issuance of a permit, work will be halted until a new permit is obtained.

(C) All individuals installing or altering the regulated lifting device:

(i) are licensed mechanics or elevator apprentices working under the direct supervision of a licensed mechanic, or if the device is regulated by ASME A18.1, have sufficient background, knowledge, skills, and training to install or alter, inspect, and maintain the regulated lifting device;

(ii) have the training and expertise necessary to recognize and report any condition that could result in the unsafe operation of the regulated lifting device;

(iii) have the authority and are required to immediately suspend the operation of the regulated lifting device upon discovering a condition that could result in the unsafe operation of the regulated lifting, and to report the discovery of such a condition to the department; and

(iv) are provided with sufficient ongoing training to reasonably ensure that the individuals are proficient in the standards affecting regulated lifting devices that have been adopted by the commission.

(c) Upon issuance of an installation permit, a registration number shall be assigned to the device by the department.

(d) Prior to the actual commencement of work, the permit holder shall provide notice to the department of the following:

(1) The actual date the installation or alteration will commence.

(2) The name, address, email address, and license number of any elevator mechanic who will perform the installation or alteration of the device. If the device is not required to be installed by a licensed mechanic, and is not being installed by a licensed mechanic, the name, address, and email address of the person who will perform the installation or alteration of the device.

(3) The name, address, and e-mail address of any elevator apprentices who will assist with the installation or alteration.

The information in subitems (2) and (3) shall be kept up to date throughout the duration of the installation or alteration of the device. As provided in IC 22-15-5-1.3, failure to comply with this subsection may result in sanctions.

(e) If, after work authorized by a permit has commenced, work is suspended or abandoned, the permit holder shall notify the department. Prior to resuming work after suspension or abandonment, the permit holder shall provide notice to the department as required in subsection (d).

(Fire Prevention and Building Safety Commission; 675 IAC 21-1-1; filed Aug 30, 1985, 11:52 a.m.: 9 IR 38, eff Oct 1, 1985; filed

Sep 27, 1989, 4:30 p.m.: 13 IR 285; readopted filed Sep 11, 2001, 2:49 p.m.: 25 IR 530; filed Dec 3, 2002, 3:05 p.m.: 26 IR 1083;

readopted filed Aug 20, 2009, 12:42 p.m.: 20090916-IR-675090380RFA; readopted filed Aug 8, 2012, 8:08 a.m.: 20120905-IR-

675120260RFA; readopted filed Jul 3, 2018, 2:22 p.m.: 20180801-IR-675180204RFA)

REASON STATEMENT AND FISCAL IMPACT

1. Modified the title of the Article to be more concise and consistent with its appropriate scope.
2. Changes were made to update references to the state building commissioner's office, to reference the Department, to coincide with statutory changes occurring over the years to provide general authority to the Department to administer its programs.
3. Removed the requirement for a fax number to be provided by the elevator contractor.
4. Eliminated language duplicating statute.
5. Required information pertaining to the proposed date of installation or alteration work so that IDHS can schedule inspections as necessary.
6. Moved the specific affirmation requirements to the applicable permit section so all requirements

are contained in one section of the rule for clarity.

7. Modified the affirmation relating to changes in plans and specifications to outline the process by which modifications to plans must be made (i.e. by obtaining a new installation or alteration permit).
8. Updated the language regarding the attestation to the background of the individuals performing the actual installation to incorporate the requirement that these individuals be licensed mechanics or under the supervision of one unless the device is regulated under ASME A18.1.
9. Required the issuance of a registration number upon granting of the installation permit as required by IC 22-15-5-3.
10. Required notification to the Department of the actual date of installation and alteration so that inspections can be conducted as appropriate and it can be determined whether the appropriate work was commenced before expiration.
11. Required that information be submitted to the department concerning who the licensed mechanics working on the installation or alteration are so that it can be verified that work is being performed by licensed individuals.
12. Requires a notification if work is suspended or abandoned to calculate the proper expiration date of the permit.

Fiscal – NA. The only new requirements are simply notifications to the department that should only create a de minimis impact and will be built into the filing system for quick and easy notification.