

Elevator Frequently-Asked Questions

Posted 6/6/16

To view Indiana elevator code, click [here](#).

Q. What elevator code is being enforced in Indiana?

A. The state of Indiana has adopted the following codes regarding elevators:

Rule 3. Elevator Safety Code 675 IAC 21-3-1 Adoption by reference.

Sec. 1. That certain document, being titled as ANSI/ASME A17.1, 2007, Safety Code for Elevators and Escalators, published by the American Society of Mechanical Engineers, Three Park Avenue, New York, New York 10016 is hereby adopted by reference and made a part of this rule as if fully set out herein, save and except those additions, deletions, and amendments as are made in section 2 of this rule.

Rule 8. Platform and Stairway Chair Lifts 675 IAC 21-8-1 Adoption by reference.

Sec. 1. That certain document, being titled as ASME A18.1 2005, Safety Standard for Platform Lifts and Stairway Chairlifts, published by the American Society of Mechanical Engineers, Three Park Avenue, New York, New York 10016, is hereby adopted by reference and made a part of this rule as if fully set out herein, save and except those additions, deletions, and amendments as are made in section 2 of this rule.

Q. Are all elevators and installations inspected to the ASME 2007 A17.1 code?

A. No, elevators are inspected to the ASME A17.1 code when the lifting device was installed, inspected and accepted by the Indiana Department of Homeland Security/State Fire Marshal Elevator and Amusement Ride Safety Section.

Q. What Is a State Number?

A. This is the number that the state assigns to a lifting device when the application was processed for installation. This number is used by the state when referencing the lifting device for permits, violations, etc.

Q. How often is a state inspection required?

A. Inspections are required after a new lifting device has been installed or there has been an alteration made to the lifting device (before it can be put into service). A state inspector will come periodically to do an inspection on the lifting device to make sure the device is being maintained and working properly.

Q. Who can work on a regulated lifting device?

A. Any elevator contractor/mechanic licensed by the State of Indiana can perform this work.

Q. Who can perform inspections?

A. Only Indiana Department of Homeland Security/State Fire Marshal Elevator Inspectors can inspect new or altered lifting devices. State Inspectors must be Qualified Elevator Inspector certified.

Q. What is the difference between an owner and a responsible party?

A. The owner is the owner of the building/elevator. The owner can designate another person such as a building manager to act as the responsible party (agent for service) to receive correspondence and invoices, and maintain service related to the operation of the elevator. While the owner can designate a responsible party, the **owner** is ultimately responsible for compliance and payment of all elevator related fees and penalties.

Q. Is maintenance required for conveyances?

A. Yes, this type of maintenance is required. Maintenance requirements are based the maintenance control plan.

Q. What conditions can cause the State to shut down my elevator?

- A.** If the inspector finds a code violation that is considered an imminent hazard, the device may be shut down, rather than run the risk of a possible accident or injury.

The most common reason is non-compliance with the report of violation report.

Another common reason is not having a current annual safety test or 5 year test on file with the Indiana Department of Homeland Security/State Fire Marshal Elevator Safety Section.

A third common reason is failing to pay the annual operating permit fees and/or penalties resulting from an inspection.

Q. What can I do if the Indiana Department of Homeland Security/State Fire Marshal Elevator Safety Section has shut down my Lifting Device?

- A.** A licensed elevator contractor should be contacted in order to bring the lifting device back in compliance with the **State of Indiana Elevator Codes**.

If your lifting device has been shut off for lack of payment, go to <https://myoracle.in.gov/dfbs/elevator/start.do> to find out how to remit payment.

Q. What should be done if I sell or purchase a building with a lifting device?

- A.** Call the Indiana Department of Homeland Security/State Fire Marshal office at 317-232-2054 and/or fill out a change of owner/address form, which can be accessed at the following link:

http://www.in.gov/dhs/files/EA_change_address_form.pdf

When completed, this form can be sent to rides@dhs.in.gov

Q. I have paid for my invoice but have not received my permit. Why is this?

A. You can go to the following web link:

<https://myoracle.in.gov/dfbs/elevator/start.do>

- a. You can check the annual safety test dates and the last 5-year test date and if they are not current, please contact your elevator company and have them forward the report of tests to us.
- b. If the annual and 5-year test dates are current, you can check the last annual permit date and click on the date that is underlined. From here, the permit can be printed.

Q. I have not received my invoice to pay for my permit. What do I do?

A. You can go to the following web link:

<https://myoracle.in.gov/dfbs/elevator/start.do>

Under the state number, either click on **[print last invoice for this elevator]** if you want to download and print the invoice to send it in with payment, or you can click on **[pay fees for this elevator]** if you want to pay online.

Q. What do I need to do with the report of inspection?

A. You need to correct the violations and then you need to email, fax, or mail the report of inspection signed and dated back to the Indiana Department of Homeland Security/State Fire Marshal office.

Completed documents can be sent to rides@dhs.in.gov

Fax 317.232.6609

Mail to: Indiana Department of Homeland Security/State Fire Marshal
DIVISION OF FIRE and BUILDING SAFETY
DIVISION OF ELEVATORS
302 W. Washington St., Rm. E241,
Indianapolis, IN 46204