

## ORDINANCE

### AN ORDINANCE AMENDING CHAPTER 7 (“BUILDINGS”) BY ADDING A NEW ARTICLE 16 (“CONVEYANCES”) OF THE OAK PARK VILLAGE CODE TO ADOPT THE ILLINOIS LOCAL ELEVATOR SAFETY PROGRAM TO ALIGN WITH SECTION 140 OF THE ELEVATOR SAFETY ACT (225 ILCS 312/140)

**WHEREAS**, the Village of Oak Park (“Village”) as a home rule unit of local government as provided by Article VII, Section 6 of the Illinois Constitution of 1970; and

**WHEREAS**, as a home rule unit of government, the Village is expressly empowered to perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; and

**WHEREAS**, the Village President and Board of Trustees have determined to amend Chapter 7 (“Buildings”) by adding a new Article 16 (“Conveyances”) of the Oak Park Village Code to adopt the Illinois Local Elevator Safety Program to align with Section 140 of the Elevator Safety Act (225 ILCS 312/140).

**NOW THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois, in the exercise of their home rule powers, as follows:

**Section 1. Recitals Incorporated.** The above recitals are incorporated herein by reference as though fully set forth.

**Section 2. Village Code Amended.** Chapter 7 (“Buildings”) by adding a new Article 16 (“Conveyances”) of the Oak Park Village Code is hereby amended to add the underlined language as follows:

#### ARTICLE 16 CONVEYANCES

##### 7-16-1: Establishment

##### 7-16-2: Scope

##### 7-16-3: Registration and Fees

##### 7-16-4: Roles and Responsibilities

##### 7-16-5: Annual Inspection and Certification Process

##### 7-16-6: Deficiencies; Re-inspections and Non-compliance

##### 7-16-1: Establishment

It is in the best interests of the Village to participate in the Illinois Local Elevator Safety Program Agreement (“Agreement”) which is made between the Office of the State Fire Marshal (“OSFM”) and the Village of Oak Park (“Local Administrator.”) This Agreement constitutes a contract between the OSFM and Local Administrator which permits the Local Administrator to operate a Local Elevator Safety Program (“Program”) in conformity with Section 140 of the Elevator Safety

Act (225 ILCS 312/140), the Administrative Rules adopted at 41 Ill. Adm. Code 1000 and the International Property Maintenance Codes as adopted by the Village pursuant to Section 7-13-1 of the Village Code.

**7-16-2: Scope:**

The Local Elevator Safety Program shall apply to all property owners, building managers, contractors, maintenance firms, and inspectors involved with conveyances located within the Village of Oak Park as defined by 225 ILCS 312/10. All conveyances shall be designed, constructed, installed, operated, inspected, tested, maintained, altered, and repaired in accordance with the standards and safety codes referenced above.

Elevators permitted for installation after January 1, 2026, will be required to have door lock monitoring at the time of installation. Existing elevators must come into compliance with the door lock monitoring regulations by January 1, 2029.

Elevator inspections and plan review services are performed by a third-party contractor subject to the Village's bid process.

Personal Residence Elevators as defined by OSFM are excluded from annual testing and registration.

**7-16-3: Registration and Fees:**

All conveyances shall be registered with the Village of Oak Park using Village View and renewed annually. The registration fee does cover a maximum of two annual inspections. Any other inspections, testing, plan reviews will be billed per the Annual Fee Sheet or cost charged as applicable.

**7-16-4: Roles and Responsibilities:**

**A. Local Administrator for the Village**

Under the Program, the Local Administrator shall:

1. Issue construction and alteration permits and certificates of operation.
2. Consider requests to extend the time frame for construction or alteration permits. Such requests shall be granted for an additional twelve (12) months if the request is received by the Local Administrator prior to expiration of the existing permit. Extension requests received by 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 charged by the Local Administrator.
3. Provide for inspection of elevators, including temporary operation inspections.

4. Grant exceptions and variances from the literal requirements of applicable State codes, standards and regulations in cases in which such variances would not jeopardize public safety and welfare. The OSFM shall be notified immediately by mail of any exception or variance granted. The OSFM may object to such exception or variance within seven (7) business days of receipt of the notice. Should the OSFM and Local Administrator not reach agreement on the exception or variance, the matter shall be directed to the Board to hear and decide.
5. Enforce the applicable provisions of the Elevator Safety Act and levy fines in accordance with the Municipal Code [65 ILCS 5].
6. Maintain for inspection by the OSFM the following documentation and information, all of which shall be maintained for a 2-year period:
  - 6.1. All permit applications;
  - 6.2. All permits issued by the Local Administrator;
  - 6.3. All exceptions or variances granted or denied;
  - 6.4. All inspection reports for conveyances subject to the Program, and
  - 6.5. Proper records demonstrating the number of Certificates of Operation issued by the Local Administrator.
7. Ensure that all inspections are performed by personnel properly licensed by the State.
8. Notify the OSFM of any instances of non-compliance with the Elevator Safety Act and/or Administrative Rules of which it becomes aware.
9. Amend its Program within ninety (90) days of receipt of notice from the OSFM informing them of changes to any form, document, the Standards and/or rules that affect the Program.
10. Notify the OSFM at least ninety (90) days in advance of the date the Local Administrator elects to discontinue its Program.
11. Require all conveyances in its jurisdiction to register and pay the associated fee to the OSFM, and put out-of-service and report to the OSFM the names of the owners of those conveyances that fail to register within thirty (30) days of determination that the conveyance is not registered.
12. To make itself available, upon reasonable notice, to meet with the OSFM or its representatives, to ensure compliance with the Elevator Safety Act and Administrative Rules.
13. In accordance with the Elevator Safety and Regulation Act and the Administrative Rules, with the exception of the registration fees, the fees and procedures for applications, permits, inspection and enforcement under the Local Administrator's Program shall remain the jurisdiction of the Local Administrator, and such procedures shall take precedence over the procedures adopted by the OSFM and Board.

#### **B. Village Contractor**

Under the Program, the Village Contractor shall:

1. Coordinate inspection scheduling with building owners.
2. Conduct annual inspections, plan reviews, and re-inspections of all registered conveyances.
3. Upload inspection reports and support documents to the Village's portal system.

### **C. Building Owners/Property Managers**

Under the Program, Building Owners/Property Managers shall:

1. Register conveyance in portal, post Certificate of Operation and ensure information remains accurate and up to date.
2. Maintain a service contract with a licensed elevator maintenance company to ensure all conveyances meet applicable codes, regulations, and ordinances.
3. Correct violations promptly and display the Certificate of Operation in the elevator car or machine room.

### **7-16-5: Annual Inspection and Certification Process:**

- 1: Scheduling – The Village provides Village Contractor with an updated list of conveyances each January with expiration date. Village Contractor will review the list and schedule inspections directly with building owners or property managers.
- 2: Inspection – Conduct inspections in accordance with Illinois Elevator Safety Rules (41 Ill. Adm. Code 1000) and all applicable codes.
- 3: Report Upload – Village Contractor is to upload the inspection reports and any associated test documents within five (5) business days of inspection for each conveyance.
- 4: Notification & Recordkeeping – The Village reviews, archives, and provide the buildig owner/property managers with a copy of the Certificate of Operation. Certificates are valid for one (1) year that ends either on April 30th or October 31st.
- 5: Building owners/Property managers are required to post the most current Certificate of Operation which is to be placed in/on the conveyance.

### **7-16-6: Deficiencies, Re-inspection, and Non-compliance:**

Any deficiencies noted during inspection or due to a system failure are categorized by severity.

- The Village must be notified immediately of any major life safety deficiencies that require taking an elevator out of service.
- Minor deficiencies found during annual testing that require a re-inspection should be reported to the Village within 5 days by the Village Contractor.

- Other deficiencies should be reported to the Village along with the corrective measures to be taken and timeline for corrections.
- Building Owners have 30 days to correct the deficiencies and schedule a re-inspection.

**Section 3. Severability and Repeal of Inconsistent Ordinances.** If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4. Effective Date.** This Ordinance shall be in full force and effect after its passage, approval and publication as required by law.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2026, pursuant to a roll call vote at follows:

Voting	Aye	Nay	Abstain	Absent
President Scaman				
Trustee Eder				
Trustee Enyia				
Trustee Leving Jacobson				
Trustee Straw				
Trustee Taglia				
Trustee Wesley				

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Vicki Scaman, Village President

**ATTEST**

\_\_\_\_\_  
Christina M. Waters, Village Clerk

Published in pamphlet form this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Christina M. Waters, Village Clerk

STATE OF ILLINOIS            )  
  ) ss.  
COUNTY OF COOK            )

**CERTIFICATE**

I, Christina M. Waters, Village Clerk of the Village of Oak Park, County of Cook and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance Number 26-107, “AN ORDINANCE AMENDING CHAPTER 7 (“BUILDINGS”) BY ADDING A NEW ARTICLE 16 (“CONVEYANCES”) OF THE OAK PARK VILLAGE CODE TO ADOPT THE ILLINOIS LOCAL ELEVATOR SAFETY PROGRAM TO ALIGN WITH SECTION 140 OF THE ELEVATOR SAFETY ACT (225 ILCS 312/140)” which was adopted by the corporate authorities of the Village of Oak Park on March 3, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Oak Park, Illinois aforesaid, at the said Village, in the County of Cook and State of Illinois, on March 3, 2026.

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Christina M. Waters, Village Clerk

(SEAL)