



## Office of the State Fire Marshal

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### MEMORANDUM

**TO:** All Illinois Licensed Contractors, Inspectors & Inspection Companies

**FROM:** Bob Capuani, Director  
Elevator Safety Division

**DATE:** December 9, 2009

**RE:** PERMIT APPLICATIONS

We are coming across installations in municipalities without agreements with the State of Illinois that do not have permits issued by the Office of the State Fire Marshal. The Elevator Safety Website has a listing of all municipalities that have agreements with the State.

If a municipality has an agreement with us, permits will be applied for with that municipality. If there is no agreement with a municipality you must apply to the Office of the State Fire Marshal for a permit. Inspectors and inspection companies cannot perform inspections on a new installation if a permit has not been issued.

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