**Section 6000.40 Application for a Permit to Operate**

a) No amusement ride or amusement attraction shall be operated for public use at a carnival or fair in this State without a permit having been issued by the Director to the owner of that equipment.

b) The permit will be valid for one calendar year (January 1 through December 31). A permit is not transferable and, if the owner transfers ownership of the amusement ride or amusement attraction, all rights secured under the permit are terminated.

c) At least 30 days prior to the first day of operation or the expiration of the permit, the owner or agent shall apply to the Director for a permit to operate in Illinois. The application shall be made on a form to be supplied by the Department and be accompanied by a certificate of insurance in the amount as set forth in Section 2-14 of the Act, Non-Destructive Test Certificates as required by Section 6000.280, the times and places where the amusement rides or amusement attractions will be available for inspection, and a check, money order or form of electronic payment through E-Pay for the required fees.

d) Inspections will be scheduled as expeditiously as practicable, considering the availability of inspectors, the location of the sites to be inspected, and the complexity of the inspection. An applicant must submit all of the required application materials, fees, insurance certificates and testing certificates at least 30 calendar days in advance of the first operation by the applicant in the State of Illinois.

e) If an amusement ride or amusement attraction undergoes a major alteration or is repaired after a major breakdown, it shall be reinspected.

f) The Department's website shall outline the most current method of applying for a permit and paying for fees. Without exception, payment may not be made to an inspector.

g) No permit will be issued if the owner or agent fails to comply with the procedures set forth in this Part or if there are any:

1) Outstanding charges or fees;

2) Open Stop Operation Orders; or

3) Modifications, repairs or maintenance procedures that are not in accordance with manufacturer's standards.

h) In order to keep the Department informed regarding the operation of relocatable or mobile amusement rides or amusement attractions, the owner or the person who will be operating or who controls or has the duty to control the operation of the amusement ride or amusement attraction shall submit, with the required registration application, a tentative itinerary and/or route sheet providing dates and locations of expected operation in the State of Illinois. Throughout the operating season, this itinerary and/or route sheet shall be updated through written submission of notices as to additional operating periods or locations as soon as practicable but prior to operation. The itinerary and/or route sheet shall be submitted on a form to be supplied by the Department and shall include the following:

1) the name of the company;

2) the name of the event and/or the event contact person and telephone number;

3) the location address of the event;

4) the date and time the amusement ride or amusement attraction is scheduled to arrive at the location;

5) the date and time the amusement ride or amusement attraction is scheduled to begin operation; and

6) the last date and time the amusement ride or amusement attraction is scheduled to be in operation at that location.

i) The Department shall maintain the confidentiality of all route sheets as authorized by Section 7(1)(g) of the Freedom of Information Act.

(Source: Amended at 44 Ill. Reg. 19907, effective December 8, 2020)