



**Village of Glen Ellyn**  
**Community Development Department**  
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**Preliminary Walkthrough  
 Checklist for  
 Commercial Tenant  
 Build-outs in Existing Buildings**

**Purpose:** The purpose of this checklist is to make potential commercial tenants aware of the major items that are considered in reviewing existing tenant spaces for conformance with the Village's codes and ordinances that regulate construction.

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Business:** \_\_\_\_\_

**Walkthrough Attendees:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**1. Architectural:**

- Proposed number of employees: \_\_\_\_\_
- Proposed number of customers: \_\_\_\_\_
- Occupancy Classification:
  - Business, when occupancy load is less than 50.
  - Assembly, when occupancy load is greater than 49.
  - Educational, 6 or more occupants at any one time for educational purposes through the 12<sup>th</sup> grade.
  - Mercantile.
- Number of exits adequate?
  - Yes (one exit is permitted when the occupant load is 49 or less and the travel distance to an exit is less than 75 feet for first floor tenant spaces)
  - No
- Are exits adequately signed?
  - Floor plan will be modified
  - Yes
  - No
- Emergency lighting is adequate?
  - Yes
  - No
  - Floor plan will be modified

- Accessibility: The tenant space must be brought into compliance with the applicable accessibility codes. Common required improvements include:
  - Entry doors: An automatic door opener may be installed to compensate for any lack of required floor space at an entry door. The threshold height should be checked to be no higher than 1/2-inch above or below the adjacent walking surfaces. At least 60% of all *public entrances* must be accessible.
  - Accessible route: An accessible route must be provided through the space to restrooms and employee work areas.
  - Restrooms: The restroom(s) must be fully accessible, including interior floor space and mounting height of all toilet room accessories.
  - Ramp or Elevator: A ramp or elevator will be required to provide patrons, and possibly staff as well, access to multiple floor levels.
- A publicly accessible baby diaper changing station which is accessible to both men and women is required.
- Fire separation: The minimum required fire separation between Business or Mercantile occupancies and other occupancies shall be per the following chart.

| Occupancy Type   | Required Fire Rating of Separation (hours) Sprinklered | Required Fire Rating of Separation (hours) Non-sprinklered |
|--|--|--|
| Assembly   | 1  | 2  |
| Institutional I-1, 3 or 4                                      | 1  | 2  |
| Institutional I-2  | 2  | Not permitted  |
| Residential  | 1  | 2  |
| Industrial or Storage low-hazard, Utility                      | 1  | 2  |
| Business, Industrial or Storage moderate hazard, or Mercantile | Not permitted  | Not permitted  |
| High Hazard  | Not permitted  | Not permitted  |

**2. Fire Alarm system:**

A fire alarm system is required whenever the cost of the hard cost of construction work exceeds \$15,000.

Estimated cost of build-out: \$ \_\_\_\_\_

Estimated hard cost: \$ \_\_\_\_\_

- Is a fire alarm system required?
  - Yes
  - No
- Is a fire alarm system present?
  - Yes
  - No
  - Floor plan will be modified, device locations to be verified during plan review

- Fire alarm systems in Assembly and Educational Occupancies must be directly connected to DuPage Public Safety Communications center (DU-COMM).
- Modifications to an existing, or new fire alarm system, must be prepared by an Illinois licensed fire alarm contractor. Layout drawings, device data sheets, and battery calculations must be submitted to the Village for review and approval during permit review.

**3. Fire sprinkler system:**

- A fire sprinkler system is required if the hard cost of all remodeling work exceeds \$1,000,000 or 25% of the market value of the building or structure. The market value of the building is calculated as three times the assessed value of the building as determined by the DuPage County Assessor's office.

Building assessed value: \_\_\_\_\_

Fire sprinkler threshold: \_\_\_\_\_

- Is a fire sprinkler system required?  Yes  
 No
- Is a fire sprinkler system present?  Yes  
 No  
 Floor plan will be modified, sprinkler head locations to be verified during plan review
- Build-outs, in existing fire sprinklered buildings, which modify existing floor plans (removing, re-locating, adding new walls), or changing ceiling heights or commodities stored within the build-out area, must provide drawings indicating modifications to the existing fire sprinkler system to adequately cover all new or modified spaces.
- Modifications to an existing, or new fire sprinkler system, must be prepared by an Illinois licensed Professional Engineer, Architect, or a holder of a NICET level 3 or 4 certification. Layout documents must be submitted to the Village for review and approval prior to the issuance of a permit. Please note that sprinkler shop drawings may not be substituted for the layout document submittal.

**4. Plumbing:**

- Restrooms, as required by the Illinois Plumbing Code.
  - 1 to 5 employees working on site at any one time, one restroom is required.
  - 6 or more employees working on site at any one time, two restrooms are required.
  - Single-occupancy restrooms must contain a lavatory, water closet, and no more than one urinal, and must be identified as a "Restroom", with no reference to a specific gender.
  - Public restrooms are required when the gross public area is 5,000sf or more or the tenant space has an occupant load of 100 or more persons.
  - The minimum number of plumbing fixtures for a Business occupancy is shown in the following chart.

| <b>Minimum Required Plumbing Fixtures</b> |  |                      |                     |                      |
|---|--|----------------------|---------------------|----------------------|
| <b>Fixture Type</b>                       | <b>Male</b>  |                      | <b>Female</b>       |                      |
|   | <b># of persons</b>  | <b># of fixtures</b> | <b># of persons</b> | <b># of fixtures</b> |
| Water Closet                              | 1-15   | 1                    | 1-15                | 1                    |
|   | 16-35  | 2                    | 16-35               | 2                    |
|   | 36-55  | 3                    | 36-55               | 3                    |
|   | Refer to Plumbing Code for higher numbers of occupants   |                      |                     |                      |
| Urinals                                   | Urinals may be substituted of water closets for males, not to exceed half of the required number of water closets. Comparable fixtures for females may be substituted for water closets for females, not to exceed half the required number of water closets |                      |                     |                      |
| Lavatories                                | 1-15   | 1                    | 1-15                | 1                    |
|   | 16-35  | 2                    | 16-35               | 2                    |
|   | 36-60  | 3                    | 36-60               | 3                    |
|   | Refer to Plumbing Code for higher numbers of occupants   |                      |                     |                      |
| Drinking Fountain                         | 1 per 100 occupants  |                      |                     |                      |
| Service Sink                              | 1 per floor on which restrooms are located   |                      |                     |                      |

- Water service line:  
The incoming water service pipe and meter size must be checked to ensure they are adequately sized to supply the existing and/or proposed plumbing fixtures. In downtown or strip mall locations, the number of fixtures serviced by a given water service line may include fixtures elsewhere in the building. A Water Service Fixture Unit Calculation form must be filled out and submitted to the Village for review to determine if an upgrade in the water service line or meter will be required as part of the project. Please have you landlord provide the number and type of existing plumbing fixtures within the building that may also be served by the line servicing the tenant space.
- All plumbing work will need to be performed by a licensed plumber.

**5. Mechanical:**

- General air distribution: The required amount of ventilation air varies based on the occupancy type. The existing or modified HVAC system must be verified to have enough capacity to provide the minimum required air flow throughout the tenant space, particularly if walls are removed or added. A Test and Balance Report may need to be submitted at the end of the build-out to verify code compliance.
- Build-outs which modify existing floor plans (removing, re-locating, or adding new walls) must provide drawings indicating the airflow capacity of the system, a line drawing of the modified ductwork to provide ventilation air (supply and return) to all spaces, and the proposed airflow rate for each room.

**6. Electrical:**

- Service size: The design professional should verify the existing electric service is adequately sized to service the proposed lighting and equipment to be used within the tenant space.
- Drawings must be submitted to define the scope of all new or modified electrical systems.
- We highly recommend that all electrical work be performed by a licensed electrician.

**7. Permitting:**

- Permit submittal drawings: Must be prepared by a licensed design professional whenever there are proposed changes to the floor plan layout that may affect accessibility or life-safety items such as paths of egress, emergency lighting, fire alarm or fire suppression systems.
- An application for business registration should be submitted at the time the building permit is applied for. The registration application form can be found at:  
<https://www.glenellyn.org/Document Center/View/755/Business-Registration-Fillable>.

**8. Notes:**

**Disclaimer:** Although this checklist covers many of the code requirements for tenant build-outs within existing buildings, it should not be considered to be an exhaustive list. Existing conditions vary from building to building. Therefore, there may be additional code-related items that need to be addressed that are not mentioned hereinabove. Please contact the Community Development Department with any questions related to your particular tenant space.