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Community Development Department  
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**Preliminary Walkthrough  
Checklist for  
Food Service Establishment  
Build-outs in Existing Buildings**

**Purpose:** The purpose of this checklist is to make potential owners of food service establishments aware of the major items that are considered in reviewing food service establishment tenant build-outs for conformance with the Village's codes and ordinances that regulate construction.

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

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

**1. Architectural:**

- Proposed number of employees: \_\_\_\_\_
- Proposed number of seats for patrons: \_\_\_\_\_
- Occupancy Classification:
  - Business, when occupancy load is less than 50.
  - Assembly, when occupancy load is greater than 49.
- 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)
  - No
  - Floor plan will be modified
- Are exits adequately signed?
  - Yes
  - No
- Emergency lighting is adequate?
  - Yes
  - No
  - Floor plan will be modified
- A publicly accessible baby diaper changing station which is accessible to both men and women is required.
- 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.
- 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.

## 2. Fire Alarm system:

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

- 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 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.
- Is a fire sprinkler system required?  Yes  
 No
- Is a fire alarm system present?  Yes  
 No  
 Floor plan will be modified, sprinkler head locations to be verified during plan review
- 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. Mechanical:

- General air distribution: The existing or modified HVAC system must be verified to have enough capacity to provide the minimum required air flow throughout the tenant space. A Test and Balance Report will need to be submitted at the end of the build-out to verify code compliance.
- Kitchen hood:
  - Existing hoods must be verified to be adequate to service the type of kitchen appliances that they will serve. This includes hood type, size and cfm capacity. Please contact a Fire Inspector at 630-547-5250 to make an appointment to inspect an existing hood.
  - Existing hoods will require a rooftop inspection to verify that proper clearances to property lines, roof surfaces, and building openings are provided. Visual screening of rooftop equipment may be required.
  - The type of hood that is required is based on the type of appliances that the hood serves. A Type I hoods requires a fire suppression system and are installed where cooking appliances produce grease or smoke. Type II hoods do not require fire suppression systems and are

installed above dishwashers and light-duty appliances that produce heat or moisture, but do not produce grease or smoke. The exhaust system must provide the code required minimum airflow volume based on the type of appliances the hood will serve.

- Makeup air volume must be provided in approximately the same volume as the amount of exhaust air, including kitchen hood exhaust.
- A Test and Balance Report must be submitted at the completion of the build-out to verify code compliance.

#### 5. **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.
- We highly recommend that all electrical work be performed by a licensed electrician.

#### 6. **Plumbing:**

- Restrooms:
  - One restroom is permitted by the Illinois Plumbing Code for food service establishments where food or liquids are consumed on the premises, when the total number of employees plus seats for patrons (built-in or movable seats) does not exceed ten.
  - Two restrooms are required once the number of employees plus seats for patrons exceeds ten. At least one of the two restrooms must have a urinal.
  - Additional restroom fixtures are required once the number of persons in the restaurant at any one time exceeds 100.
  - 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.
- 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 within the food service establishment. 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 food service establishment space.
- Grease interceptor:

A grease interceptor will be required to collect grease, fats, culinary oils or similar waster products prior to discharge into the waste pipe system. The size of the interceptor is calculated based on a 100% holding capacity of all fixtures connected to the interceptor. Those fixtures may include prep sinks, 3-compartment sinks, hand sinks, mop sinks, woks, ice cream dippers, or similar fixtures. Dishwashers must have their own internal or external grease interceptor. Contact Ashley Staat at 639-790-1901 x142 to arrange an inspection of an existing interceptor or discuss the sizing and location for installation of a new interceptor.
- All plumbing work will need to be performed by a licensed plumber.

## 7. Permitting:

- Your project will need to be reviewed and approved by the County Health Department prior to the Village issuing a building permit. The County's Plan Review Application Form can be found at: <https://www.dupagehealth.org/DocumentCenter/View/1433/Food-Service-Facility-Plan-Review-Application-Form-PDF?bidId=>
- 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/DocumentCenter/View/755/Business-Registration-Fillable>.