



# *Village of Orland Park*

*14700 S. Ravinia Avenue*

*Orland Park, IL 60462*

*Development Services Department*

(708)-403-5300

## Business License Inspections:

As a Building Owner / Tenant you are required to maintain the following items. The following is a **general list** of items that you shall maintain in order to insure all Building and Fire Codes adopted by the Village of Orland Park are being enforced in existing buildings.

1. If the building has a sprinkler system, a copy of a current (within 1 year) annual sprinkler test certification report shall be sent to the Village of Orland Park Building Division.
2. If the building has a fire alarm system, a copy of a current (within 1 year) annual fire alarm test certification report shall be sent to the Village of Orland Park Building Division.
3. If the building has a Hood Suppression system, it shall be inspected and serviced every six months by a licensed company. The system shall bear an inspection tag. The hood, ductwork, fan and filters shall be cleaned by a certified hood cleaning service. Also provide a letter from a licensed HVAC contractor that the hood and exhaust system meet all applicable codes and is in proper working order. These documents shall be sent to the Village of Orland Park Building Division.
4. All Exits shall be clear and unobstructed.
5. All Doors, door swings, door closers, door hardware, and force to open doors shall be maintained in proper working order.
6. In multi-story buildings with stairs, all stairs shall all be maintained and unobstructed. No combustible storage is allowed under the stairs.
7. All emergency and exit lighting shall be maintained in working order. These lights shall operate on normal electrical power and on battery back up power. Exception: buildings provided with an emergency back up generator. These lights shall be tested weekly.
8. Smoke and duct detectors shall be maintained in proper working condition.
9. All fire extinguishers shall be maintained and shall have a current inspection tag signed and dated. Extinguishers shall be inspected yearly.
10. Storage of any Hazardous Materials as defined by the Fire Code shall be permitted by the Village of Orland Park Building Division and stored properly.
11. Storage of materials near electrical panels and / or mechanical equipment shall be a minimum of thirty inches (30") from the equipment.
12. Extension cords are allowed on a temporary basis only. Temporary is defined as not more than 30 days.
13. All interior finishes required by the 2006 International Building Code shall be maintained.
14. All storage and housekeeping practices shall be kept in neat order and cleanly maintained.
15. Occupant load signs shall be maintained and clearly visible in the areas for which they apply. (If required)
16. All Accessibility features shall be maintained properly and in accordance with the Illinois Accessibility Code (i.e., vehicle parking, access to the building, restrooms, shower, water fountains, telephones, etc.)
17. Fire hydrants and fire department connections must be free and clear of obstructions and in proper working order.
18. Existing tenant demising walls shall be maintained.