



SCHEDULING BUILDING PERMIT INSPECTIONS

We are excited to offer a team-based building inspection for all restaurants, regardless of the size. Depending on your building permits, the team will include inspectors that specialize in electrical, ventilation, plumbing, structure, and refrigeration. If you request for a team inspection, we will send inspectors out within **3 business days** and the inspection will occur between **9 to 10 AM**.

The advantages include

- Shorter advance notice required and less wait time (3 business days vs. up to 14 business days for certain inspections)
- Fewer inspection visits
- Greater consistency across trades

If you choose not to take advantage of team-based inspections, you can still individually schedule each inspection.

When your contractor(s) is ready to for building inspections, they must go online to request for inspections:

To schedule the team-inspection option:

1. Go Online @ www.cityofchicago.org/dob > Request an Inspection>Getting Started Online>Click here to request Restaurant Start-Up Inspection
2. Input all necessary information including permit number and property address
3. Choose either Final or Rough Inspection in the Select Inspection Option field
4. Choose the type of your inspection request in the Select Inspection Type field
5. Once inspections are requested, inspectors will be out to inspect your property within 3 business days.
6. Once the inspection request is received, a confirmation e-mail will be sent within 1 business day.



DEPARTMENT OF BUILDINGS INSPECTION CHECKLIST

If you are applying for certain business licenses, including **liquor and public place of amusement**, and/or applying for an **occupancy capacity sign (required when the total occupancy by the public is 100 persons or more)**, Department of Buildings (DOB) inspectors will inspect your establishment to ensure that the building and commercial space provide a safe environment for patrons, customers and employees. DOB inspections focus on the safety of occupants. For example, a building inspector will check to make sure fire separation is included, an adequate number of exits are provided and are not blocked, and that an occupancy sign/drawing is posted, if required. Additionally, your license application may require an inspection from a DOB electrical, ventilation, and or plumbing inspector and other city departments who review your space for compliance to their respective codes.

A DOB building inspector, from Special Inspections (SIP), will check for the following, based on the applicability to your business (Disclaimer: The below list is indicative only and non-exhaustive. For more information, including the “Chicago Building Code” and “Code Clarifications and Interpretations,” go to www.cityofchicago.org/buildings)

Exit Requirements (see Figure 1 for a diagram)

- ☐ Sufficient number of exits

<i>Capacity</i>	<i>Minimum Number of Exits</i>
50 or less	1
51 to 300	2
301 to 1000	3
1000+	4

A minimum of two exits are required from every building, floor, space or room, except as outlined in Municipal Code (13-160-050). Also refer to the Municipal Code (13-196-050, 13-88-160, 13-84-170)

- ☐ Exits must be free of obstructions. Refer to the Municipal Code (13-160-070, 15-4-880)
- ☐ Where more than one means of exit is required from any room, space or floor of a building, they must be located remotely from one another
- ☐ Revolving doors may be used as required exits in occupancies of 100 persons or less. Refer to the Municipal Code (13-160-270)
- ☐ The means of exit from one story to another and to an outside exit must be continuous and uninterrupted
- ☐ From any point in the establishment, the travel distance to the nearest exit must be less than 150 ft
- ☐ Exit doors must swing in the direction of exit (i.e., swings out from inside to outside). This includes all doors along the exit path.
- ☐ Exit doors must be at least 36 inches wide
- ☐ Exit doors cannot have a key face lockset on the exiting side. This includes no slide-blots or similar devices.
- ☐ Exit doors cannot project onto a public way without the use of public way approval and must be protected with wheel stops/fixed barricade on the alley or parking side. Refer to the Municipal Code (13-160-070, 15-4-090, 15-4-880) See Figure 1
- ☐ Panic hardware must be installed on exit doors when total capacity exceeds 200
- ☐ Every exit and its pathway (e.g., public hall and stair well) must be well illuminated
- ☐ Exits designated with electric, battery back-up, exit signs, in good working order and in a metal frame housing

Stairway Requirements (see Figure 2 for a diagram)

- ☐ Stairways must be clear of debris and no storage under stairways
- ☐ Stairways must be constructed of noncombustible materials when occupancy exceeds 100 persons. Refer to the Municipal Code (13-160-330)
- ☐ The underside of stairways of combustible stairways (when allowed) must be protected by noncombustible materials to provide at least 1-hour fire resistance
- ☐ All stairs and corridors used as exits must be at least 44 inches wide. Stair width is defined as the clear width of the stair tread used as the walking surface.
 - Exception: Stairs and corridors in buildings with a total occupancy of 50 persons or less above the grade level, shall not be less than 36 inches wide.
- ☐ If a stairway is used as an exit, it cannot have winder steps; generally wedge shaped.
- ☐ Vertical height of a flight of stairs between landings or between a floor and a landing must be 9 ft. or less, when occupancy exceeds 100 persons
- ☐ The width of a stairway, including the landing, shall not decrease in the line of travel. Refer to the Municipal Code (13-160-210 and 13-160-310)
- ☐ Depending on occupancy classification, the height of each stair riser must be 7.5 inches or less and they all must be equal in height. The minimum width of a tread must be 10 inches. The surface of treads and landings should not cause danger of slipping. Refer to the Municipal Code (13-160-300). All new stairs are required to have 7 inch risers and 11 inch treads.
- ☐ The ends of handrails must be returned and joined into the wall
- ☐ Height to the top of handrail(s) must be between 34 – 38 inches, measured from the stair tread or floor
 - If the width of stairs is less than 44 inches, then a handrail on at least one side must be provided
 - If the width of stairs exceeds 44 inches, handrails must be provided on both sides
 - If the width of stairs is greater than 88 inches, an intermediate handrail(s) must be provided
- ☐ Guardrails, installed at a minimum height of 42 inches above the finished floor, cannot have balusters or a pattern providing a ladder effect. Balusters spaced at 4 inches apart. See Figure 2

Enclosure Requirements

- ☐ All stairways must be enclosed with wall and partitions providing fire resistance
 - A building that is three stories or lower: One-hour rated fire resistance
 - A building that is higher than three stories: Two-hour rated fire resistance
- ☐ Heating plants and boilers must be enclosed by walls, partitions, floors and ceilings
 - For occupancies less than 200: One-hour rated fire resistance
 - For occupancies over 200: Two-hour rated fire resistance
- ☐ All assembly rooms
 - Capacity under 300: One-hour rated fire resistance
 - Capacity over 300: Two-hour rated fire resistance
- ☐ To prevent spread of fire from floor to floor, all stairs, shafts and openings in floors and roof must be enclosed
- ☐ Basements with a capacity of over 100 persons, in restaurants and nightclubs, must be sprinklered
- ☐ Class A fire doors or shutters installed on both sides of openings in a fire wall
- ☐ Class B fire doors provided at openings in vertical shafts, stair wells, and other openings
- ☐ Minimum one hour fire resistant ceiling provided between basement and first floor
- ☐ Fire doors cannot be propped open

Miscellaneous Requirements

- ☐ Proper building permits must be present for any construction and have received final construction approvals from the required inspection trades; as well as Certificate of Occupancy letter issued (if required for that permit)

- ☐ Foundation must be sound (e.g., no cracks)
- ☐ Exterior facade must be in sound condition (e.g., no tuck pointing required)
- ☐ Fire extinguishers must have up-to-date tags and be properly charged
- ☐ One carbon monoxide detector must be installed on every floor
- ☐ Curtains, scenery, and decorations shall be flame retardant for occupancies over 100 persons. Refer to the Municipal Code (15-4-620)
- ☐ The building must not have any structural problems (e.g., ceilings, floors, and roof are in good condition)
- ☐ Occupancy capacity sign is correct and properly displayed with the city approved and stamped drawing belonging to that specific issued occupancy capacity sign; the current physical space/layout must match that drawing. Exit diagrams must be posted for public places of amusements. Refer to the Municipal Code (13-84-400 and 4-156-380)

Figure 1: An Example of Exit Requirements

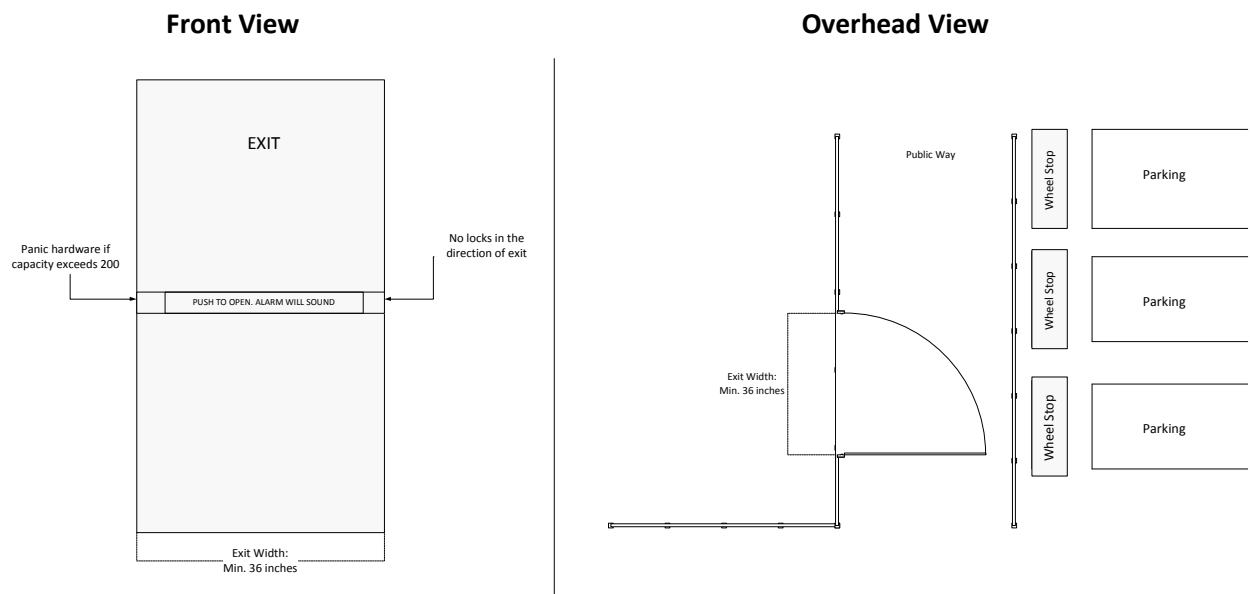
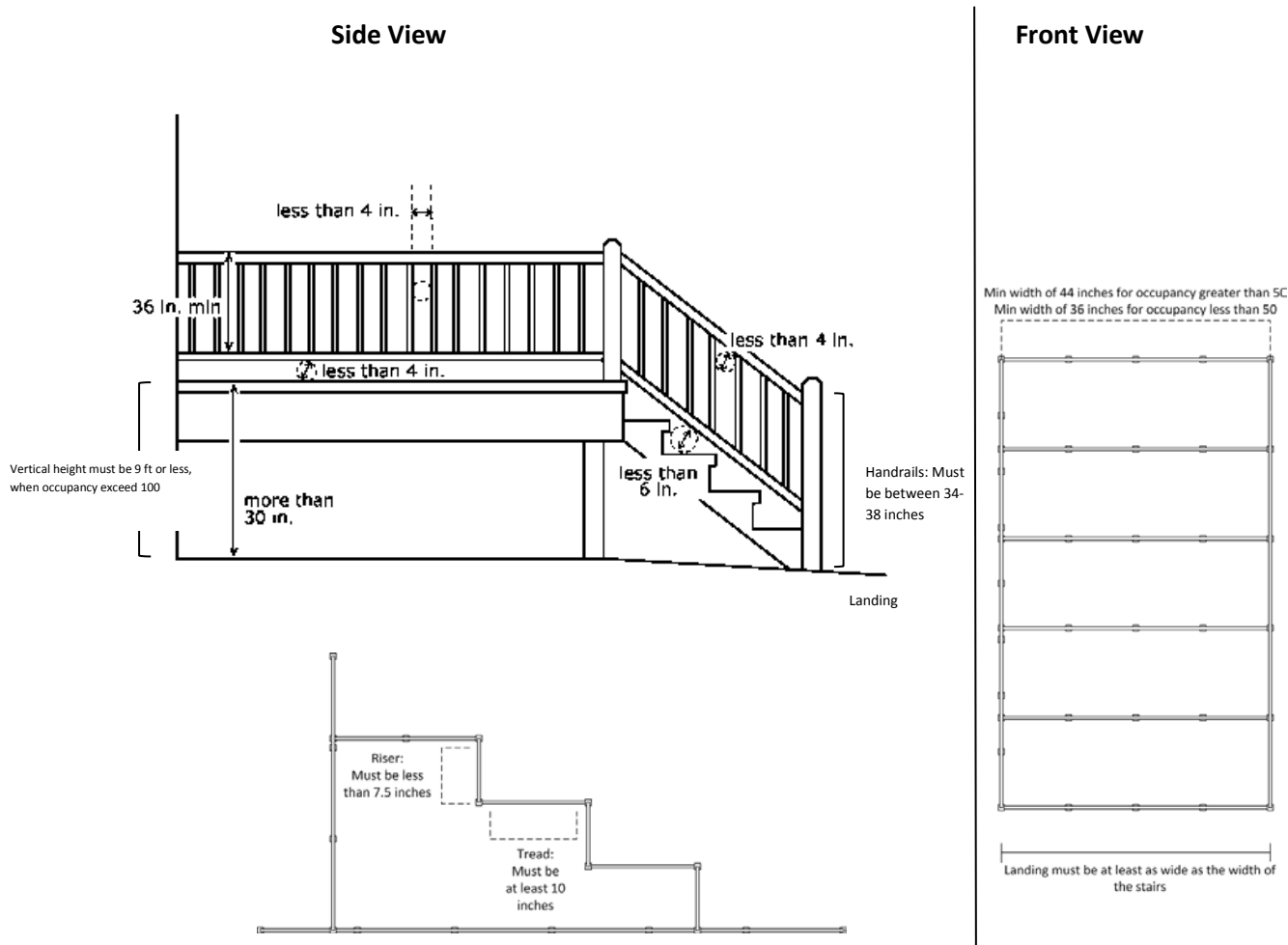


Figure 2: An Example of a Stairway





BACP INSPECTION CHECKLIST

During the on-site location approval, BACP inspectors will check for the following to determine if any exterior location restrictions exist that would prohibit issuance of a liquor license.

In order to obtain a liquor license, the property line of your establishment cannot be within 100 ft of:

- ☐ The property line of any public library except the Harold Washington Library.
- ☐ The property line of any school other than institutions of higher learning.
- ☐ The property line of a hospital.
- ☐ The property line of any home for the aged or indigent persons
- ☐ The property line of a home for veterans, their spouses, or children.
- ☐ The property line of a military base or naval station.
- ☐ Any church. In the case of a church, City policy is that the distance of 100 feet shall be measured to the nearest part of any building exclusively used for worship services or educational programs and not to property boundaries. In addition, the fact that a church is improperly zoned is not a factor in determining whether the church is subject to the 100-foot prohibition.
- ☐ Applicant premises for a Tavern license located in a B3 Zoning District cannot be within 400 feet of an existing licensed tavern (property line to property line measurement).

BACP inspectors will check for the following during a license inspection based on the applicability to your business:

- ☐ Incidental-Consumption on Premises activity must be secondary to another licensed activity (i.e., food service or amusement).
- ☐ Incidental-Consumption on Premises applicant must have adequate commercial kitchen and dining facilities when liquor service is intended to be secondary to food (i.e., restaurant).
- ☐ The outdoor patio location is adjacent to the primary premises and has a perimeter clearly defined by barriers.
- ☐ No dwelling or lodging units are accessible by the public directly from the premises (except in a hotel, private club, or when dwelling unit is occupied by applicant to be licensed).
- ☐ The majority of applicant's customers may not be children.
- ☐ Separate and adequate toilet facilities must be maintained for men and women.
- ☐ Floor plans clearly/completely indicate intended use of areas and match the construction and layout of premises.
- ☐ Construction is completed; equipment, fixtures, and furniture are in place according to plans.
- ☐ Public Notice of Liquor License Application posted within 5 days of making application and remaining clearly visible from the public way for a full 45-day period after the application date.



FIRE DEPARTMENT INSPECTION CHECKLIST

This checklist is neither official nor complete, but is provided for your information to expedite the correction of most deficiencies found during the Business License Inspection.

An official Fire Code violation notice identifying all deficiencies found during the fire inspection will be mailed to you within a few days.

Below are a few of the more common reasons why applicants fail fire inspections:

- ☐ Poor condition of stairs
- ☐ Improper wall & ceiling material
- ☐ No stair rails
- ☐ Improper flame spread rating
- ☐ Storage under stairs
- ☐ Decorations, drapes, curtains are not fire retardant
- ☐ Improper ceiling or sidewalls
- ☐ Plaster holes in ceilings and walls
- ☐ Fire extinguishers not charged
- ☐ Fire extinguishers expired
- ☐ Fire extinguishers not present
- ☐ Fire extinguishers not visible
- ☐ Blocked aisles
- ☐ Obstruction around smoke pipes and vents
- ☐ Working exit and directional lights not present
- ☐ Defective chimney
- ☐ Non-working hood and duct system
- ☐ Incorrect storage of fuel
- ☐ Inward swing of exit door
- ☐ Overcrowding
- ☐ Exit door swings onto sidewalk
- ☐ Exits locked from inside and do not have panic bar
- ☐ Exits in need of repair
- ☐ Exits blocked
- ☐ No entry to building
- ☐ No entry to basement



DEPARTMENT OF PUBLIC HEALTH INITIAL HEALTH INSPECTION CHECKLIST

The items listed in this checklist are the areas that the public health inspectors will be looking during your initial health inspection.

For the complete Guide to Your Initial Health Inspection, visit www.cityofchicago.org/restaurant

HAND WASHING SINKS FOR EMPLOYEES

- ☐ Hand sinks at the following locations :
 - a) Within each restroom - if less than 5 employees per shift, 1 unisex bathroom for the entire establishment, including for customers, is sufficient, otherwise separate restrooms for both men and women are required
 - b) Within the kitchen - at least one hand sink, provided that hand sink is within 25 feet of all food prep areas, the 3 compartment sink and the dish machine. Two or more hand sinks are required if there are separate rooms in the kitchen area (one hand sink per room, provided that hand sink is within 25 feet of all food prep areas, the 3 compartment sink and/or the dish machine).
 - c) Within the bar area – a separate hand sink is required within the bar area, if present.
- ☐ Hand sinks are fully functional and provide warm water
- ☐ Single service soap and towel dispensers at all hand washing sinks

TIME AND TEMPERATURE RELATIONSHIPS

Note: It is important that you turn refrigerators and freezers on at least 48 hours and your hot-holding equipment on at least 24 hours prior to your inspection.

- ☐ Freezers maintained at 0°F or less
- ☐ Cold holding equipment that holds potentially hazardous foods maintained at 40°F or less
- ☐ Hot holding equipment that holds potentially hazardous foods maintained at or above 140°F
- ☐ Equipment for cooling of potentially hazardous foods such as shallow pans, chill paddles, or other rapid cooling equipment such as blast chillers are functioning
- ☐ Equipment for reheating potentially hazardous foods to 165°F for 15 seconds functioning

PROTECTION FROM CONTAMINATION

- ☐ Multiservice utensils are being washed and sanitized using one of the following methods:
 - a) by hand in a stainless steel 3-compartment sink with an attached drain board and grease trap/ interceptor(wash-rinse-sanitize) – **Note: each compartment must be large and deep enough to completely submerge your largest piece of equipment or utensil that is to be washed, rinsed and sanitized.**
 - b) Test kit available to measure sanitizer
 - c) high temperature dish machine with rinse water reaching at least 180°F for 30 seconds or a low temperature dish machine that conforms to NSF standards
- ☐ Facility can maintain water at 110°F to 120°F (note: temperature requirement is higher than hand sinks) at the 3-compartment sink
- ☐ Faucet on the 3 compartment sink must reach all 3 compartments
- ☐ A prep sink is highly recommended, though not required

WATER / HOT WATER

- ☐ Potable supply of hot and cold water is available and protected from backflow contamination.
- ☐ Facility can maintain hot water of at least 120°F at all faucets (non-hand washing)

LIQUID WASTE DISPOSAL

- ☐ All liquid waste properly drains to an approved and fully functioning sewage disposal system
- ☐ All sinks drain properly
- ☐ Floor drains and floor sinks are functioning properly
- ☐ A separate mop/slop sink with a backflow preventer

VERMIN

- ☐ Facility is free from insects and rodents
- ☐ Outside doors and screen doors are in good repair and rodent proofed
- ☐ Facility is constructed and maintained so as to prevent entrance of vermin
- ☐ Air curtains are operating properly and in good repair

FOOD SERVICE SANITATION CERTIFICATE

- ☐ At least one employee has a City of Chicago Food Service Sanitation Certificate if potentially hazardous food is to be prepared, served or handled

GENERAL FOOD SAFETY REQUIREMENTS

- ☐ Food items and food related products are protected from dirt, unnecessary handling, over-head leakage, and other forms of contamination
- ☐ Hazardous substances (e.g. chemicals, cleaning supplies) are properly labeled and stored separately from food products

FOOD STORAGE / DISPLAY / SERVICE

- ☐ Sneeze guards at consumer self-service operations
- ☐ All food storage containers have lids
- ☐ Food products are properly labeled
- ☐ Shelving is a minimum of 6" off of the floor
- ☐ Restrooms are not used for the storage of food, equipment, or supplies

EQUIPMENT / UTENSILS / LINENS

- ☐ All equipment and utensils (e.g. stoves, grills, refrigerators, tables, sinks.) are clean and well maintained
- ☐ Inoperable equipment has been repaired, replaced or removed from the facility
- ☐ Damaged or unapproved utensils have been repaired or replaced
- ☐ Utensils are properly protected during storage
- ☐ Exhaust ventilation installed above cooking equipments and filters are clean and well maintained
- ☐ Adequate lighting is provided throughout the facility
- ☐ Light fixtures have approved safety covers (light shields or shatter-proof bulbs)
- ☐ A thermometer, accurate to + or -2°F, is provided at each refrigerator and freezer
- ☐ An accurate metal probe thermometer, suitable for measuring food temperatures, is readily available
- ☐ Cleaning equipment and soiled linens are properly stored

PHYSICAL FACILITIES

- ☐ Plumbing is in good repair
- ☐ All sinks are fully operable with hot and cold water at each faucet
- ☐ Outside trash bin lids are closed
- ☐ Outside premises and refuse areas are clean and well maintained
- ☐ Toilet facilities are clean, well maintained and in good working order
- ☐ All restrooms have ventilation/exhaust (or a window with a screen)
- ☐ Self-closing doors in toilet and dressing rooms are working properly
- ☐ Clothing and personal effects are stored separately from food products
- ☐ Floors are clean, well maintained and in good repair
- ☐ Walls, ceilings and windows are clean, well maintained and in good repair
- ☐ There are no living quarters within the facility

SIGNS / REQUIREMENTS

- ☐ Hand washing signs are properly posted
- ☐ No smoking signs are properly posted
- ☐ Customers are notified to obtain clean table ware when returning to self-service areas such as salad bars and buffets
- ☐ Consumer advisory is provided for ready-to-eat foods containing undercooked meat or raw egg