



Village of Round Lake Beach

Inspection Checklist for the Businesses License Application

Per ordinance, all businesses are required to be inspected annually and all inspections must be unscheduled. Prepare your business to pass the inspection the first time by walking through your property with the below checklist PRIOR TO APRIL 1. Upon completion of the inspection, VRLB will email the Owner & Owner’s Designee the results of the inspection, including a description of any violations (if applicable). Any violations must be addressed within 30 days, as the Village will conduct a re-inspection 30+ days later to verify repairs have been made. If violations persist, a second re-inspection will be conducted 14+ days later. Businesses that fail to comply with building and property maintenance standards after the second re-inspection will be scheduled for an Adjudication Hearing.

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| <u>ELECTRICAL</u> | <u>PLUMBING & DRAINAGE</u> |
| Non-allowed use of extension cords | RPZ needs proof of inspection/test |
| Electric panel open or needs blank spaces | Water heater lacks discharge pipe or drip pan |
| Electric panel lacks surrounding 3-ft clear path | |
| Junction box has missing fixtures | <u>OBSTRUCTIONS & EGRESS</u> |
| Exit lights & sign improperly working | Inadequate clear aisle width |
| Lack of working back-up batteries | Emergency egress path blocked |
| Exterior egress lighting improperly working | Fire doors blocked or propped open |
| Interior emergency lighting improperly working | |
| Outlet covers missing | <u>EXTERIOR</u> |
| | Dumpster enclosures lacking or not sound |
| <u>FIRE SUPPRESSION</u> | Fencing in disrepair |
| Lack 18” clearance below sprinkler heads | Exterior façade or paint in disrepair |
| Fire alarm panel needs current test report | Debris/trash needs removal |
| Fire extinguishers need current tag/test | Address not posted & visible |
| Fire sprinkler system needs current tag/test | Lighting is inadequate or in disrepair |
| Private fire hydrants need proof inspection/test | Window signage exceeds 50% of total glass area |
| Gas cylinders or propane tanks improperly secured | |
| Hood & duct need proof of inspection/test | <u>PARKING</u> |
| | Parking lot is in disrepair |
| <u>INSULATION</u> | Parking lot not properly striped |
| Ceiling tiles damaged or missing | Parking occurs in fire lane |
| Windows not sound & weather-tight | |
| Doors not sound & weather-tight | <u>VENDING (VENDING/GAME/MUSIC MACHINES)</u> |
| | Presence of electrical or other hazards |
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Please be aware that additional items may be identified in the course of an inspection. You may review the Village Code on the VRLB website for a complete list of standards or call the Village at 847/546-2351 with any questions.