



Village of Round Lake Community Development

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BUSINESS INSPECTION CHECKLIST

The checklist below will be used as a basis in determining if the property is in compliance with the Village's code provisions. Please be aware that additional items may be identified during the course of an inspection. Annual business inspections are unscheduled and held annually between January and March. **Please prepare your business to pass the inspection by completing a walkthrough inspection of your business, using the checklist below prior to January 1st.**

EXTERIOR

- Address numbers are clearly visible on front of property and at the rear door.
- Façade is in good repair.
- Roof is safe and functional.
- Exterior lighting is in good repair.
- Parkways, alleys, and sidewalks are cleaned and maintained.
- Trash enclosure is in good repair.
- Structure is free from holes, breaks, rotting materials, etc.
- Trees/limbs do not create a nuisance.
- Parking lot is in good repair.
- Gutters and downspouts are in good repair.
- Property is free from drainage hazards.

FIRE PROTECTION

- Exit/ emergency lights are maintained and in working order with the power on and the power off.
- Fire extinguishers serviced/tested annually and have a current tag attached.
- Fire extinguishers are securely mounted or in an approved cabinet.
- Fire extinguishers are not obstructed.
- ANSUL hood system tested/ certified twice per year with current tag attached to Pull.
- ANSUL fire extinguisher tested/ certified annually with current tag attached to fire extinguisher.
- Fire alarm system must be tested/certified annually with current tag attached to station and report sent to the Fire Protection District.
- Sprinkler system tested/ certified annually with current tag attached to station and report sent to the Fire Protection District.

- Provide sufficient clearance (16" minimum) between storage and sprinkler heads.

INTERIOR

- Ceiling tiles are not damaged or missing.
- Doors and windows are sound and weather tight.
- Plumbing system is in good repair.
- Furnace is in good repair.
- No extension cords in use in place of permanent wiring.
- Cover plates on all outlets and switch plates.
- Electric Panel is properly labeled.
- Electric Service is properly grounded and secure.

OBSTRUCTIONS AND EGRESS

- Exit doors open easily.
- Doors and aisles are not obstructed.
- Emergency egress path is kept clear.

SIGNAGE/ VENDING MACHINES

- All signs are safe and in well-maintained condition and appearance.
- Window signage does not cover more than 30% of each window area.
- A permit has been obtained for temporary signage.
- All signs are professionally done, no hand lettered signage.
- All signs meet illumination standards.

VENDING MACHINES

- All vending machines have required annual stickers.

Violations must be corrected within 14 days. The Village will automatically schedule a re-inspection 14 days after initial inspection to verify repairs have been made. To avoid re-inspection fees, please prepare your business to pass the inspection by addressing any violations within 14 days.