



OCCUPANCY WALK-THRU INSPECTION PROCESS

The Village of Prairie Grove requires that a change in occupancy, tenant, or business owner, regardless of the use, requires a certificate of occupancy and is subject to an Occupancy Walk-Thru Inspection by the Building Department.

Performing this inspection prior to a business or tenant occupying a space ensures that all occupants and patrons can effectively exit the building and occupy the building safely, and that the proposed use is appropriate for the zoning district. If during the inspection repairs or changes are needed to meet life safety standards, the owner, tenant, or landlord is advised of the corrections and that compliance must be achieved prior to receiving a certificate of occupancy. A certificate of occupancy is required before a business is permitted to open.

The Occupancy Walk-Thru Inspection includes life safety items such as, but not limited to, the following:

- Exit signage
- Emergency lighting
- Clear exit passageways and aisles
- Fire extinguishers
- Fire alarm
- Fire sprinkler
- Electrical cords
- Electrical wiring
- Electrical grounding and bonding
- Handrails/guardrails
- Proper zoning
- Approved occupancy use group
- Proper fire separations between uses
- Plumbing

To schedule an Occupancy Walk-Thru Inspection, please call the Building Department at 815-455-0920 and provide the address to be inspected, a contact name and phone number, and the date and time the inspection is requested.

An Occupancy Request Form provides information to the Village for demographic, building, zoning, and responsible party information, is also required prior to a certificate of occupancy being issued. This form is then forwarded by us to the Fire Department and Police Department so that emergency contact information is readily available. Since the implementation of this process, the Village has been able to ensure a safe and high quality of life for all of the citizens and businesses of the community.

POLICE _____
FIRE _____
FILE _____
WTR BILLING _____

OCCUPANCY REQUEST FORM

Examination of the structure is required by the Building Department when the use of the building changes and/or tenant changes.

Business Name: _____

Business Address: _____ Phone: (day): _____

Business Owner: _____ Phone(night): _____

Cell Phone: _____ E-mail Address: _____

Home Address: _____ Phone: _____

Building Owner: _____ Phone (day): _____
Home Address: _____ Phone (night): _____
E-mail Address: _____

EMERGENCY CONTACT PERSON(S)/KEYHOLDER(S) (LOCAL person with access to building)	
1. Name: _____	Phone _____ Phone _____ (Day) (Night)
Address: _____	Cell Phone _____
2. Name: _____	Phone _____ Phone _____ (Day) (Night)
Address: _____	Cell Phone _____
Is building alarmed? _____ Type of alarm _____ Alarm Company _____ (Burglar? Fire?)	

Type of Business _____

(Describe nature of work conducted on premises) _____

Hours of Operation: _____

Number of Employees: _____ Gross Area of Space Occupied: _____

Size of Storage Area: _____ Type of Materials Stored: _____

Tax ID Number: _____

Date: ___/___/___ Signature Tenant/Owner: _____