



COMMERCIAL OCCUPANCY GUIDELINES

All new businesses occupying any commercial space requires a Certificate of Occupancy.

- Whether you intend to make absolutely **no changes** to the space, or intend to remodel you may be required to upgrade the existing space based upon the accessibility, change in use or change in occupancy classification.

Below is a checklist of what must be addressed in each Certificate of Occupancy submittal:

BUSINESS PLAN

- Provide a written detailed business plan to include:
 1. A detailed floor layout, showing all furniture, bathrooms, exit doors, aisle widths, etc.
 2. The type of business and/or building use proposed.
 3. Is the building sprinklered?
 4. Provide the type of business that are above and alongside of the proposed business.

ACCESSIBILITY (*Americans with Disabilities Act ((ADA))* www.ada.gov or refer to www.adachecklist.org/ 617-695-0085

- Barriers for the disabled must be removed (ADA Title 3 Section 36.304). A barrier for a disabled person can be a door knob, curb, step, stair, etc. The law requires the removal of all barriers if the removal is “readily achievable” and “not much expense”. Otherwise a Barrier Removal Plan is required that would include a proposal to remove the barriers with a time frame.
- Provide a civil rights floor plan of the businesses’ accessibility routes. No matter what, all new occupancies must allow for an accessible route from a parking space to the business’s area of primary function.
- At least one code compliant accessible unisex bathroom is required.

ACCESSIBILITY

- All areas shall be accessible with a minimum of a 36” route
- If there is a counter where the customer pays for the service the counter shall be no higher than 34”
- Sinks shall be <34”, 6 ½ deep, with a knee clearance of 27”, with clear floor space of at least 30” x 48”
- Faucets shall be lever operated, electronic or push/touch type
- Urinal shall be a stall-type or wall hung with a max. of 17” off the floor
- Toilet shall be 17” -19” tall
- Clear floor space shall be in general 60” x 59” for a private toilet stall
- Mirrors shall be no higher than 40”
- Toilet paper holder shall be a minimum of 19” off the ground
- Grab bars in the toilet area shall be required on the side(42”) and rear(36”) of the toilet
- Door hardware shall be <48” high and shall have a shape that is easy to grasp (ADA 4.13.9)
- Guardrails and handrails are required on both sides of a ramp and stairs, 34”-38” high extending 12” beyond with a grip size of 1 ½”.
- Accessible counter with a min. of 36” x 34” with a maximum height of 34” is required if money is to be exchanged.
- Provide accessible parking that includes proper signage
- Water fountain/water coolers are required for spaces >5,000 sf. or occupant load of more than 100. The spout shall be no greater than 36” off the ground and 17”-19” from the wall

BUILDING/STRUCTURAL

- Provide a written document if you are NOT altering the BUILDING WALLS in any way. If you are, provide complete construction documents to include a floor layout, materials, and detailed measurements.
 - a. In general all interior spaces have a maximum occupant load. This occupant load is determined by the spaces’ use and square footage. The occupant load dictates many other building related features such as; the amount of doors/stairs, width of doors/stairs, door hardware, and

maximum travel distances. Note: In general most building regulations are increased when the occupant load is greater than 50. For example, in occupancies with an occupant load greater than 50, a second door is required, laminated exit signs are required, panic hardware is required, and doors shall swing in the direction of egress.

PLUMBING

- Provide a written document if you are NOT altering the PLUMBING in any way. If you are, provide complete construction documents to include a floor layout
 - a. A back flow preventer is required on the water main service -certificate shall be posted.
 - b. An RPZ is required on all equipment directly connected to the water supply.
 - c. A mop sink is required on each floor.
 - d. An air gap is required on all food preparation sinks except for mop sinks and hand sinks.
 - e. Illinois State plumbing Code: Buildings with 5,000 sf. Or occupant load of 100 or more shall provide public drinking fountains (890.810, 2), or provide in writing that bottled water shall be provided.
 - f. A floor drain is required in the kitchen area, and requires a grease interceptor (890.510).
 - g. An air gap is required at all kitchen sinks; provide an open site drain for the sink.
 - h. Illinois Plumbing Code -If 5 or more employees working at one time, two separate men and woman's bathrooms are required. Otherwise a unisex is allowed.
 - i. Illinois Plumbing Code # 890810c-b 2 a--Buildings greater than 5000 sf /100 or more occupants requires a public restroom.
 - j. Restaurants that serve food on the premises require an accessible restroom for the public.

ENERGY

- In spaces larger than 3000 sf, a vestibule large enough to comply with the Illinois Accessibility Code is required.
-
- Spaces over 500 sf require controlled ventilation.
- Provide occupancy sensors in spaces less than 300sf, where lights shall shut off within 30minutes after occupants leave the space (C405.2.2.2).

FIRE SAFETY

- Exits signs shall be luminated in occupancies of 50 or more.
- Emergency lighting shall be installed properly in occupancies of 50 or more.
- Exit doors shall swing outward in occupancies of 50 or more.
- Fire Command Center, detection/alarm systems, fire suppression systems* including the communication system shall be tested completed, inspected and approved by the Fire Department.
- All firewalls, stairwells, fire barriers, fire service elevator(s), fire-rated doors, smoke control systems* shall be completed, inspected and approved.
- Basement usage may require fire sprinklers

HVAC/KITCHEN EXHAUST HOOD

- Provide a written document if you are NOT altering the MECHANICAL in any way. If you are, provide complete construction documents to include a floor layout, intakes/exhausts, all manufacture's specification sheets, etc.
 - a. Either a Type I or Type II hood shall be installed above all commercial cooking appliances (IMC 507.2) (TYPE I above grease/smoke, TYPE II above dishwashers and light-duty appliances that produce heat or moisture)
 - b. Provide enough fresh air intakes are requiring making up for the exhaust. (IMC508)
 - c. Exhaust shall be a minimum of 10' from openable windows or fresh air intake.

ELECTRIC

- Provide a written document if you are NOT altering the ELECTRIC in any way. If you are, provide complete construction documents to include a floor layout

NOTE: As every situation differs the Chief Building Official and Deputy Fire Official shall review each situation independently to determine if the structure, space, unit or area is safe and free from hazards for occupancy.