

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

Village of Willowbrook Building & Zoning Division / Memorandum

From: Roy Giuntoli, Building Official

Date: April 8, 2020

Re: Tri-State Fire Protection District Annual Inspections, Permit Inspections, Public Training (COVID-19)

Effective immediately, and until further notice is posted, the Willowbrook Village Hall is closed to the general public. The following policies and procedures are being implemented for all Building Permit Applications and Plan Submittals. Please note, the following policies and procedures are subject to change without advanced notice, as deemed necessary, at the discretion of the Village of Willowbrook.

In response to the COVID-19 pandemic, the Village Willowbrook, acting as the Authority Having Jurisdiction, in association with the Tri-State Fire Protection District, have altered the typical operations of the Department.

Please note, the following policies and procedures are subject to change without advanced notice, as deemed necessary, at the discretion of the Village of Willowbrook and the Tri-State Fire Protection District.

Until further notice:

- Tri-State will not perform any on-site annual inspections, however:
 - Tri-State Inspectors will be calling occupants and asking them to complete a short self-inspection, by using this simple 5-step form.
 - The form is embedded below.
- Tri-State has cancelled, and will not schedule, any public training sessions or presentations.
- Tri-State will complete acceptance tests and Life Safety for Occupancy Inspections (Open Permit Inspections) strictly on a Case-to Case basis. Contact Tri-State at: (630) 654-6284
- Plan Submittal:
- Tri-State has requested that we at the Village provide you with their "Permit Intake Form".
 - This form shall be completed and sent to the Village of Willowbrook electronically as well.
 - The form is embedded below.
- Tri-State has requested that all plans sent electronically [whenever possible] to the Village of Willowbrook. Village of Willowbrook [electronically submitted] contact information:
 - E-mail: bzadmin@willowbrook.il.us
 - Fax: (630) 920-2489

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Brian Pabst

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

TRI-STATE FIRE PROTECTION DISTRICT SELF INSPECTION FORM



DATE: BUSINESS PHONE #:

NAME OF BUSINESS:

ADDRESS:

CONTACT PERSON:

ARE YOUR EMERGENCY EXITS CLEAR AND WORKING? YES NO

IMMEDIATELY CLEAR BLOCKED EXITS

ARE EXIT SIGNS VISIBLE AND LIT? YES NO

TEST BUTTON OPERATES EMERGENCY LIGHTS? YES NO

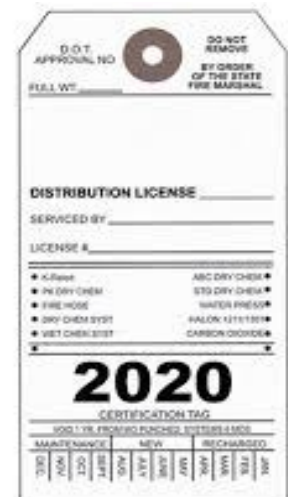


Test buttons can be found on either side or on the bottom. When pressed, the lights turn on.

ARE STAIRWELLS CLEAR? YES NO N/A

FIRE EXTINGUISHER TAG CURRENT? YES NO

The extinguisher tag is current for one year after the month and year on the tag.



PLEASE RETURN TO:
FIREPREVENTION@TRISTATEFD.COM

TRI-STATE FIRE PROTECTION DISTRICT PERMIT LOG



PROJECT INFORMATION

VILLAGE PERMIT NUMBER:

DATE OF APPLICATION:

PROJECT NAME:

PROJECT LOCATION:

PROJECT DESCRIPTION:

TOTAL SQUARE FEET: STORIES: CUBIC FEET: *OPTIONAL*

CONTRACTOR:

CONTRACTOR ADDRESS:

CONTACT: PHONE:

EMAIL ADDRESS:

BELOW THIS LINE FOR OFFICE USE ONLY

TSFD PERMIT #: **DATE RECEIVED:** **BIN#:**

PROJECT STATUS

	RECEIVED	RESPONSE	APPROVED
SITE PLAN	<input type="text"/>	<input type="text"/>	<input type="text"/>
ARCHITECTURAL PLAN	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPRINKLER PLAN	<input type="text"/>	<input type="text"/>	<input type="text"/>
FIRE ALARM PLAN	<input type="text"/>	<input type="text"/>	<input type="text"/>
OTHER - NOTE:	<input type="text"/>		

ACCEPTANCE STATUS

	TEMPORARY	APPROVED	INSPECTOR
ABOVE CEILING	<input type="text"/>	<input type="text"/>	<input type="text"/>
FIRE ALARM	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPRINKLER HYDROSTATIC	<input type="text"/>	<input type="text"/>	<input type="text"/>
INSTALLED SYSTEMS	<input type="text"/>	<input type="text"/>	<input type="text"/>
BLACK IRON	<input type="text"/>	<input type="text"/>	<input type="text"/>
ELEVATOR	<input type="text"/>	<input type="text"/>	<input type="text"/>
LIFE SAFETY OCCUPANCY	<input type="text"/>	<input type="text"/>	<input type="text"/>

INVOICE STATUS

INVOICE NUMBER: DATE OF INVOICE:

INVOICE AMOUNT: DATE INVOICE PAID:

NOTES: