

## Safety Committee Information

If you are considering Broadview for a new business venture, new construction projects, property renovations, or rehabs you should schedule a Safety Committee Meeting. The property owner must schedule a Safety Committee Meeting. To schedule, please call the Building Department at 708-345-8174.

At the Safety committee meeting, applicants should be prepared to present and discuss the following information:

1. Property address
2. Purchasing or leasing?
3. Square footage-space or property
4. Zoning Classification
5. Business Type - Hours of operation, # of employees, etc.
6. Business Experience
7. Funding Sources
8. Parking Areas
9. Any easements
10. If the project is new construction, rehab, or renovation, a preliminary site plan (10 copies) is required. Example - floor plan, occupant load, occupancy classification, fire alarm system, sprinkler system, and/or hazardous materials list.
11. Type of security system to be installed? Are there security cameras on the property?
12. Will there be any cash on the premises before and/or after business hours?
13. Emergency contact information for the property
14. Where is the water meter located?
15. Is there a water backflow devise at this location?
16. Where is the sanitary sewer at this location?
17. Will there be any digging or directional boring?

If you have questions or need assistance, visit the Village website at [www.Brodview-il.gov](http://www.Brodview-il.gov). Select Building Department. Scroll down to the Village Code; click on the Village Code, then go to Chapter 10 on Zoning.

Also, you can contact the following Departments for additional assistance in preparing for the meeting;

Building Department - 708-345-8174 Ext 257

Public Works Department - 708-681-3602

Fire Department - 708-343-6124 Ext 4

Police Department - 708-345-6550