# Small Business Self-Inspection

The Lombard Fire Department, Bureau of Fire Prevention prides itself on our proactive approach to fire safety. Our Fire Prevention Division is based upon three principles: education, engineering and lastly, enforcement. Our goal is to provide a safe environment to the citizens and visitors of the Village of Lombard. We have developed this voluntary self-inspection program that small businesses and building owners can use as an assessment tool and guide to conduct their own fire safety survey. Understanding your time is valuable; this program is intended to help building and business owner's partner with the fire department to achieve a fire safe environment for their staff and patrons.

This program has been designed as an educational tool and is not intended to take the place of an official fire department inspection. We have designed this program to include small businesses, professional offices, small retail shops, and small personal service shops, in simple terms, most small businesses. The following list contains general requirements only, which are based upon common code violations found in the occupancy classifications listed above.

In order to better safeguard your facility, we ask that you simply take a few moments to complete the attached form. If you answer NO to any of the listed items, then steps should be taken to correct the violation(s).

If you have any questions, concerns or need assistance, please call the Bureau of Fire Prevention at 630-620-5750 and a fire code inspector will assist you.

**Instructions for completing and submitting the online self-inspection form:**

1. Click the below link "Complete The Small Business Self-Inspection Form Here"
2. When the form opens, click the arrow in the top right corner of the screen, to download the form to your computer.
3. Complete the newly downloaded document.
4. Press one of the "Click to Submit" buttons on the form.
5. In the Send Email box that appears, click "Continue" to use your default email application.
6. Click "Send" to submit the newly created email, which has attached your self-inspection form.

**Complete The Small Business Self-Inspection Form Here**