

## Change of Use

In 1977, the Winnetka Village Council passed an Ordinance that required any business or multifamily occupancy that changes its occupancy use to install an automatic fire sprinkler system. A "Change of Use" is defined as any space whose proposed use is different than the previous tenant's use based upon the International Building Code's occupancy classifications. This Ordinance has been in effect for many years. In an effort to promote economic development, the Village Council made three significant changes to the Ordinance (MC-3-2016) which are outlined in this guide.



## Village of Winnetka Contact Information

Village Hall:  
847-501-6000

Community Development:  
847-716-3576

Fire Department (Non-Emergency):  
847-501-6029

Police Department (Non-Emergency):  
847-501-6034

Finance Department:  
847-501-6000

Public Works:  
847-716-3568

Water and Electric  
847-716-3558



## Village of Winnetka

Guide to Fire Sprinkler  
"Change of Use"  
Requirements



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## Rebate Program

A rebate is available to any applicant who has applied for a fire sprinkler permit on or after January 1, 2016 for a sprinkler system installed under the "Change of Use" requirement. The submittal will qualify for a rebate of Village fees paid by the applicant upon acceptance of the system by the Fire Prevention Bureau of the Winnetka Fire Department. The rebate is inclusive of the following fees:

- **Plan Review Fees**
- **Water Tap Fees**
- **Street Replacement Fees**
- **Right-of-Way Opening Fees**

Once the system has been accepted by the Fire Department, the Village will issue a rebate check to the applicant for the village fees within 60 days from date of system approval.



## Deferred Compliance Provision

The installation of a sprinkler system in some buildings may require a new water service in order to provide adequate water volume. The cost of installing a new water service can be close to 50% of the cost of the entire installation. This provision allows the building owner to delay the installation of a new water service for up to five (5) years to help defer the upfront costs. This will help the new business to establish itself. In order to take advantage of this provision, the following procedures are necessary:

- **A "Deferred Compliance Agreement" needs to be signed by the building owner agreeing to install a new water service within a five year period. The agreement will be recorded.**
- **If the building owner fails to comply within a five year period, the Village has the option of levying fines or revoking the certificate of occupancy.**
- **All the interior sprinkler piping needs to be done prior to occupancy.**
- **The fire alarm system needs to comply with current standards.**

Though this Deferred Compliance Agreement is optional, some building owners may find this Agreement advantageous in that it provides them some temporary financial relief from the initial building and construction costs.

## Temporary "Pop-Up Store" Option

A "pop up store" is a retail store that is opened temporarily to take advantage of a trend or a seasonal product. This feature of the Ordinance allows the Fire Chief to approve a temporary pop-up store (up to 90 days) without evoking sprinkler requirements under the "Change of Use" requirements. In order to take advantage of this provision, the applicant must agree to the following:

- **Only one 90-day pop-up provision will be permitted for the same building over a 365-day period.**
- **The building owner must sign a Temporary Occupancy Compliance Agreement.**
- **Any uses deemed hazardous by the Fire Chief or his designee will not be permitted.**

