



Village of South Chicago Heights **INSPECTION CHECK LIST**

USE THIS CHECKLIST TO PREPARE YOUR PROPERTY BEFORE SCHEDULED INSPECTION

CEILING & WALLS

- ALL ROOMS must have no chipped, peeling, or flaking paint on walls or ceilings
- Remove all water damaged walls and framing
- Remove all mold on walls or elsewhere
- Repair any holes in walls or ceiling

FLOORING

- All flooring must be free of any trip hazards
- All flooring must clean or replaced if deteriorated

EXTERIOR

- No chipped, peeling, or flaking paint
- House number (at least 4" high) in a contrasting color, posted on the front of the home
- Driveways and walkways are not deteriorated and free of any trip hazards
- Fence need to be secure and structurally sound
- Wood portion of house must be free of peeling paint
- Damaged gutters/downspouts/elbows
- Foundation Walls to be plumbed and free of cracks/holes/leaks (Tuck-point)
- Cut or trim plant overgrowth and weeds
- Handrails on front & rear stairs
- Tuckpoint chimney
- Vacuum breaker at all sill cocks

WINDOWS

- All windows must open and close properly, must be screened and stay in place without hardware
- Windows must have no chipped, peeling, or flaking paint
- Windows shall not be chipped or broken glass and insect screens in good repair

DOORS/STORM/SCREEN

- No keyed dead bolts on ANY DOORS
- All INTERIOR & EXTERIOR** Entry doors must be operable, damage-free, no peeling paint, and proper hardware
- All EXTERIOR DOORS** must be operable, damage-free, no peeling paint, proper hardware, no broken or torn screens, and working door closer
- All INTERIOR BEDROOM & CLOSET DOORS** must be operable, damage-free, no peeling paint, proper hardware, and free of any holes
- All bathroom and kitchen cabinets doors, drawers, and counters top must be secure
- Kitchen & bathroom sink cabinets must be free of any signs of water damage



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PLUMBING

- All faucets must not leak
- All water supply shut off valves must be in working order
- Replace missing sink & drain strainers
- Gas shut-off valve required at every appliance
- Secure leaking pipes
- Close plumbing wall under sink and seal tightly around all pipes under sink
- Cap open gas lines
- Caulk top edge of tub and basin
- Secure commode, vanity, & basin
- Atmospheric vacuum breaker on laundry tray; no hose from laundry tub
- Water heater needs drip leg expansion tank, and t & P valve & down pipe
- No flex gas line on water heater
- All plumbing fixtures must be vented
- Must have Ball valve shut offs on the inlet and outlet of the water meter
- Must have a dual check valve
- All sanitary water must discharge into the sanitary sewer

ELECTRICAL

- All receptacles shall be GFCI protected and all 2 prong receptables must be replace with 3 prong grounded type
- All INTERIOR & EXTERIOR lighting fixtures must work properly and have proper fixture cover
- All switches and receptacles must have proper cover plate, not broken
- No open electrical wiring in any room
- Bathroom & Kitchen exhaust fans must be working and cleaned of any debris
- Carbon Monoxide Detectors are required (within 15 ft. of all sleeping rooms) and every source of carbon monoxide
- Smoke Alarms operational – one on every level, one in sleeping areas, basement and common area included
- Service Riser
- Water meter must be grounded Tuckpoint chimney
- Open Conductors/Weather head must have not less than 3 ft. clearance from doors, porches, decks. Stairs, balconies, ladders, fire escapes, and operable windows
- Service conductors must be a minimum of 10 ft. from grade, 12 ft. over driveways, 18 ft. over public streets, alleys or sidewalks
- Furnace – needs drip leg – gas pipe union must be located outside of the unit and must be corrected be a licensed HVAC Contractor
- Electrical circuits must be identified
- Cabinet must be grounded within 10 ft. of Village's water meter and bonded
- Electrical service panel must be 100 amp and recommend a panel capable of 20 circuits minimum

STAIRCASE/GUARDRAILS

- Stairs must be clear, no peeling paint, and flooring must secure of any trip hazard
- All stairs must have a handrail soundly secure
- Porch stairs and rails must be sound and secure with no rotten wood and peeling paint



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BASEMENT/UTILITY ROOM

- Below grade sleeping room(s) must meet all village requirements. If these requirements are not met, a notarized Basement Sleeping Affidavit must be signed by buyer.
- Foundation walls shall be free from cracks/holes/leaks
- Sump pump must have a single dedicated receptacle
- Water heater must have $\frac{3}{4}$ inch metal discharge pipe
- Seal around exhaust flue at entry to chimney
- Dryer venting shall be of ridged (non-flexible type) metal material
- Identify all circuits in electrical cabinet

INSECTS AND/OR RODENTS INFESTATION

- All structures shall be kept free from insect and rodent infestation. *A certification from a state licensed exterminator and must be no more than 60 days old.*

FURNACE CERTIFICATION

- Signs of furnace not working properly. *A certification must be from a licensed HVAC mechanic and must be no more than 60 days old.*

WATER HEATER CERTIFICATION

- Signs of water heater leaking or not functioning properly. *A certification must be from a licensed plumber and must be no more than 60 days old.*

MOLD REMEDIATION CERTIFICATION

- Signs of mold. *A certification must be from a licensed state inspector and must be no more than 60 days old.*

The Building Inspector will inspect the Utility Room, Basement, Living Room, Dining Room, Bedroom(s), Kitchen, bathroom(s) and other areas as deemed appropriate.

Note: This listing is not all-inclusive, and inspectors may cite any violation of the Village code noted during the inspection. Village inspections are a general code-based review of the property and property purchasers should consider obtaining a thorough home inspection at their own expense.



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ADDITIONAL ITEMS FOR MULTI-FAMILY DWELLINGS:

HEATING SYSTEM: If the building has 6 or more units and is heated by a boiler that exceeds 2000,000 Btu input, a current boiler certificate from the Illinois State Fire Marshal's Office must be posted.

FIRE ALARM SYSTEM: If your building has 4 or more units, a fire alarm systems, including hard-wired smoke detectors in each apartment unit and hallways, shall be installed, tested, and maintained in accordance with NFPA 70, National Electric Code, and NFPA 72, National Fire Alarm Code. The fire alarm system shall have an approved maintenance and testing program. All businesses that are registered with or licensed by the Village after January 1, 2015 shall maintain an automatic fire detection system in full operating condition, connected to and monitored by the Laraway Communications Center (LCC) at all times via a wireless radio.

SMOKE DETECTORS: You must install a smoke detector within 15 feet of every sleeping area as well as in **EACH** sleeping room. These smoke detectors shall be tied in to the direct connect fire detection system.

CARBON MONOXIDE DETECTORS: Every structure that contains more than one dwelling unit shall contain at least one approved carbon monoxide alarm in operating condition within 15 feet of every room used for sleeping purposes.

KEY KNOX BOX SYSTEM: By ordinance, all apartment buildings 4 units or more shall have a U.L. listed key Knox Box. The box shall be installed in a location approved by the Fire Chief or designee. The box shall contain the following keys:

- Exterior and interior egress doors
- Locked mechanical rooms
- Locked elevator rooms
- Elevator control panels
- Any fenced or secured areas
- Any other areas, as directed by the Fire Chief or designee

Our Certificate of Compliance inspections are a general code-based review of the property.

ONCE YOU OWN THE PROPERTY:

Fire safety is our primary concern. Please remember to maintain the safety features of your home or apartment building: Smoke detectors, CO detectors, Fire alarm systems, Sprinkler system and Fire extinguishers.

Please plan two ways out of every room in your home or apartment. Practice your residential fire escape plan.

Check with the Building Department regarding the Annual Residential Rental License and Occupancy Permits needed for any rental property in the Village of South Chicago Heights. 708-755-1880.