



**Department of
 Community Development**
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Inspection Type: <input type="checkbox"/> Real-estate Transfer <input type="checkbox"/> Rental Program <input type="checkbox"/> Multi-Family Case/Permit #: _____ Address: _____ Date: ____/____/____ Time: ____ Inspector: _____ Insp. ID #: _____ Re-Insp. on ____/____/____ Rev. 9/11/14

The Village of Glendale Heights requires real-estate transfer inspections and annual inspection of all rental properties to ensure compliance with the Village Code, including the International Codes as adopted and amended. This checklist provides a summary of significant code requirements and is used by the inspectors during the inspection. There may be other unique items identified on an inspection that are not included on this list. This inspection does not take the place of a home inspection which is a separate private matter between inspector and buyer.

The following listed items detail the current violations for the above address which must be corrected & re-inspected for compliance within the time frame as identified by the inspector here:

- 30 days 60 days 90 days ____ days 6 months ____ months
 Plat of Survey provided / On file. Plat of Survey required - \$250.00 surety to be posted. N/A-Condo
 An escrow is required in the amount of \$ _____ to ensure compliance with correction requirement.

Notice: While every effort is made to conduct a complete initial inspection, sellers and buyers are hereby notified that subsequent re-inspections may result in the identification of additional code violations which will require correction. Corrections requiring permits are the responsibility of the owner/seller/buyer to obtain.

<input type="checkbox"/> Occupied <input type="checkbox"/> Vacant

A - Kitchen:

- V1=GFCI receptacle required for all countertop/island areas/light above sink/must be properly spaced
 V2=Water supply must be copper or stainless steel braided/missing shut-off valve/handle
 V3=Drain/tailpiece/fixture/connection needs repair/replace V6=Doors/screens/windows lock/operate properly/need repair
 V4=Flexible/rubber connection/S-trap drain not allowed V7=Walls/floors/ceilings/surfaces in disrepair/unsanitary
 V5=Dishwasher cannot discharge into garbage disposal V8=Stove must vent to exterior/missing gas shut-off/no anti-tip device

B - Common Spaces: Foyer=S1 Halls=S2 Living room=S3 Dining room=S4 Family room=S5 Other (Specify)

- V1=Doors/screens/windows lock/operate properly/need repair V4=Hallways and all levels require smoke detector
 V2=Walls/floors/ceilings/surfaces in disrepair/unsanitary V5=Loose/missing guard/handrail leading to any level
 V3=Lights/switches/fixtures out/damaged need repair V6=Balusters shall be vertical/not allowing 4 inch spheres to pass through

(E.g.: S2=V1&V2)

C - Bedrooms: # of bedrooms _____ occupant load of _____

B1=Bedroom _____ B2=Bedroom _____ B3=Bedroom _____ B4=Bedroom _____ B5=Bedroom _____

- V1=Carbon monoxide detector required within 15' of bedrooms V4=Doors/screens/windows lock/operate properly/need repair
 V2=Bedrooms require smoke detectors (battery/ hardwire) V5=Walls/floors/ceilings/surfaces in disrepair/unsanitary
 V3=Room may not be used as bedroom or habitable space due to ceiling height, window size, window height, electric, etc.

(E.g. B2=V1,V6 & V7)

D - Clothes Closets: Closets with light fixtures require completely enclosed lamp fixtures. (Use room identifier listed. E.g. S2, B3 & W2.)

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Our Mission

"The Glendale Heights Department of Community Development strives to provide professional assistance in planning, development and construction by adopting and enforcing current codes and standards in a uniform and unbiased manner, in order to establish and maintain a safe, healthy and attractive community for all residents and business owners."

E - Bathrooms:

W1=Powder Room W2=Hall Bathroom W3=Master Bath W4=Basement

- V1=GFCI all receptacles/receptacle in light above sink/shower
- V2=Exhaust fan must vent to exterior
- V3=Doors/screens/windows lock/operate properly/need repair
- V4=Water supply must be copper or stainless steel braided/missing shut-off valve/handle
- V5=Drain/tailpiece/fixture/connection needs repair/replace
- V6=Flexible/rubber connection/S-trap drain not allowed
- V7=Walls/shower/floors/ceilings/surfaces in disrepair/unsanitary

(E.g. W3=V2,V3 &V4)

F - Laundry:

- V1=GFCI protect receptacles near any open water source
- V2=All electrical extension cords must be removed
- V3=Flexible/rubber connection/S-trap drain not allowed
- V4=Laundry/sink not to sanitary sewer/not vented-install to code
- V5=Sink water supply must be copper or stainless steel/missing shut-off valve/handle
- V6=Dryer vent not installed properly/need 4" diameter, 8' flexible, 1 piece length/must vent to exterior/rigid from wall to exterior
- V7=Walls/floors/ceilings/surfaces in disrepair/unsanitary
- V8=Dryer missing gas shut-off/NEMA 4-wire/proper gas line
- V9=Vacuum breaker faucet if threaded
- V10=Remove screws/obstructions from dryer vent

G - Water Heater & Water Meter:

- V1=Relief valve missing/discharge pipe must be copper or galvanized steel (rigid/ no plastic) to 6 inches off the floor
- V2=Missing water shut-off/gas shut off
- V3=Remove flexible water pipe connection (must be rigid copper piping)
- V4=All gas piping must be black steel pipe (no flexible pipe)
- V5=Flue pipe must be secured with screws at every pipe joint-no holes/openings
- V6=Replace flue pipe/flame guard/support flue pipe with hangers/needs positive pitch
- V7=Missing ground bonding jumper over the water meter (requires #8AWG copper wire or larger)
- V8=Safety pan is needed for 2nd floor location
- V9=Missing dielectric unions
- V10=Expansion tank needed if backflow device present
- V11=Power venting PVC pipe to exterior

H - Furnace:

- V1=Missing gas shut-off valve
- V2=All gas piping must be black steel pipe (no flex)
- V3=Need 2 PVC pipes to exterior if high efficiency unit/must comply with unit manufacture installation requirements
- V4=Flue pipe must be secured with screws at every pipe joint-no holes/openings
- V5=Must support flue pipe with hangers/pipe needs positive

I - Electrical panel:

- V1=Each breaker must be labeled
- V2=Proper blank breaker cover for empty space in the panel required
- V3=Panel must be accessible (3 foot clearance in front of panel required)
- V4=Panel cover/door required
- V5=100 amp breaker circuits are required

J - Electric – general requirements:

- V1=All receptacles must be grounded (3 prong required)/wired properly
- V2=Extension cords cannot be used as permanent wiring
- V3=Habitable rooms must have proper amount of electrical to service the space
- V4=All electrical BX or Romex wiring must be removed and properly wired with conductors in conduit pipe
- V5=Wall switch to fixture or receptacle in room
- V6=Open/opening in junction boxes prohibited
- V7=Switch plates/receptacle trim plates missing

K - Basement: YES NO *Finished Basement*

- V1=All receptacles need GFCI protection in unfinished space
- V2=All electrical extension cords must be removed
- V3=Habitable basement requires proper egress escape window
- V4=Remove illegal walls/ doors/ rooms/ electrical/ plumbing - obtain a permit to retain or demo and pass required inspections
- V5=Stairway/access must be safe/secure/no clutter/need 3-way switch
- V6=Walls/floors/ceilings/surfaces damaged/cracks/holes need repair
- V7=Doors/screens/windows lock/operate properly/need repair

L - Groundwater Sump Pump/Basin:

- V1=Must discharge into the yard (not into sanitary sewer)
- V2=Check valve required
- V3=Must have a removable proper fitting steel/plastic cover
- V4=No extension cord allowed

M - Sanitary Ejector Pump/Basin:

- V1=Must discharge into the sanitary sewer/missing vent
- V2=Must have steel/plastic cover and be sealed
- V3=2 inch check valve required
- V4=No extension cord allowed

N - Garages:

- V1=All receptacles are required to be GFCI protected, except single dedicated outlet for door opener
- V2=Direct receptacle is required for door opener
- V3=All electrical BX or Romex must be removed and replaced with conductors in conduit pipe
- V4=Minimum 20 minute fire rated door between garage and dwelling space.
- V5=Walls/ceilings damaged/cracks/holes need repair/must maintain complete 1 hour rating
- V7=All electrical extension cords/ungrounded adaptors must be removed
- V8=Self-closing device required on fire rated door.

O - Exterior & Accessory:

- V1=Address character/ numbers a minimum of 4 inches high and ½ inch wide visible from the street shall be installed on structure
- V2=Exterior surfaces must be in good repair (rotting wood, peeling paint, etc.), including siding and roof
- V3=Grass and weeds must be cut
- V4=Front and/or back yard hose bib needs vacuum breaker
- V5=All exterior electrical receptacles (minimum 1 required on structure) to be GFCI protected
- V6=Shed does not comply with code
- V7=Shed/accessory structure location too close to lot line, house or on an easement
- V8=Window wells must be covered
- V9=Pool not in compliance due to location, GFCI, fencing, condition
- V10=Remove illegal deck/shed/driveway/structure or obtain a permit and compliance approval
- V11=Loose/missing guard/handrail on deck / deck stairway
- V12=Fence in need of repair/code compliance
- V13=Missing handle on hose bib
- V14=Shed electric must comply to code
- V15=Exterior lighting must be in proper working condition
- V16=Driveway/walkway must comply with code
- V17=Remove debris from around yard/ house/ shed

P - Other:

- V1=Operable deadbolt without use of key if present on entry door
- V2=Interior surfaces must be maintained, clean and in sanitary condition
- V3=Signs of moisture damage/fungus/possible mold - remediate area (must remove drywall and remediate and replace drywall)

