



**Department of
Community Development**
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Commercial Real-Estate Transfer Inspection	
Case #:	_____
Address:	_____
Name of business:	_____
Date:	____/____/____ Time: _____
Inspector:	_____ Insp. ID #: _____
Re-Insp. on	____/____/____ <small>Rev. 11/08/2021</small>

The Village of Glendale Heights requires real-estate transfer inspections to identify issues that are not in 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 private home inspector and buyer.

Occupied Vacant

The following listed items detail the current violations for the above address, which must be corrected & re-inspected for compliance within the time frame 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

- 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.

A - Exterior:

- Parking lot condition
- Parking lot striping
- Accessible parking spaces / markings / signage
- Building façade / walls condition
- Exterior signage
- Receptacles with GFCI protection and weather cover
- Dumpster corral condition
- Dumpster located within corral

B – Interior - Office:

- Doors and hardware comply with egress requirements
- Exit sign and emergency light placement / operation
- Fire extinguisher placement / certificate
- Extension cord wiring cannot be used as permanent wiring
- General maintenance and condition of walls / floors / ceilings
- Service counter ADA compliant
- Access aisles throughout space maintained
- Elevator certificate present / current

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."

- Stairway condition and egress compliant
 - Sprinklers maintained and free of defects / obstruction
 - Non-compliant or unpermitted alterations
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C – Interior - Bathrooms:

of bathrooms _____

location of bathrooms _____

- Lavatory sinks ADA compliant
 - Lavatory sink plumbing covered / protected
 - Receptacles GFCI protected
 - Exit sign and emergency light placement / operation
 - Doors and hardware comply with egress requirements
 - General maintenance and condition of walls / floors / ceilings
-
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D – Mechanical Area:

- Doors and hardware comply with egress requirements
 - Exit sign and emergency light placement / operation
 - Fire extinguisher placement / certificate
 - Receptacles GFCI protected near water source
 - Gas piping rigid gas piping to appliances / equipment
 - Gas shut off valves at fuel burning appliances
 - Boilers / storage tanks with State Inspection tags / certificates current
 - Backflow devices present where required (fire protection, domestic water, fire by-pass, irrigation, etc)
 - Backflow devices with current certificates
 - Water heater installation appears non-compliant
 - Expansion tank needed where backflow device present
 - Water heater relief valve missing / discharge pipe to be galvanized or copper within 6" of floor
 - Water heater safety pan for elevated or above grade locations
 - Fire stopping of walls / floors / ceilings
 - General maintenance and condition of walls / floors / ceilings
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E – Electrical Area:

- Doors and hardware comply with egress requirements
- Exit sign and emergency light placement / operation
- Fire extinguisher placement / certificate
- Receptacles GFCI protected near water source
- Overcurrent protection / breakers completely labeled
- Open / missing breaker locations properly covered
- Breaker lock clips on exit / emergency lighting circuits
- Ground bonding jumper
- Non-compliant or unpermitted alterations
- Fire stopping of walls / floors / ceilings
- General maintenance and condition of walls / floors / ceilings

