



City of North Chicago
Department of Economic & Community Development
1850 Lewis Avenue
North Chicago, IL 60064
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Inspection Checklist for Occupancy/Sale Inspections

(Updated February 2011)

The City of North Chicago requires that all residential dwellings be inspected at change of occupancy and prior to sale of residential property. This inspection checklist is provided to enable you to prepare for your property inspection. Items listed on this checklist are based on City of North Chicago ordinances and the 2006 International Property Maintenance Codes. Inspectors will be using this list during their inspections. If you have any questions, feel free to call the Economic & Community Development Department at 847-596-8650, Monday through Friday, 8 a.m. to 5 p.m.

EXTERIOR OF STRUCTURE AND SURROUNDING PROPERTY

- ___ House Numbers: must be visible from the street; minimum 4 inches high
- ___ Gutters: in good working order; reasonably straight; securely fastened; downspouts in place
- ___ Chimney: in good repair; no cracks;
- ___ Roof: shingles in good repair; no missing shingles; 2 layers maximum; no evidence of curling
- ___ Lighting: working entry light (front and rear)
- ___ Soffit/Fascia/Siding: in good repair; no evidence of rot; wood painted or covered with aluminum or vinyl
- ___ Outside Electrical Outlets: must be GFCI; must be covered
- ___ Outside Water Faucets: must be anti-siphon type
- ___ All Operable Windows: must have screens; properly fitted and in good repair; no boarded windows
- ___ Storm Doors: must be in good repair with properly fitted windows and/or screens
- ___ Entry Doors: all entry doors must provide a weather tight seal at the jamb; in good repair with operable hardware
- ___ Decks/Porches: must be in good repair; railings required for heights over 18 inches; no missing slats or ballusters; width between slats or ballusters must be 4 inches or less; deck must be properly secured to house; porch overhangs must be adequately supported
- ___ Concrete Stoops: in good repair; railings required in three steps or more
- ___ Walkways: in good repair; no obstructions
- ___ Driveways/Parking Spaces: in good repair; must be paved (asphalt or concrete); two parking spaces for each residential unit
- ___ Yard: must be clean; no junk, trash, or debris; trees and shrubs must be adequately pruned; lawn areas in good condition
- ___ Fences: must be in good repair; perfectly upright; no slats missing; gates must be in good repair and operate properly

- ___ Utilities: **all required utilities must be on for occupancy**
- ___ Garage/Accessory Buildings: in good repair (roof, soffit, fascia, siding, and gutter requirements same as house); all doors must be weather tight and operable; any electric wiring must be in conduit; all outlets must be GFCI protected; all lighting used must be operated by switch
- ___ Electric Meter: must have conduit mast/riser (unless underground electric); securely fastened to house; must have proper outside ground
- ___ Mailboxes: west side of Lewis located on the street; east side of Lewis located on the house

INTERIOR

General:

- ___ Smoke Detectors: required to be hard-wired with battery back-up; must be wired in series for new construction only (which means that if one detector activates, all will activate); **smoke detectors are a life-safety item required for occupancy**; requirements are as follows:
 - In each sleeping room
 - In the immediate vicinity outside sleeping rooms
 - In basement
- ___ Carbon Monoxide Detectors: required within 15 feet of sleeping rooms; may be hard-wired, plug-in, or battery-operated
- ___ Electric Panel: must be 100 AMP for each dwelling unit; circuit breakers; properly labeled; open spaces must have blanks installed; area in front of panel must be free of obstructions; panel must be grounded to water meter on house side
- ___ Electrical Outlets: located within 6 feet of any sink must be GFCI protected; all outlets must be 3-prong grounded and free of paint
- ___ Light Fixtures: must have globes (including halls and stairways); not required in basements unless converted to habitable space
- ___ Heating: all forced air registers and cold air returns to have proper covers; baseboard heat radiators will be properly mounted and have proper covers
- ___ All Interior Doors: must function properly with correct hardware; must be in good condition

Basement:

- ___ Walls: in good condition; no signs of bowing; no major cracks; dry
- ___ Floor: in good condition; no signs of heaving; no major cracks
- ___ Floor Joists (for 1st floor): in good condition; free from rot; no evidence of major sagging
- ___ Stairs: in good condition; secure treads; continuous handrail properly secured
- ___ Furnace/Boiler: provide documentation of most recent servicing and/or new installation
- ___ Water Heater: provide documentation of most recent servicing (gas only) and/or new installation; relief valve must be piped so that end of pipe is within 6 inches of floor
- ___ Water Meter: installed; grounding jumper wire from street side to house side
- ___ Sump Pump (Optional): in good working condition; sump pit must have cover; sump discharge cannot be tied to sanitary sewer – must discharge to outside of house or be tied into storm water main
- ___ Ejector Pump (Overhead Sewer Systems): must be in good working order; pit must be properly covered and sealed.
- ___ Electric Wiring: must be in conduit; BX and Romex wire use is prohibited; flexible conduit

(Greenfield) may be used for whips at lengths not greater than 6 feet; all junction boxes must have covers; open knock-outs must have blank installed

- ___ Windows: must be in good condition; no broken panes; operable windows must function properly; emergency egress window must be installed if basement is to be used as habitable space
- ___ Laundry Tub Fixtures: must be anti-siphon type

Kitchen

- ___ Plumbing: in good working order; no signs of leaks/corrosion; operable water shut-off valves under sink; drains operate freely; garbage disposal (optional) must be operable
- ___ Cabinets/Drawers/Countertops: in good working condition; no missing parts
- ___ Stove/Oven (Gas): must have operable shut-off valve
- ___ Windows: weather tight; operate properly; properly glazed; sash and trim painted or sealed
- ___ Exhaust Fan/Hood (Optional): must operate correctly
- ___ Walls: in good condition; free from holes; repairs painted to match color scheme of kitchen; no openings around electrical outlet covers
- ___ Ceiling: intact; in good condition; no openings around light fixture
- ___ Lighting: must be adequate; must include overhead lighting; operated by wall switch

Bathroom

- ___ Lighting: at least one light must be operable by a wall switch
- ___ Plumbing: must be in good repair; no leaks; shut-off valves for sink and toilet
- ___ Ventilation: there must be an operable exhaust fan if there is no openable window; if a window is present, must be in good workable condition with screen installed
- ___ Electrical Outlets: must be GFCI if located within 6 feet of the sink
- ___ General Condition: must be in good condition; areas around tub/shower must be properly caulked; ceramic tile must be properly grouted with no missing tile; no mold or mildew present
- ___ Walls/Ceiling: must be in good repair and intact; all openings must be covered and/or sealed
- ___ Floor: in good condition; no missing tiles or loose grout

Living Room

- ___ Walls: in good condition; free of holes; clean/consistent color scheme; no openings around electric outlet covers
- ___ Ceiling: intact; in good condition; no openings around light fixtures
- ___ Flooring: carpet properly fastened, intact, and in good condition; wood, laminate, and vinyl flooring to be properly installed and in good condition
- ___ Electrical Outlets: One outlet for every 12 linear feet around room; minimum of 3 outlets.
- ___ Lighting: ceiling light must be operated by wall switch; if no ceiling light, then at least one outlet must be switched
- ___ Windows: fixed windows must be free from cracks, properly glazed with frame and trim painted or sealed; operable windows must function properly; all windows must be weather tight

Stairways

- ___ Stairs/Landings: must be in sound condition and good repair; carpeting must be securely fastened (if used); handrails shall be securely fastened and run continuously along flight of stairs
- ___ Lighting: lighting for stairway must be on the three-way switch

Bedroom(s)

- ___ Walls: in good condition; free of holes; clean/consistent color scheme; no openings around electrical outlet covers
- ___ Ceiling: intact; in good condition; no openings around light fixtures
- ___ Flooring: carpet properly fastened, in tact, and in good condition; wood, laminate, and vinyl flooring to be properly installed and in good condition
- ___ Electrical Outlets: one outlet for every 12 linear feet around room; minimum of 3 outlets
- ___ Lighting: ceiling light must be operated by wall switch; if no ceiling light then at least one outlet must be switched
- ___ Emergency Egress: must have at least one egress window (5.7 Sq. Ft.) with sill no higher than 44 inches from finished floor (only required if new construction or if property has been vacant for greater than 6 months)
- ___ Closet: operable doors with functional hardware; existing light fixtures in closets must be fluorescent

NOTE:

Areas that are found deficient during the inspection must be brought into compliance prior to issuance of an occupancy certificate. If the residence is currently occupied, a 30 to 90 day temporary occupancy may be issued, during which time the property owner must bring code deficiencies into compliance.

Sale inspections can be approved with or without occupancy. The “as-is” sale provides an “approval for sale, no occupancy” certification. The buyer and seller than will have to negotiate who will be responsible to bring the deficiencies into compliance. An occupancy inspection will then have to be rescheduled prior to anyone moving into the residence.

Occupancy loads are calculated during the inspection. The calculations are based on the usable square footage in each bedroom. The occupancy loads will be noted on the occupancy certificate and will become a part of the permanent record of the property. Occupancy certificates may be picked up at the Economic & Community Development Department after the inspection is completed.

OWNER OR OWNER REPRESENTATIVE AND TENANT MUST BE PRESENT FOR SCHEDULED INSPECTION.

IF TENANT UNABLE TO BE HOME DAY OF INSPECTION, TENANT MUST PROVIDE NOTARIZED LETTER TO OWNER/REPRESENTATIVE AUTHORIZING ENTRY BY DAY OF INSPECTION OR INSPECTION WILL NOT BE PERFORMED AND WILL NECESSITATE RESCHEDULING.