



**CITY OF NORTH CHICAGO
ECONOMIC & COMMUNITY DEVELOPMENT
1850 N. LEWIS AVENUE
NORTH CHICAGO, IL. 60064
OFFICE (847) 596-8650
FAX (847) 596-8669**



SALE & RENTAL INSPECTION CHECKLIST

**** DISCLAIMER ****

***** This list is meant to be utilized as a guide and only highlights sections of the building code *****

- *Verify that all permits are valid. Verify that all permit inspections (rough, final, etc.) have been approved.*
- *Verify that a "Certificate of Zoning Compliance" has been issued for the number of legal dwelling units approved by zoning.*
- *Utilities: all required utilities must be on to receive a Certificate of Occupancy.*
- *A "Buyer's Acknowledgement" form must be signed and notarized by the buyer and seller before the transfer and returned to the building department.*
- *All properties require the installation of hard-wired smoke detectors with battery back-up, per City Ordinance, 12-14-2. PERMITS REQUIRED.*
- *Any questions regarding the installation of sprinklers shall be directed to the City of North Chicago Fire Marshall.*
- *For information regarding the City of North Chicago Amendments, go to:
https://library.municode.com/il/north_chicago/codes/code_of_ordinances*
- *For information regarding the Adopted Building Codes, go to:
https://library.municode.com/il/north_chicago/codes/code_of_ordinances?nodeId=TIT12B_URE_CHIBUCOGEPR*
- *For further information regarding Zoning, Subdivisions and Building Permits, go to:
https://www.northchicago.org/economic_development*

INSPECTION RESULTS, 4 OPTIONS:

1) APPROVED FOR SALE & OCCUPANCY

No violations documented; all items pass. The owner shall pick up Occupancy Certificate within 30 days.

2) APPROVED FOR SALE, NO OCCUPANCY

If a "LIFE-SAFETY" violation is documented during the inspection, the inspection will automatically "FAIL". LIFE-SAFETY violations include ANY electrical violation or any violation that will impact the health and welfare of the occupant. The new owner will have 30 days to correct the violations, under permit, and call for re-inspection. Reasonable extensions may be granted upon request.

**** A property transfer may still take place, but a "Buyers Acknowledgement" form shall be signed and notarized, before the transfer, by both the seller and the buyer.****



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3) TEMPORARY OCCUPANCY

Temporary Occupancy may be granted for 30 days only, when the property is occupied, at the time of sale. The Director in writing may grant extensions beyond 30 days.

Temporary Occupancy may also be granted for greater than 30 days if weather conditions will not allow a repair.

4) NOT APPROVED

If LIFE-SAFETY violations are discovered, they will have to be repaired immediately. As a result, the property transfer may be placed on hold.

Suppose alterations and repairs have been made without the application of proper permits. In that case, the property transfer will be placed on hold, until all permits are properly applied for, inspections completed and all fees paid.

LIFE-SAFETY violations are any electrical, plumbing, mechanical, fire or health violation. If, during the inspection, it is discovered that work has been completed without proper permits, the transfer/sale of the property will be delayed until all permits are properly applied for.

**ALL ITEMS MUST PASS INSPECTION
PRIOR TO RECEIVING A CERTIFICATE OF OCCUPANCY**

RENTALS

- "Certificates of Rental Occupancy" are valid for 2 years from the date of issuance.
- Once a "Certificate of Rental Occupancy" is issued, the owner shall apply for and validate their Landlord License.
- An owner may apply for and pay for a Landlord License, but the license will only be validated once a "Certificate of Rental Occupancy" is issued. Ord. 5-14-5

SALES

All properties require the installation of hard-wired smoke detectors with battery back-up, per City Ordinance, 12-14-2. PERMITS REQUIRED.

VACANT REGISTRATION

The City of North Chicago has partnered with PROCHAMPS.com to administer its Foreclosed Property and Extended Vacant Property registration programs. In order to comply with the Registration of Foreclosed Mortgaged Property and Vacant Property Ordinance, all Owners/Mortgagees/Trustees must register online via PROCHAMPS.com and pay a registration fee.



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EXTERIOR GROUNDS

- Garbage collection cans shall be stored out of public view: no overflowing garbage or rubbish on the property.
- Dumpsters and enclosures are required for all commercial property and residential properties four units and above.
- Required parking requirements per zoning sec 4.6.11, Table 3
- Driveways/parking spaces: in good repair; must be paved (asphalt or concrete); two parking spaces for each residential unit.
- No parking on grass or across a sidewalk.
- No inoperable/unlicensed motor vehicles
- Driveways, sidewalks, patios, entrance landings in good condition, and pitched away from structure
- Yard, landscaping, trees, and walkways in good condition
- Yards shall be clean and kept in a sanitary condition
- No encroachment or overgrowth into a public sidewalk, street, and alleys.
- No branches or bushes shall be touching the house or overhanging the roof.
- The grass height limit is 5"
- Graffiti shall be removed within seven days of the incident.

ELECTRICAL SERVICE DROPS

- 10 ft. above walking surfaces
- 12 ft. above driveways
- 18 ft. above the roadway
- 22 ½ feet in any direction for swimming pools
- 10 ft. over flat roofs used for walking, otherwise 8 ft.
- 3 ft. above roof if slope is greater than 4/12
- Max length of service wire from the pole to the residence is 150 ft.
- 10 ft. above the floors of decks, porches & balconies
- Free from the interference of trees
- 5 ft. away from sides or bottoms of windows, doors, or fire escapes
- Service mast secured to house/structure, clamps every 5 to 6'
- Service cap weather tight
- Presence of drip loop, 18" above the roof
- Neutral wire attached to house or electrical mast
- Service entrance splices/wires in good condition
- Verify water pipe grounding connection to ground
- ** Local Utility Company may have additional requirements **



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OTHER ELECTRICAL EXTERIOR

- Exterior light fixtures installed at exit doors & stairs
- Exterior boxes, conduits & fittings listed for wet locations
- Exterior outlets shall be GFCI protected
- Electrical Drops (See above)
- Grounding – See Bonding & Grounding
- Exterior GFCI receptacles to have weatherproof boxes

ACCESSORY STRUCTURES

- Exterior structures (fences, sheds, decks, retaining walls, detached garages) shall be in good condition.
- No graffiti, peeling paint, broken windows, holes in soffits, fascia, or siding.
- No evidence of termite, carpenter ant damage, or rotted wood.
- Fences shall be upright, free of graffiti, no missing or broken fence slats.

DECKS, PORCHES, STAIRS

- All structural members shall be maintained in good condition with proper anchorage and capable of supporting all imposed loads.
- Porch/Deck/Railings: required for heights over 18 inches; no missing slats or balusters; width between slats or balusters must be 4 inches or less; deck must be adequately secured to house; porch overhangs must be adequately supported
- Concrete Stoops: in good repair; railings required if three steps or more
- Min. 36" high guardrail
- Stairway treads and risers solid and consistent rise/run
- Stair handrails installed where required, stable and in good condition
- Graspable handrail 1-1/4 - 2" cross-dimension

GARAGES

- Electrical drop over garage proper height. See "Electrical Drops" above.
- A garage is straight, not bowed, racked, or sagging.
- Windows in good condition.
- Overhead & main doors in good condition and function properly
- The garage shall contain one GFCI protected outlet
- Automatic garage door opener: operates properly, stops properly for obstacles, has a dedicated outlet with no use of extension cords



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ATTACHED GARAGES

- Door from garage to house to be self-closing, 1-3/8 solid core or fire-rated and labeled 20 minutes
- Fire separation between house & garage: For attached garages and garages within 3' of residence.
- Wall adjacent to house - 1/2" minimum gypsum board
- Garages beneath habitable rooms – 5/8" minimum Type X gypsum board
- All penetrations sealed

STRUCTURE EXTERIOR

- Address numbers attached adequately to the front of the building.
- **Although not required, it is recommended to install address numbers on the rear of the property (if adjacent to an alley) on the back of the garage or fence for emergency personnel to identify the residence.
- Mailboxes: west side of Lewis located on the street; east side of Lewis located on the house
- The structure is straight, not bowed, raked, or sagging
- Chimneys: straight, correctly flashed, no evidence of damaged bricks or cracked joints, mortar/cement cap in good condition
- Roof, soffits, and fascia boards in good condition; no holes or damage, decay, no stains or moss build up.
- Composition shingles: no curling, no cupping, no loss of granulation particulate, no broken, damaged, or missing shingles, no more than two layers of roofing
- Wood shingles or shakes: no mold, rot, or decay, no cracked/broken/missing shingles, no curling
- Flat roofs: no apparent patches, no cracks or splits, minimal blisters, and wrinkles. No silt deposits (indicates improper drainage), sealed tar at flashings
- Flashing around all roof penetrations
- No evidence of excess roofing cement/tar/caulk
- Exterior venting for eave areas: vents are clean and not painted over
- Proper roof ventilation

FOUNDATION / WALLS / SIDING

- Visible foundation in good condition - appears straight, plumb, with no significant cracks
- Adequate Clearance between ground and wood siding materials (6" minimum)
- No wood-to-earth contact
- Siding: no cracking, curling, loose, rot, or decay
- Exterior paint or stain: no flaking or blisters
- No stains on exterior surfaces (algae, moss, mold)
- Masonry veneers: no cracks in joints, no broken, spalling, or flaking components
- Mortar and weep holes in good condition / no tuck-pointing required



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- Stucco / EIFS: no large cracks, mold, water damage
- Vinyl or aluminum siding: no dents, damage, no bowing or loose siding
- No vines or vegetation growth on the surface of the structure
- All exterior wall penetrations (piping, boxes, etc.) are sealed

GUTTERS / DOWNSPOUTS / DRAINAGE

- Gutters/downspouts/extensions: shall be clean, no vegetation, decay, or rust, joints sealed, attached securely to structure, no bending or sagging, no sections of gutter or downspout missing
- Downspout drainage directed away from the structure. Grading shall divert water away from the structure to prevent erosion of soil & accumulation of stagnant water.
- Sump Pump: in good working condition; sump discharge cannot be tied to sanitary sewer – must discharge to outside of the house. If tied into storm water main, must have permission from public works.
- The sump shall terminate within the property line, not in parkway, street, or divert water to the neighboring property to cause a drainage issue.

WINDOWS / SCREENS / DOORS / LOCKS

- All 1st-floor windows shall have window locking devices, *required for rentals*
- Safety glazing within 3' of walking surface of stairs and door swings
- Screens installed correctly, in good condition, no holes, and tears
- Wood frames and trim pieces are secure, with no cracks, rot, or decay
- Joints around frames are caulked
- No broken glass (window or storm panes), no broken double-paned, insulated window seals.
- Window glazing compound in good condition
- Storm windows or thermal glass used
- Drip caps installed over windows
- Window & door flanges flashed / sealed & insulated between frame & jamb
- Means of egress doors – shall be openable from the side in which egress is made without need for keys or special knowledge.

SWIMMING POOLS

- Electrical Drops - overhead wires shall be away from a pool a minimum of 22 ½ feet in any direction
- Electrical shall be GFCI protected
- See IPMC 2006, Sec. 303 for additional information
- If depth is greater than 24" deep, a fence or barrier at least 48" in height above the finished ground is required
- Gates shall be self-closing & latching



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BASEMENT

- Min. 6'-8" ceiling height in unfinished basements
- Min. 7'-0" ceiling height in finished habitable rooms
- Shall have a hard-wired smoke detector with battery back-up
- If the basement is finished, a permit shall be on file with City, verify
- If finished: Egress window min 5.7 square feet and min. opening 24" height; min 20" width, with an appropriately sized window well
- No evidence of moisture
- Foundation (exposed) - no bowing, no significant cracks, staining, flaking, or efflorescence
- Structural wood (visible) - no sagging, damage, decay, or stains. No damage from insects, notching, or boring
- Sills attached to the foundation with anchor bolts, maximum anchor bolt spacing 6' on center; minimum (2) per sill plate within 12" & not more than (7) bolt diameters from plate ends
- Insulation at rim/band joists
- Beams, in good condition, not cut or improperly notched, seated properly in pockets
- Beam, girders & joist bearing min 1-1/2" at wood framing; 3" min at masonry; or approved metal hanger
- Posts columns on footings, adequately connected, supported and strapped
- Notched / bored studs to have metal nail guards on each side
- Only pressure treated lumber in contact with concrete
- Sufficient insulation and properly installed insulation in walls, attics, and rim joist
- Laundry Tub Fixtures: must be anti-siphon type

ELECTRICAL

- Service panel: 100 AMP minimum. 30" Clearance of all directions in front of the panel.
- **Federal Pacific Pushmatic Panels shall be replaced under permit**
- Other Pushmatic Panels shall be inspected by a licensed electrician who will provide a detailed report of condition and life expectancy to the City
- No aluminum cable for branch circuits.
- Wiring attached to the panel with cable connectors; fuses, or breakers not to overheat
- All circuits labeled on the panel cover
- Electric panel securely mounted to the wall with solid wood, plywood, metal brackets & be weather resistant
- 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
- Visible wiring: in good condition, no "knob-and-tube" wiring, no exposed splices, cables secured and protected
- All boxes secured, no over-fill, no pancake boxes, no double taps



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- No open knockouts on boxes or at the electric panel
- General receptacle spacing at 12' O.C. & within 6' of all openings & a wall greater than 24" wide
- No open electrical splices
- GFCI receptacle locations within six feet of all water sources

SUMP / EJECTORS

- Dedicated outlet
- Sump Pump: in good working condition; sump pit must have covered; sump discharge cannot be tied to sanitary sewer – must discharge to the outside of the house or be tied into storm water main with permission from public works
- Ejector Pump (Overhead Sewer Systems): must be in good working order; pit must be adequately covered and sealed.
- Sump pumps and Ejector pumps must have backflow preventers

WATER SERVICE

- Grounding - meter jumped - street, to house, to the panel.
- Check for straight piping. (Report to public works)
- No female PVC threaded fittings
- Soldered/brazed joints for copper/brass
- Pipe supported at all cross-over
- Frost-proof hose bibs & vacuum breakers

BONDING & GROUNDING

- Metal natural gas piping must be bonded to the grounding system.
- Verify bonding of the gas piping to the house electrical grounding system at the water heater - gas to hot & cold.
- Verify jumper wire at the water meter to maintain continuity of ground for the gas piping.
- Verify jumper wire from street-side water piping and jumped to house-side water piping and back to the panel.
- Verify water pipe grounding, connection to ground, (earth grounding)
- Verify ground wire from service box to piping, to ground rod (water pipes, ground rods, etc.)

MECHANICALS

- Special Hazard Area Protection (2000 Life Safety Code, as adopted by the State of Illinois) 8.4.1
- Enclose area with fire barrier without windows with 1 hr. fire-resistance rating (Sec. 8.2) or
- Protect the area with an automatic extinguishing system per Sec. 9.7 (sprinkler head installation) required over gas burning furnaces and water heaters.
- Certifications required for all mechanicals submitted to City each inspection cycle



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- One heat source per dwelling unit if forced air No asbestos on heating pipes, water pipes, or air ducts
- Metal HVAC duct supported 10' O.C. with 18 gauge ½" wide straps, sealed ducts

WATER HEATERS / BOILERS / FURNACES

- Properly bonded (See Grounding & Bonding)
- Temperature not less than 110 degrees, correctly sized for occupancy load
- Electrical WH shall have adequately sized electrical wiring
- Proper Clearance from combustibles. No leaks, no rust, no damage.
- Gas WH cannot be located in the bathroom bedroom or other occupied room usually kept closed unless adequate combustion air is provided.
- Must have flame burner cover
- Copper used for gas piping is prohibited. Black gas piping only, no leaks.
- Dielectric unions in good condition, no excessive corrosion or leaking
- Gas shut off valve within 6' of an appliance and in the same room
- Coldwater shutoff valves, good condition. The thermostat in good condition.
- TPR – BTU rating stamp shall be the same or larger than BTU rating of water heater
- Relief pipe galvanized or copper only, NO threads, terminate within 6" of the floor, sloped to the floor drain
- Drip leg properly sized
- Draft hood centered, properly connected (3 screw min.) to vent and properly pitched, connected and supported to the chimney, ¼" per foot

LOCATIONS OF WATER HEATERS

- If located in a garage shall be at least 18" above the floor
- If outside, should be on the pad to avoid rusting of WH feet
- If installed above living space, drain pan required.

BOILERS

- No leaks, rust, water dripping, or clogs.
- Safety controls in good condition
- Pressure-relief valve - Terminate within 18" of ground,
- High-temperature limit, Low-water cut out & Backflow preventer)
- Normal operating pressure between 12 to 15 psi
- The heat exchanger in good condition, no leaks
- Drip leg proper size
- Properly installed expansion tank



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FURNACES

- Return air from one dwelling unit shall not be discharged into another dwelling unit (M1602.2 Sec. 4)
- Certification & cleaning required regularly.
- Disconnect/shutoff switch at the furnace
- No odor of gas or sign of leaks
- Blue flames only, no shots cycling
- Venting properly pitched, secured & supported, no rust
- Draft hood centered, properly connected (3 screw min.) to vent
- Vent properly pitched to the chimney, ¼" per foot
- Look for melted hot/cold rings, corrosion, and soot
- Drip leg proper size
- Shut-off functioning, controls functioning, thermostat operable, no flex connectors

COOLING SYSTEM

- No rust around cooling unit
- Disconnect at AC Unit
- Combustion air vent required when gas appliances installed in confined space
- "B" vents installed with 1" min clearance to combustibles
- Furnace / AC condensate trapped & vented; slopes 1/8" per foot
- A/C refrigerant lines insulated

CRAWL SPACE

- Adequately vented to exterior
- Insulation on exposed water supply, waste, and vent pipes
- Insulation between crawl space and heated areas, installed with vapor barrier towards a heated area
- No evidence of insect or moisture damage

ATTIC

- If the attic area is finished, a permit shall be on file
- Min. 7'-0" ceiling height in finished habitable rooms
- Emergency escape & rescue opening required
- Roof rafters/ceiling joists size, species & grade
- Joists & rafters fastened to the top of the wall
- Provide min 22" x 30" finished attic access
- No stains on the underside of roofing, especially around roof penetrations
- No evidence of decay or damage to the structure



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- Proper insulation levels required

FIRE / SMOKE / CARBON MONOXIDE DETECTORS

Carbon Monoxide Detectors

- All rooms used for sleeping require the installation of a carbon monoxide detector within 15 feet of the sleeping room
- Installed on each level
- Smoke Detectors – Smoke detectors are required to be hard-wired with battery back-up and installed in the following locations:
 - In each room used for sleeping
 - In the immediate vicinity of the sleeping room
 - In basements & mechanical rooms
 - In habitable attics
 - One smoke detector in the hallway(s) of multi-dwelling buildings and at the top of any interior stairways. Smoke detectors located at the top of stairways shall satisfy the requirement for a hallway detector on that level.

Interconnection

- The interconnection of smoke detectors in a building is required only during new construction or a major renovation of a building.
- In some instances, the Director of Economic and Community Development or the Fire Protection Officer may require smoke detector interconnection in existing buildings based on extenuating safety issues.

EMERGENCY ESCAPE & RESCUE OPENINGS

- Required in each sleeping room
- Finished sill height not more than 44" above the finished floor
- Minimum net clear opening of 5.7 sq. ft. (Measured after the window is in an open position. $H \times W = 5.7$ sq. ft.)
- Exception: Grade floor, a net clear opening is 5.0 sq. ft.
- Operational from the inside of the room, without the use of keys, tools, or special knowledge

WINDOW WELLS

- Minimum horizontal area 9 sq. ft.
- Minimum horizontal projection 36"
- Exception: Ladder encroachment permitted to a minimum of 6"
- If the window well is greater than 44" deep, a permanent ladder is required

BEDROOMS / SLEEPING ROOMS

- Minimum room width 7'



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- The minimum floor area of 70 square feet
- Hard-wired Smoke detectors required
- Emergency and escape and rescue openings required
- Egress window sill height max 44" measured from the finished floor
- No keyed locks
- Light fixtures installed in closets measured horizontally min 12" or depth of the shelf. Covered fluorescent type.

HABITABLE ROOMS

- *See also sleeping rooms*
- Heating/cooling source in each habitable room
- Electrical outlets test properly (spot check)
- Adequate number of three-pronged electrical outlets in each room
- Lights and switches operate properly
- Floors, walls, and ceilings appear straight and plumb and level and in good condition
- No holes, stains on floors, walls, or ceilings.
- No peeling, flaking paint, no holes
- Doors operate efficiently and latch properly, no damage or decay, no broken hardware
- Windows: No broken glass, screens installed. Sashes not painted shut, no decay; windows and doors have weather-stripping, "weep holes" established and clear
- Evidence of adequate insulation in walls

FIREPLACES

- Provide certification from licensed chimney sweep that the fireplace is clean, inspected, and safe.
- No cracking or damaged masonry, no evidence of back-drafting, damper operates properly, the flue has been cleaned; the flue is lined

KITCHEN

- Working exhaust fan that is vented to the exterior of the building or an operable window required
- Stove (if gas) shutoff properly installed
- Ground Fault Circuit Interrupter ("GFCI") protection for electrical outlets within 6 feet of the sink(s)
- Kitchen counter receptacles, max space 48" on center and within 24" of ends of counter-tops
- 20 amp small appliance circuit for kitchen
- Electric wire/cable within cabinets protected from damage w/ metallic flex conduit & metal boxes installed
- No leaks in pipes under sinks, proper shutoff valves operable and accessible
- P-traps to be rigid piping (no flex / bendable piping)
- The floor in the cabinet under the sink solid, with no stains or decay



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- Water flow in sink adequate
- No rust, leaks, or drips
- Built-in appliances operate correctly. (garbage disposal, dishwasher)
- Dishwasher: drains appropriately, no leaks, baskets, door spring works properly
- Cabinets clean & sanitary, in good condition: doors and drawers operate properly

BATHROOMS

- Shower compartment min headroom height 6' 8"
- Safety glazing required for shower doors
- Min 50 cfm exhaust fans installed in bathrooms or an operable window.
- Working exhaust fan, vent to the exterior (shall NOT terminate in the attic space)
- Ground Fault Circuit Interrupter ("GFCI") protection for electrical outlets within 6 feet. of the sink(s)
- Lighting in showers approved for wet-location
- Adequate flow and pressure at all fixtures
- Proper shutoffs installed properly
- Sink, tub, and shower drain properly
- P-traps to be rigid piping (no flex / bendable piping).
- Plumbing and cabinet floor under the sink in good condition
- If the sink is metal, it shows no signs of rust; overflow drain doesn't leak
- Toilet operates properly, stable, no rocking, no stains around the base
- No colors or evidence of past leaking around bottom of bath or shower
- Flooring nonabsorbent material, solid, in good condition
- Caulking in good condition inside and outside of tub and shower area
- Tub or shower tiles secure, wall surface solid
- 21" min clear space at the front of the water closet

SAFETY / STAIRS / RAILINGS

- Wall switch-controlled lighting outlet required at top and bottom of stairs
- Min. 6'- 8" headroom above stairs
- Rise 7 ¾ maximum / Run 10" minimum
- Landing at top & bottom required, depth equal to the width of stairs, min 36"
- Continuous graspable handrail (34"-38") needed on one side for four or more steps
- 36" guard minimum height, 4" minimum spacing. Required for surfaces greater than 30" above grade
- Min. 36" hallway width



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Other Floor and Wall Framing Requirements when alterations are made

- Notching and drilling per IRC
- Web stiffeners/bracing
- Joist lateral support with 2x solid blocking, bands, or rim joists
- Floor openings framed properly
- 2nd floor bearing walls perpendicular to floor joists not offset greater than the depth of joists
- Floor joist under & parallel with upper floor bearing walls doubled
- Fire-blocking at floor openings and in balloon framing
- Holes exceeding 1/2" shall be sealed
- Size, height, spacing of wood wall studs
- Exterior walls & interior bearing walls have double top plate; offset 24"
- No excessive holes or notching in studs
- Header/beam properly sized
- Fire-blocking at chases, soffits, framed pop-outs, top of entry & patio columns, top plate openings
- Adequate ventilation, clear path into the attic for air entering through soffit vents, adequately sized gable end louvers, all mechanical ventilation operational
- Insulation baffles installed at eave vents
- No plumbing, exhaust, or appliance vents terminating in the attic