



CHANGE OF OCCUPANCY INSPECTIONS

--- RESIDENTIAL ---

The West Chicago Housing Code requires the issuance of an occupancy permit when a property is sold. Please call 293-2200, ext. 131 a minimum of 24 hours in advance to schedule a Change of Occupancy inspection. The fee for the inspection is 0.11 cents a square foot.

- In addition to the items listed on the following page, the inspector will measure the dwelling unit to determine its maximum occupancy load. The International Property Maintenance Code has standards for habitable space based on square footage of bedrooms and living/dining areas. These standards, which are recognized by the U.S. Department of Housing and Urban Development and accepted by the courts, will be used to compute the load.
- After any violations are corrected, or if the inspector finds no problems, a *Certificate of Compliance* will be issued by the City.
- The new owner or tenant will fill out an *Application for Residential Occupancy*. By signing the form, the head of household claims responsibility for maintaining the number of occupants at no more than the occupancy load of the residence.
- An occupancy permit will be issued and the seller may obtain the deed certification, which must be placed on the deed prior to recording it with DuPage County. The residence can then be occupied.

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INSPECTOR CHECKLIST OF VIOLATIONS*

Interior

- Install handrail and guardrail to stairs with four or more risers
- Ground electric service to the street side of the water meter
- Identify all circuits located at panel
- Replace missing knock-outs and covers on electric boxes and switches
- Add ¾-inch blow off pipe to water heater
- Add a minimum of 2 screws to flue pipe joints where needed
- Add sealant to flue pipe where connected to chimney
- Provide outlet where extension cords are used as permanent wiring
- Install GFCI (Ground Fault Circuit Interrupters) to all outlets in the bathroom. (Minimum of one outlet adjacent to the sink is required)
- Provide ventilation in bathroom by a mechanical system or window
- Install light in mechanical room, stairways, hallways, and laundry room
- Install GFCI to all kitchen countertop outlets
- Provide 2 remote outlets per habitable room

Fire Safety Requirements

- Provide testable smoke detector for each floor
- Install incandescent light fixtures at least 18" from hangbar measured horizontally in all clothes closets, or remove entirely
- Replace keyed deadbolt with thumb latch on exterior exiting doors

Exterior

- Ground electric service with driven ground rod to street side of water meter
- Add ground faults to all exterior outlets
- Add ground faults to all accessible outlets in the garage
- Add back-flow preventors to all hose bibs, including laundry tub
- Install handrail and guardrail to stairs with four or more risers
- Replace all broken windows
- Repair siding if needed
- Surface coat peeling paint and replace rotting wood on house and garage
- Add street numbers (at least 3" high) to front of building
- Replace any rotting boards and properly surface coat and straighten fence
- Cut weeds down to 8" or less
- Remove all accumulations of rubbish and garbage from premises

*only a partial list