

CHANGE OF OCCUPANCY INSPECTIONS

RESIDENTIAL:

The Village of Round Lake Park requires the issuance of an occupancy permit when a property is sold or rented. Please call 847-546-2790 a minimum of 24 hours in advance to schedule a Change of Occupancy inspection.

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 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 village.



The Village of Round Lake Park
The Community with a Heart

203 E. Lake Shore Drive * Round Lake Park, Illinois 60073
Phone: 847.546.2790 * Fax: 847.546.6847 * Website: www.roundlakepark.us

INSPECTION CHECK LIST

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 balusters; width between slats or balusters 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 on three steps or more
- _____ Walkways: in good repair; no obstructions
- _____ Driveways/Parking Spaces: in good repair, paved and with two parking spaces for each residential unit
- _____ Yard: must be clean; no junk; 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

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

_____ Electronic 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 six (6) feet of any sink must be GFCI protected; all outlets must be three-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 must 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: (First Floor): in good condition; free from rot; no evidence of major sassing

_____ 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 six (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 System): 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 six (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: 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 fixtures

_____ Lighting: must be adequate; must include overhead lighting; operated by wall switch

_____ Electrical Outlets: must be GFCI if located within six (6) feet of the sink

Bathrooms

_____ 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 operable window; if a window is present, it must be in good workable condition with a screen installed

_____ Electrical Outlets: must be GFCI if located within six (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 a room; minimum of three (3) outlets

_____ Lighting: ceiling light must be operated by a wall switch; if there is no ceiling light, 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 in good repair; carpeting (if used,) must be securely fastened; 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 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 three (3) outlets
- _____ Lighting: ceiling light must be operated by wall switch; if there is no ceiling light, 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 six (6) months)
- _____ Closets: operable doors with functional hardware; existing light fixtures in closets must be florescent

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 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 Village Hall after the inspection is completed.



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BUILDING PERMIT INFORMATION

CALL THE BUILDING DEPARTMENT AT 847.546.2790 TO SCHEDULE INSPECTIONS

Village Resident:

Below is a list of projects which require a permit. Most projects require two (2) copies of the property plat of survey locating by drawing on the plat the improvements being made. A certificate of insurance is required on file with the Village for any contractor that is doing the work.

Residents of Saddlebrook and Timber Creek are required to obtain and fill out an application for structural modifications/improvements before the Village can issue a permit.

Required Permits:

- Addition to structure
- Alteration of structural systems
- Central air conditioning
- Concrete work
- Decks
- Demolition
- Driveways & driveway ribbons
- Electrical work
- Fascia
- Fences
- Fireplace
- Furnace upgrades
- Garages
- Gazebos
- Lawn sprinkler systems
- Patios
- All plumbing work
- Re-roof
- Sheds
- Siding
- Spas/hot tubs
- Swimming pools
- Windows when changing dimensions

If you have any questions please contact the Building Department at 847.546.2790 or e-mail us at RLPark@villageofroundlakepark.com.

DEPARTMENT OF BUILDING AND ZONING

203 EAST LAKE SHORE DRIVE, ROUND LAKE PARK, ILLINOIS 60073 FAX 847-546-6847

NOTE:

No permit will be issued until this application has been completely filled in and submitted to the BUILDING & ZONING DEPARTMENT together with two sets of plans.

Fill in those sections below that apply to your project requirements. Leave others blank.

FLOOD PLAIN PARTIAL NONE STATE OF ILLINOIS } SS COUNTY OF LAKE }

FOR OFFICE USE ONLY TOWNSHIP SEC T R PERMIT NO. DATE 20 ZONING

Being duly sworn upon this oath, in making application for a permit from the Department of Building and Zoning, Deposits and Says:

OWNER NAME ADDRESS PHONE CITY

LEGAL DESCRIPTION OF SITE

ACCESSORY BUILDINGS:

Attached Garage Detached Garage Patio with Foundation Porch or Deck Fence

REMODELING:

Addition Alteration Demolition Foundation Moving Area Sq Ft Raising Repair Roofing Sharing Volume Cu Ft Siding Under-pinning

PLUMBING:

Base Min Fixtures

ELECTRICAL:

Residence Living Unit(s) Commercial Sq Ft

HEATING (STATE TYPE):

Residence Living Unit(s) Commercial Sq Ft

AIR CONDITIONING:

Air Condition

WATER HEATER:

Domestic Water Heater Sprinkler

MOBILE HOME SITE:

Floor Area Sq Ft Mobile Home or RV Site Number of Pads

CERTIFICATE OF OCCUPANCY:

Certificate of Occupancy Conditional Use Permit Other

BRIEFLY DESCRIBE WORK BEING DONE:

Blank lines for describing work being done.

NAME OF CONTRACTOR: PHONE: LICENSE NUMBER:

In consideration of this application, information sheet and other attached forms being made part hereof, and issuance of permits, I/we will conform to the regulations set forth in the Round Lake Park Building and Zoning Ordinances and other applicable ordinances.