



G O D F R E Y
ILLINOIS

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Occupancy Inspection Checklist

This is a guide for you to appropriately prepare for an Occupancy Inspection for the Village of Godfrey. The purpose of this inspection is to maintain a healthy and safe environment for those living in the Village of Godfrey. The main focus of this inspection is Life/Safety. The Criteria for this inspection is based on building code and property maintenance recommended by the Building and Zoning Administrator evaluated and passed by the Village Board.

Let us begin by clarifying some terms used in the inspection:

Exterior Property — The open space on the premises under the control of the owner or landlord.

Infestation — The presence, within or contiguous to a structure, of insects, rats, vermin or other pests.

Habitable space — Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls and storage (utility) spaces are not considered habitable spaces.

Garbage — The animal or vegetable waste from the preparation, cooking and consumption of food.

Rubbish — Combustible and noncombustible waste material, except garbage, including, yard trimmings, tin cans, glass, tree branches, scrap metal, rags, etc.

Ventilation — The natural or mechanical process of supplying air to or from any space.

Egress — A way of entering or exiting an area normally or in an emergency.

Inoperable Motor Vehicle/Water Craft — A vehicle which cannot be driven upon the public streets: unlicensed, abandoned, incapable of being moved under its own power.

You may ask the inspector to clarify these and other terms used in the inspection.

The next pages list those items which are evaluated in the inspection. Complying with these items will help the inspection move smoothly and reduce the cost and stress of having a reinspection.

EXTERIOR

_____ Address:

- Shall be in Arabic numerals with a minimum height of 4 inches with a minimum stroke of .5 inches.
- The Address shall be placed where it is plainly legible and visible from the street or road fronting the property.

_____ Property:

- Maximum height of grass 8 inches
- Weeds and excessive plant growth removed.
- All Premises shall be graded and maintained to prevent the erosion of soil and accumulation of stagnant water.
- Drainage of roofs and paved areas, yards, courts shall not be discharged in a manner that creates a public nuisance.
- Sidewalks and driveways shall be maintained from hazardous conditions.

_____ Roofing and Flashing:

- The roof and flashing shall be maintained free of defects that would admit rain or infestation.

_____ Siding and exterior surfaces:

- All chimneys shall be properly tuck pointed and structurally sound.
- All exterior surfaces shall be free of holes, breaks, loose or rotting material.
- Wood, metal and stone surfaces shall be protected from decay.
- All overhang extensions (canopies, metal awnings, carports, etc.) shall be properly anchored and maintained.
- All decking, stairs and balconies shall be structurally sound and maintained in good repair.

_____ Egresses:

- Doors, windows and hatchways for dwelling units shall be maintained to provide security for the occupant and property within structure.
- Basement entrances shall be maintained to prevent the entrance of pests, rain and surface drainage of water.
- Handrails and guards shall be firmly fastened and capable of supporting normal loads.
- Handrails and guards are required on stairs, decks, porches with more than four risers and more than 30 inches above grade or floor.
- Handrails and guards shall not be less than 30 inches in height or more than 42 inches in height above nosing of tread or floor.

- Screen doors and window screens shall be in good repair

_____ **Utilities:**

- Well water shall be properly certified as safe.
- Septic/Aeration systems shall be maintained and function properly.
- Natural gas service (including Propane and oil tanks) shall be properly installed and maintained.
- Electrical service shall meet present electric code requirements.
- Electrical service shall be secured to building and grounded.
- All exterior outlets must have a functioning closable cover.

_____ **Derelict (inoperable) motor vehicles and watercraft:**

- Inoperable motor vehicles and vehicular parts shall be removed from property
- Watercraft shall be properly covered or stored. (No standing water on covers or in watercraft.)

_____ **Pools and Spas:**

- A private pool and spa containing water more than 24 inches deep shall be completely surrounded by a fence or barrier at least 48 inches high.
- The barrier shall have self-closing and lockable gate(s).
- The pool and spa shall have a proper covering allowing rain and snow melt to flow off or through the covering. It shall not have standing water.
- A pool and spa shall be maintained in a clean and sanitary condition.
- All electrical outlets within 5 ft of the pool or spa surface must be on a Ground Fault Interrupted circuit or grounding type receptacle.
- All luminaries over 15 volts shall have ground fault circuit interrupter protection.

_____ **Garage (Attach or Unattached)/Accessory buildings:**

- Garages with electrical service must have GFI outlets or circuits.
- Accessory buildings (limited to storage, work and similar use) with electrical service shall have GFI outlets or circuits.
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INTERIOR

_____ **Lighting, Ventilation and Occupancy**

- Lighting Fixtures (at least one in each area)
 - Kitchen,
 - All bathrooms (toilet rooms),

All interior stairways,
Laundry room,
Boiler (furnace) room.

- Every habitable space shall have at least one window of approved size directly facing to the outside.
- Habitable ceiling height is minimum 7 ft.
- Basement ceiling height is minimum 6 ft 8 in.
- Sleep/study room ceiling height is 7 ft for at least 1/3 of the room square footage.
- Bedroom Minimums:
70 sqft for one person
100 sqft. For two
50 sqft. for every person over two (2)
Basement sleeping area must have 5.7 sqft. Egress window and window well.
- Access to a habitable space bedroom cannot be through another bedroom.
- Every bedroom shall have access to a water closet or bathroom on the same level as the bedroom.
- The minimum total window size for every habitable space shall be 8 percent of the area of a room.
- Every common halls and stairway in residential occupancies (other than single family dwellings) shall be lighted at all times (minimum 60 watt light for each 200 sqft.)
- Every bathroom (or toilet room) shall have an operable window or a mechanical ventilation system.
- Dryer must be vent outside the residence.

_____ Plumbing

- All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall function properly with no leaks and have hot and cold running water.
- Every plumbing stack, vent, waste and sewer line shall function properly and kept free from obstruction, leaks and defects.
- A sump pump for ground water (not combined with laundry sump) must not be attached to sewer system

_____ Sanitation

- Wall and ceilings shall be clean and free from peeling, chipping, abraded paint and cracks.

- The interior shall be free from the accumulation of rubbish and garbage.
- The owner shall supply one leakproof, covered outside garbage container. The occupant shall dispose of garbage in a clean and sanitary manner.
- All structures shall be kept free from insect and rodent infestations.

_____ **Mechanical and Electrical**

- All water heaters and furnaces must be working properly.
- All fuel burning equipment shall be provided an adequate supply of air for combustion and shall be connected to an approved chimney or vent.
- Electrical Service:
 - Minimum of 120/240 volts and 60 amps;
 - All wiring must be properly secured (No free or dangling wires);
- All: kitchen countertop outlets, bathroom outlets, laundry must have a Ground Fault Interrupted circuit or grounding type receptacle.
- Sump pump must be on a separate wired circuit or
- Ground Fault Circuit Interrupter
- No open spaces in service panel;
- No double lugging on circuit breakers
- Service panel must be accessible;
- Service panel properly grounded (preferably to the outside); Consult the National Electric Code.
- No missing or broken cover plates.

_____ **Fire and Safety**

- Smoke Detector in each bedroom;
- Smoke Detector outside *each* sleeping area;
- Smoke Detector on each level;
- Smoke Detector within 10 feet of each furnace and water heater (no door or barrier between);
- Smoke Detector must be ***tamper proof*** (sealed battery) detector required unless hardwired.
- Carbon monoxide detector required for natural gas heat or fireplace;
- Carbon monoxide detector outside each sleeping area;
- Carbon monoxide detector within 15 feet of each furnace and water heater (no door or barrier between);
- Carbon monoxide detector on each level;

- Carbon monoxide detector must be ***tamper proof*** (sealed battery) or hardwired.

_____ Fire rated drywall in garage on ceiling and wall that are attached to home. Fire rated door from garage to home.

_____ **Egresses:**

- All doors shall be readily openable from the side of egress without the need of key, special knowledge or effort.
- Every operable window must open and close and stay in place with its own hardware and lock.
- Stairs with more than 4 risers shall have a handrail on one side of the stairs.

_____ **Surfaces:**

- Foundation walls shall be free from: open cracks, bowing, severe breaks, voids at foundation plate; and shall support normal loads.
- Interior walls and ceiling shall be free from: open cracks, bowing and severe breaks.
- Stairs, floors and ramps shall be maintained structurally sound and capable of supporting normal loads.