GODFREY
ILLINOIS
You can see your future from here

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 heathy 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.

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, scape 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- A vehicle which cannot be driven upon the public streets: unlicensed, abandoned, incapable of being move 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.

_____ Grass maximum height 8 inches.

_____ Weeds and excessive plant growth removed.

_____ Grading and drainage: All premises shall be graded and maintained to prevent the erosion of soil and the accumulation of stagnant water.

_____ Sidewalks and driveways shall be maintained from hazardous conditions.

_____ No derelict (inoperable) motor vehicles or vehicular parts.

_____ Watercraft properly covered or stored.

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

_____ Siding and exterior surfaces shall be free from holes, breaks, loose or rotting material.

_____ All chimneys shall be properly tuckpointed and structurally sound.

_____ All exterior surfaces (wood, metal and stone) shall be protected from decay.

_____ All decking, stairs and balconies shall be structurally sound and maintained in good repair.

_____ Basement entrances (hatchways) 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 Walking area more than 30 inches above grade.

_____ Doors, windows and hatchways for dwelling units shall be maintained to provide security for the occupant and property within.

_____ All overhang extensions (canopies, metal awnings, carports, etc.) shall be properly anchored and maintained.

_____ Screen doors and window screens shall be in good repair.

_____ Utilities access shall be properly maintained.
Air conditioner must have a disconnect.
Well water shall be properly certified as safe.
Septic and aeration systems shall be maintained and function properly.
Natural gas service (including Propane and oil tanks) shall be properly installed and maintained.
Electric service shall meet present electric code requirements. Properly secured to building and grounded.

_____ Pool and spa shall be maintained in a clean and sanitary condition with proper covering.
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.
Gates and doors in such barriers shall be self-closing and lockable.

INTERIOR:

_____ Habitable Space:
Ceiling height Minimum 7 feet;
Basement ceiling 6 feet 8 inches;
Sleep/study rooms ceiling height 7 feet for at least 1/3 of the square footage of room.

_____ Foundation walls: shall be free from open cracks, bowing, severe breaks, voids in foundation at base plate, and shall support normal loads.

_____ Walls and ceilings shall be clean.
Peeling, chipping, cracks and abraded paint shall be repaired.

_____ Doors and windows shall fit reasonably well within the frame.
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.
Every habitable space shall have at least one openable window of approved size facing directly to the outside. The minimum glazed area for every habitable space shall be 8% (percent) of the floor space of the room.

_____ The interior shall be free from the accumulation of rubbish and garbage. All methods of egress (hallways) must be cleared.

_____ All structures shall be kept free from insect and rodent infestations.

_____ Stairs with more than 4 (four) risers shall have a handrail on one side of the stairway.

_____ Bedroom (Minimums):
70 square feet for one person;
100 square feet for two persons;
50 square feet for every person over two (2);
Basement sleeping area must have 5.7 square foot egress window and window well.

_____ Every bathroom (toilet room) shall have a window or a mechanical ventilation system.

_____ All water heaters and furnaces must be working properly.

_____ All kitchen sinks, lavatories, laundry facilities, bathtubs, and showers shall have no leaks, function properly and supplied with hot (tempered) and cold running water.

_____ All fuel burning equipment shall be provide an adequate supply of air for complete combustion and shall be connected to an approved chimney or vent.

_____ Light fixtures: (at least one fixture in each area)
Kitchen,
All bathrooms (toilet rooms),
All interior stairways,
Laundry room,
Boiler (furnace) room.

_____ Electrical Service:
Minimum of 120/240 volts and 60 Amps;
All wiring must be properly secured (NO free and dangling wires);
No open spaces in service panel;
Service panel MUST be accessible;
Service panel properly grounded (preferably grounded to outside);
No missing or broken cover plates.

_____ GFCI (Ground Fault Circuit Interrupter) (At least within 6 feet of any water source)
All Kitchen countertop outlets
Bathroom,
Laundry outlets,
Sections of unfinished basement
Sump pump on separate wired circuit or single outlet.

_____ Smoke Detectors:
In each bedroom;
Outside each sleeping area;
On each level;
Within 10 feet of each furnace and water heater (no door or barrier between);
Non-tamper proof detector required unless hardwired.

_____ Carbon Monoxide Detector (for Natural Gas heat or fireplace):
Outside each sleeping area;
Within 15 feet of each furnace and water heater (no door or barrier between);
On each level;
Non-tamper proof detector unless hardwired.

_____ Dryer must be vented to the outside.

_____ Fire rated drywall on ceiling and wall of garage if attached to home.
Fire Rated door from garage
Installation of all required fire separation including fire stopping components.