



BUILDING DEPARTMENT

8748 W. 82nd Place - Justice, IL 60458
Phone: (708) 458-2130 Fax: (708) 458-3207

SELF EVALUATION CHECKLIST FOR RESIDENTIAL AND MULTI-FAMILY DWELLING INSPECTIONS

The attached checklist was compiled to allow property owners to conduct a self-evaluation of their property, prior to arranging for the required rental or sales inspection. This list is not in any way intended to be a complete list of Code or Municipal Ordinance requirements. Some occupancies may require certifications to be completed on individual systems such as the heating appliances, roofing, or fire protection systems.

Place a (√) in the square before each question that may need to be corrected. This form is for the property owner's use. It is to your advantage to correct any problems you find prior to requesting the rental or sales inspection.

The first and subsequent re-inspection fee is included in the cost that you pay. Any additional re-inspections or the failure of the owner or agent to appear for a scheduled inspection will require additional fees to be charged according to our ordinance.

Some repairs may require registered contractors and building permits. If you have any questions, please feel free to contact the Building Department at (708) 458-2130.

HOUSING INSPECTION CHECK SHEET

EXTERIOR:

ROOF:

- When was the roof last replaced or repaired? _____
- How many layers of shingles on the roof now? _____
- Gutters - Are they clean and operating?
- Soffit and fascia - is there any rotten wood or missing boards?
- Soffit vents?
- Chimney - is it flashed properly.

SIDEWALK AND DRIVEWAY:

- Is there a sidewalk? If so, are they cracked or buckling? Is there a trip hazard?
- Look for overall condition including grass growing from the cracks.
- Steps/Railings - Are they cracked or loose?

GARAGE:

- Door opener?
- Roof, Soffit, fascia, construction - are there any rotten boards or broken windows?
- GFCI electric outlet.
- Proper wiring - no flex pipe or extension cords.

OTHER STRUCTURES:

- Deck
- Pool
- Shed
- Fence

ELECTRICAL:

- Service Size - 100 Amp minimum. (Outside pipe will be at least 2.25 inches; 1.5" for 60 Amp). Electric panel will have no missing breakers.
- Federal Pacific service panel is not acceptable.
- GFCI Outlets - Bathroom, Kitchen, Garage
- Outlets - from entry 12', then every 6' around the rooms.
- Outlet and switch plates must be affixed to electrical boxes.
- Proper wiring in conduit? No BX or extension cords.
- Electric ground on water pipe?

WATER HEATER & FURNACE:

- No flex lines for gas. Hard pipe with drip leg on gas line required.
- Floor drain.
- Check rating tags on appliances - size and age.
- When was the heating unit replaced?
- Are there cracks in the furnace? Check duct work are there any holes.
- Is there central air conditioning or window units?

FLOORS & WALLS:

- Look for cracks in the floor. If carpeted, look for sponginess and bow.
- Push on paneling for bow out.
- Are there any holes in the drywall?

DRYER VENT:

- Is the vent out of wall or fascia. Must be out of fascia with only a 10' run. Is the vent clean?

SUMP PUMP:

- Is the pit covered?
- Where does the sump pump discharge? May not extend within 10 feet of neighboring property.

BEDROOM CLOSETS:

- Type of lighting fixture - must be closed globe.

BATHROOM:

- GFCI electric outlet required.
- Scald guard faucets in shower?
- Check running water in sink and tub at same time. Is there any drop off in pressure?
- Sinks - check drain and supply lines for "P" trap and shut off valves. Look for leaks or water damage.
- Shower/Tub: Check grout, grab bar, shower enclosure. Tubs must have shower curtain rod.
- Toilet - does it show leaks, is it properly sealed, does it have a water shut off valve?
- Ventilation - window in tub or vent fan? Does the vent fan exhaust through the roof or into the attic. Must vent through the roof.

KITCHEN:

- Sinks - check drain and supply lines for "P" trap and shut off valves. Look for leaks or water damage.
- Gas Appliances: - Must have shut off valve at the appliance.
- Are electrical outlets installed on an island?
- Are there sufficient outlets around the counters? GFCI electric outlet required.
- Is there a shut off valve for water supply to a refrigerator/freezer?
- Stove - must have an anti-tip device.

SMOKE & CO² DETECTORS:

- How many and where are they located. Must be on every floor and within 15 feet of any bedrooms.
- Hard wired or battery? Either is OK unless an electric service is upgraded, then hard wired is mandatory.

GENERAL:

- Number of exits? Two entry/exits are required.
- Window height in bedrooms must be 42" from floor (for second floor).

- Window treatments - do drapes or blinds come with the house?
- Ceiling height (minimum 7').
- Type of door locks - front and rear of house. Exterior doors must have handles, and may not have interior locks that require a key to exit the doorway.
- Are there keys for interior doors - bedrooms & bathrooms?
- Windows - check for air leaks - Water damage on casements.
- Do the windows open?
- Are there storm windows?
- Do all openable windows have screens?

FLOOD ZONE:

- Is this property in a flood zone. If so, what is the map data?

To: Building Department
Village of Justice

I, _____, Purchaser of the property located at _____Justice, IL 60458, do hereby assume responsibility to correct all code violations as noted in the Housing Inspection report dated _____, at the said property.

Single Family, Multi-Family Residential:

I acknowledge that all appropriate building permits will be obtained within 30 days of closing and that occupancy will not be granted until all code violations are corrected.

Commercial, Industrial & Institutional, Condo Conversions

I acknowledge that all appropriate building permits will be obtained within 30 days of closing and that occupancy will not be granted until all code violations are corrected. In addition, I agree to install the appropriate fire protection devices as required by Justice Municipal Code 4-94 within the time period allotted under the code. I further acknowledge that a copy of the code has been provided to me.

(Signature of Purchaser)

(Date)

(Signature of Notary Public)

(Seal)