



## **BUILDING DEPARTMENT**

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### 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

## ELECTRICAL:

- Service Size - 100 Amp minimum. (Outside pipe will be at least 2.25 inches; 1.5" for 60 Amp).
- Federal Pacific service panel is not acceptable.
- GFCI Outlets - Bathroom, Kitchen, Garage
- Outlets - from entry 12', then every 6' around the rooms.
- Proper wiring in conduit?

## WATER HEATER & FURNACE:

- No flex lines for gas
- 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.
- Is there central air conditioning or window units?

## WATER SUPPLY:

- Electric ground on pipe
- Scald guard faucets in shower
- Check running water in sink and tub at same time. Is there any drop off in pressure?
- Look under sinks for type of piping and if leaks are present or water damage.

## FLOORS & WALLS:

- Look for cracks in the floor. If carpeted, look for sponginess and bow.
- Push on paneling for bow out.

## CLOSETS:

- Type of lighting fixture - should be closed globe.

DRYER VENT:

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

BATHROOM:

- Shower tile? Check grout, grab bar, must have shower bar.
- Sinks - check drain and supply lines.
- Toilet - does it show leaks, is it properly sealed?
- Ventilation - window in tub or vent fan?

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?
- Soffit vents?
- Chimney - is it flashed properly.

GARAGE:

- Door opener?
- Roof, Soffit, fascia, construction - are there any rotten boards?
- GFCI and electric outlet.
- Proper wiring - no flex pipe.

SIDEWALK AND DRIVEWAY:

- Is there a sidewalk? Are repairs under City assessment or are they the responsibility of the homeowner?
- Look for cracks and overall condition.
- Steps - How many, are any cracked?

SMOKE DETECTORS:

- How many and where are they located.
- Hard wired or battery?

## GENERAL:

- Number of exits?
- 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 - bedrooms & bathrooms.
- Are there keys for interior doors?
- Source of lighting -
  - o Bedrooms
  - o Hallways
  - o Stairs, if any
  - o Bathroom
  
- Windows - check for air leaks - Water damage on casements
- Do the windows open?
- Are there storm windows?
- Do all operable windows have screens?