



RENTAL LICENSING PROGRAM INSPECTION CHECKLIST AND INFORMATION

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**COMMUNITY DEVELOPMENT DEPARTMENT
1200 L.W. BESINGER DR., ROOM 214
CARPENTERSVILLE, IL 60110**

847-551-3478

INTERIOR INSPECTION CHECKLIST

- SMOKE DETECTORS:** SHALL BE LOCATED IN EVERY BUILDING ON EVERY LEVEL AND WITHIN 15' OF EVERY SLEEPING ROOM; IN EACH INTERIOR STAIRWELL OF MULTIPLE FAMILY BUILDINGS; INSTALLED ON A CEILING AT LEAST SIX INCHES FROM ANY WALL OR ON A WALL LOCATED IN BETWEEN FOUR TO SIX INCHES FROM AN ADJACENT CEILING; SUPPLIED BY RENTAL PROPERTY OWNER AND MAINTAINED BY THE OCCUPANT.
- CARBON MONOXIDE DETECTORS:** LOCATED IN EVERY DWELLING UNIT WITHIN 15' OF EVERY SLEEPING ROOM; BATTERY POWERED OR ELECTRIC WITH BATTERY BACKUP; INSTALLED ACCORDING TO MANUFACTURERS INSTRUCTIONS; SUPPLIED BY RENTAL PROPERTY OWNER AND MAINTAINED BY THE OCCUPANT.
- STORAGE:** ALL REQUIRED CLEARANCES TO COMBUSTIBLE MATERIALS SHALL BE MAINTAINED: 36 INCHES IN FRONT OF ELECTRIC SERVICE PANELS; 30 INCH MINIMUM IN FRONT OF WATER HEATERS AND FURNACES; NO ACCUMULATION OF GARBAGE OR RUBBISH; AND NO OBSTRUCTION OF EXITS, STAIRS OR HALLWAYS.
- EXTERMINATIONS:** ALL STRUCTURES SHALL BE KEPT FREE FROM INSECT AND RODENT INFESTATION.
- SURFACES:** CEILINGS, WALLS, FLOORS AND FOOD PREPARATION AREAS SHALL BE MAINTAINED IN GOOD CONDITION, CLEAN AND SANITARY AND FREE FROM HOLES, CRACKS AND DEFECTS.
- WINDOWS:** IN GOOD CONDITION AND EASILY OPENABLE WITH INSECT SCREENS; PROPER EGRESS (EMERGENCY ESCAPE) REQUIRED IN ALL SLEEPING ROOMS.
- DOORS & FRAMES:** SHALL BE IN GOOD CONDITION AND FUNCTIONAL. DOORS MUST BE EQUIPPED WITH PROPER HARDWARE THAT WILL NOT RESTRICT EMERGENCY EGRESS. ENTRANCE DOORS MUST BE EQUIPPED WITH DEADBOLT LOCKS.
- STAIRS:** SHALL BE STRUCTURALLY SOUND, IN SAFE CONDITION, WITHOUT ANY TRIP HAZARDS AND CAPABLE OF SUPPORTING IMPOSED LOADS. STAIRWAYS WITH FOUR OR MORE RISERS MUST BE EQUIPPED WITH A HANDRAIL.
- HANDRAILS & GUARDS:** SHALL BE FIRMLY FASTENED AND CAPABLE OF SUPPORTING NORMALLY IMPOSED LOADS. HANDRAILS ARE REQUIRED IN STAIRWAYS WITH FOUR OR MORE RISERS. GUARDS ARE REQUIRED ON ALL WALKING SURFACES MORE THAN THIRTY INCHES ABOVE GRADE OR ANOTHER WALKING SURFACE.
- ELECTRICAL EQUIPMENT:** LIGHT FIXTURES, PROTECTIVE COVER PLATES AND WIRING SHALL BE INSTALLED PROPERLY AND BE COMPLETELY INTACT AND SAFE, WITHOUT HAZARDOUS CONDITIONS; STAIRWAYS SHALL BE ILLUMINATED; ELECTRIC SERVICE PANELS MUST HAVE 36 INCH CLEARANCE IN FRONT OF THE PANEL; GFCI RECEPTACLES ARE REQUIRED AT KITCHEN COUNTERS, BATHROOMS, GARAGES, UNFINISHED BASEMENTS AND EXTERIOR LOCATIONS.
- PLUMBING EQUIPMENT:** FIXTURES, PIPES AND CONNECTIONS SHALL BE FREE OF LEAKS, OBSTRUCTIONS AND DEFECTS; PRESSURE AND TEMPERATURE OF WATER SUPPLY SHALL BE ADEQUATE; ALL OPENINGS TO THE SANITARY DRAINAGE SYSTEM SHALL BE EQUIPPED WITH A 'P' TRAP. WATER HEATERS SHALL BE EQUIPPED WITH A METAL TPR VALVE EXTENSION WHICH TERMINATES NO MORE THAN SIX INCHES FROM THE GROUND, WITHOUT A THREADED END; FLEXIBLE WATER SUPPLY LINES ARE NOT PERMITTED ON WATER HEATERS. SADDLE VALVES ARE NOT PERMITTED.
- MECHANICAL EQUIPMENT:** HEATING AND COOKING APPLIANCES, PIPES AND CONNECTIONS SHALL BE INSTALLED IN AN APPROVED MANNER, CLEAN AND FREE FROM DEFECTS; PROPER VENTING OF FUEL BURNING APPLIANCES TO THE EXTERIOR IS REQUIRED; BATHROOM EXHAUST FANS AND DRYER VENTS MAY NOT TERMINATE IN THE ATTIC OR CRAWL SPACE - THEY MUST VENT TO THE EXTERIOR.
- HEAT:** DWELLING UNITS MUST BE PROVIDED WITH HEATING FACILITIES CAPABLE OF MAINTAINING A ROOM TEMPERATURE OF SIXTY-FIVE DEGREES FAHRENHEIT IN ALL HABITABLE SPACES, BEDROOMS AND BATH ROOMS FROM OCTOBER 1 TO APRIL 15.
- HABITABLE SPACE:** SHALL HAVE APPROVED LIGHT AND VENTILATION. MINIMUM CEILING HEIGHT OF SEVEN FEET REQUIRED; MINIMUM ROOM WIDTH OF SEVEN FEET REQUIRED.
- OCCUPANCY:** 150 SQUARE FEET OF HABITABLE FLOOR SPACE REQUIRED FOR THE FIRST OCCUPANT AND 100 SQUARE FEET OF HABITABLE FLOOR SPACE REQUIRED FOR EVERY ADDITIONAL OCCUPANT; 70 SQUARE FEET MINIMUM FLOOR SPACE FOR ONE OCCUPANT PER BEDROOM AND FIFTY SQUARE FEET OF HABITABLE FLOOR SPACE FOR EACH ADDITIONAL OCCUPANT; ONE BATHROOM IS REQUIRED FOR EVERY EIGHT OCCUPANTS.

EXTERIOR INSPECTION CHECKLIST

- STORAGE:** EXTERIOR PREMISES SHALL BE MAINTAINED CLEAN AND SANITARY WITHOUT JUNK, WASTE, RUBBISH; TRASH CANS, GRILLS, BICYCLES, ETC. MUST BE STORED OUT OF VIEW FROM ANY ADJACENT STREET. MOTORIZED EQUIPMENT, HOUSEHOLD ITEMS, YARD TOOLS, ETC. SHALL BE STORED IN AN ENCLOSED STRUCTURE (SHED / GARAGE).
- GARBAGE / WASTE CONTAINERS:** MUST BE STORED OUT OF VIEW FROM ADJACENT STREETS.
- PARKING:** VEHICLES MUST BE PARKED ON AN APPROVED SURFACE. INOPERABLE, UNLICENSED VEHICLES MUST BE PARKED IN AN APPROVED STRUCTURE. TRAILERS MAY NOT BE PARKED IN ANY AREA BETWEEN THE FRONT FACADE OF A BUILDING AND THE STREET. VEHICLES IN EXCESS OF 10,000 LBS. GROSS VEHICLE WEIGHT RATING MAY NOT PARK IN A RESIDENTIAL ZONED AREA.
- GRAFFITI:** EXTERIOR PROPERTY AND SURFACES SHALL BE MAINTAINED FREE FROM ALL GRAFFITI; GRAFFITI SHALL BE REMOVED WITHIN 48 HOURS OF NOTIFICATION.
- WEEDS & GRASS:** YARDS & EXTERIOR AREAS SHALL BE MAINTAINED AT A HEIGHT NOT TO EXCEED EIGHT INCHES.
- STREET ADDRESS NUMBERS:** NUMBERS MUST BE IN NUMERAL FORM (NOT SPELLED OUT) AND MUST BE A MINIMUM FOUR INCHES IN HEIGHT, A CONTRASTING COLOR FROM THE BACKGROUND AND EASILY VISIBLE FROM THE STREET.
- CHIMNEYS:** MUST BE IN STRUCTURALLY SOUND, GOOD CONDITION WITHOUT ANY OBSTRUCTIONS; METAL CHIMNEYS MUST BE PROPERLY SURFACE COATED, WITHOUT ANY RUST.
- ROOF / FLASHING:** THE STRUCTURE AND ROOF COVERING SHALL BE MAINTAINED SOUND, IN GOOD CONDITION AND FREE FROM LEAKS OR DETERIORATION.
- GUTTERS & DOWNSPOUTS:** SHALL BE INSTALLED PROPERLY, FREE FROM OBSTRUCTIONS, MAINTAINED IN GOOD CONDITION AND DRAIN WATER AWAY FROM THE BUILDING.
- FASCIA & SOFFIT:** MUST BE MAINTAINED IN GOOD CONDITION, PROPERLY INSTALLED, AND PROPERLY SURFACE COATED.
- WALLS & SIDING:** MUST BE MAINTAINED IN GOOD CONDITION, FREE FROM HOLES, CRACKS, PEELING PAINT OR DEFECTS AND PROPERLY SURFACE COATED IF REQUIRED.
- WINDOWS:** SHALL BE WEATHER TIGHT, PROPERLY GLAZED AND WITHOUT DEFECTS. PLASTIC COVERS NOT ACCEPTABLE.
- INSECT SCREENS:** DURING THE PERIOD OF APRIL 1 TO OCTOBER 31, EVERY DOOR, WINDOW AND OTHER OUTSIDE OPENINGS USED FOR VENTILATION SHALL BE EQUIPPED WITH A TIGHT FITTING SCREEN, FREE FROM TEARS & HOLES.
- DOORS & FRAMES:** SHALL BE WEATHER TIGHT, IN GOOD CONDITION WITH FUNCTIONAL HARDWARE. SCREEN DOORS ARE REQUIRED TO BE EQUIPPED WITH A FUNCTIONAL SELF-CLOSING DEVICE.
- FOUNDATIONS:** SHALL BE MAINTAINED STRUCTURALLY SOUND, PLUMB AND FREE FROM OPEN CRACKS AND BREAKS AND KEPT IN A CONDITION TO PREVENT THE ENTRANCE OF RODENTS AND OTHER PESTS.
- STAIRS, PORCHES, DECKS & BALCONIES:** SHALL BE STRUCTURALLY SOUND, IN SAFE CONDITION, WITHOUT ANY TRIP HAZARDS AND CAPABLE OF SUPPORTING IMPOSED LOADS. STAIRWAYS WITH FOUR OR MORE RISERS MUST BE EQUIPPED WITH A HANDRAIL.
- HANDRAILS & GUARDS:** SHALL BE FIRMLY FASTENED AND CAPABLE OF SUPPORTING NORMALLY IMPOSED LOADS. HANDRAILS ARE REQUIRED IN STAIRWAYS WITH FOUR OR MORE RISERS. GUARDS ARE REQUIRED ON ALL WALKING SURFACES MORE THAN THIRTY INCHES ABOVE GRADE OR ANOTHER WALKING SURFACE.
- ELECTRICAL EQUIPMENT:** LIGHT FIXTURES AND WIRING SHALL BE PROPER, COMPLETE, SAFE AND WITHOUT ANY HAZARDOUS CONDITIONS. EXTERIOR RECEPTACLES SHALL BE GFCI PROTECTED, WITH A PROPER WEATHER PROOF COVER.
- PAVEMENT:** MUST BE MAINTAINED IN A PROPER STATE OF REPAIR, AND MAINTAINED FREE OF HAZARDOUS CONDITIONS.
- SWIMMING POOLS:** OVER TWENTY-FOUR INCHES IN DEPTH REQUIRES A PERMIT AND A PROPER FENCE OR BARRIER. POOLS MUST BE MAINTAINED IN A CLEAN AND SANITARY CONDITION, IN GOOD REPAIR AND SHALL NOT CONTAIN STAGNANT WATER
- OTHER ORDINANCES TO BE AWARE OF:** RENTAL PROPERTIES MUST BE REGISTERED, NO MORE THAN TWO DOGS CAN BE KEPT IN A DWELLING UNIT, VEHICLE STICKERS AND DOG LICENSES ARE REQUIRED.

CARPENTERSVILLE CODE ENFORCEMENT OFFICER QUALIFICATIONS

Rental Licensing inspections are conducted by the Code Enforcement Division of the Community Development Department. All four Code Enforcement Officers (CEO) are Certified by the International Code Council (ICC) as Property Maintenance & Housing Inspectors; three CEOs are Licensed by the State of Illinois as Home Inspectors; one CEO is Certified by the ICC as a Residential and Commercial Inspector. All CEOs receive continuing education in relevant areas and as required to maintain certifications and/or licenses.

ADOPTED MODEL CODES

A copy of each adopted model code book is available for review and inspection in the offices of the Village Clerk and the Community Development Department, Room 214, Carpentersville Village Hall, 1200 L.W. Besinger Drive, Carpentersville, Illinois 60110. Regular office hours are Monday–Friday, 9:00 am–5:00 pm (closed holidays). Copies can also be obtained from the publishers; contact information is provided below. All local amendments can be found in Title 15 of the Carpentersville Municipal Code (available online at <http://library3.municode.com/10295/home.htm?infobase=16247>).

- 2006 Editions of the International Building, Residential, Mechanical, Fuel Gas, Existing Building, Fire, and Property Maintenance Codes, with local amendments. Published by the International Code Council (ICC), 888-422-7233, www.iccsafe.org
- 2006 Editions of the International Plumbing (Chapter 11, "Storm Drainage"), Energy Conservation, and Wildland-Urban Interface Codes, without local amendments. Published by the ICC, 888-422-7233, www.iccsafe.org
- 1999 Edition of the National Fire Prevention Code, with local amendments. Published by Building Officials and Code Administrators (BOCA), Published by the International Code Council (ICC), 888-422-7233, www.iccsafe.org
- The National Electric Code/2005 (NFPA 70), Fire Alarm Code/2002 (NFPA 72), Sprinkler Code/2002 (NFPA 13), and Life Safety Code/2006 (NFPA 101), with local amendments. all published by the National Fire Protection Association (NFPA), 617-770-3000, www.nfpa.org

STATE REQUIREMENTS

- Smoke and Carbon Monoxide Detectors
- 2004 Edition of the Illinois Plumbing Code, with local amendments. Established and amended from time to time by the Illinois Department of Public Health per the Illinois Plumbing License Law (225 ILCS 320/0.01 et. Seq.), 217-524-0791, www.idph.state.il.us/envhealth/plumbing.htm
- 1997 Edition of the Illinois Accessibility Code, without local amendments. Published by and amended from time to time by the Illinois Capital Development Board, 312-814-6000, www.cdb.state.il.us/IAC.shtml

WORKING WITHOUT A PERMIT

Permits shall be obtained prior to starting any construction work or whenever a structure or parts, appurtenances, and other systems therein are erected, installed, altered, converted, remodeled, structurally repaired, moved, or changed. If it is found during a rental inspection that work has been performed without Village permits and/or inspections, as required in Title 15 of the Village Code, the work must be confirmed to be code compliant. This will require obtaining a permit (\$150 minimum permit fee), scheduling inspections, and completing the work and may require exposing concealed work for inspection, removing or repairing unapproved installations, etc.

WHEN PERMITS ARE REQUIRED

Whenever there is a question as to whether or not a permit is required, contact the Community Development Department at 847-551-3478. Generally, permits are required for most construction activity. Here is a partial list of activities that are common for residential properties, If you are planning a project not specifically listed, please call before you begin work. A permit is required for: Accessory Structures, Additions to Structures, Air Conditioners, Boilers, Buildings, Decks, Demolition (garage or other building and interior), Driveway Construction or Reconstruction (new or replacement), Driveway Approach – cash bond required (new or replacement), Driveway Ribbons (new or replacement), Dumpster Enclosures, Electric Subpanels, Fixture Replacements (if wiring is installed or modified), Rough-ins, and Service Upgrades, Emergency and Exit Lights, Fences, Fire Pits (permanent installations), Fireplaces, Furnaces, Garage, Garage Overhead Door, Gas or Propane Heaters (permanent installations), Insulation, Landscaping (with grade changes), Mechanical Systems (new and system modifications), Mud Jacking and Slab Jacking, Parking Lot Construction, Reconstruction, or Resurfacing, Patios, Pergola, Plumbing Fixture Replacements (if piping is installed or modified), Rough-ins, and work defined by the Village and IL Plumbing Code, Porches (new and replacements), Remodeling, Retaining Walls (if height is greater than 24 inches), Roofing, Services Walks, Sewer Repairs, Sheds (if larger than 48 square feet), Sidewalk (on public right-of-way), Siding, Signs, permanent and temporary, Skylights, Smoke Detectors (if hardwired), Stoops, Storm water Drainage, Structural Building Repairs, Sump Pits, Trash Container Enclosure, if structural, Tree Removal (public or private property), Water Heaters (new or replacement), Water Meters, Water Repairs (if pipe is replaced), Windows (if window opening/framing is modified)

CONTACT INFORMATION

Community Development Department:	847-551-3478	www.vil.carpentersville.us.il	Rental Program / Permits
Carpentersville Water/Finance Department:	847-551-3476	www.vil.carpentersville.us.il	Water Connection

THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE.
CALL 847-551-3478 TO VERIFY IF A PERMIT IS NEEDED