

## Village of Wauconda Property Inspection Check List ~ Change of Rental Occupancy

**Property Address:** \_\_\_\_\_ **Rental Case #:** \_\_\_\_ - \_\_\_\_\_ **-R**\_\_\_\_\_

**DISCLAIMER:** The Village of Wauconda does not warrant the condition of any property inspected and disclaims all liability for any claims arising out of the property or condition thereof.

P	F	Inspection Item	P = Pass	F = Fail	Code	Comment / Location
		<b>► Vacant Structures and Land</b> Clean, safe and in sanitary condition			PM 301.3	
		<b>► Exterior Property Area</b> The owner/occupant shall keep the exterior property in a clean, safe and sanitary condition			PM 302.1	
		<b>Grading and Drainage</b> To prevent soil erosion and accumulation of stagnant water			PM 302.2	
		<b>Sidewalks</b> Free of hazardous conditions.			PM 302.3	
		<b>Driveways</b> Driveways shall be asphalt, concrete, or concrete pavers, and free of hazardous conditions			PM 302.3 Ord 98.46	
		<b>Weeds</b> Not in excess of 8" per Village Ordinance			Ord 95.41	
		<b>Exhaust Vents</b> Not discharged to adjacent property or tenant			PM 302.6	
		<b>Accessory Structures</b> Fence, wall, garage, gazebo, shed, in good repair			PM 302.7	
		<b>► Exterior Property Structure</b> Good repair, structurally sound and sanitary			PM 304.1	
		<b>Protective Treatment</b> All exterior surfaces including doors, window frames, decks and fences in good condition			PM 304.2	
		<b>Premises Identification</b> Address numbers shall be a minimum of 4" high			PM 304.3	
		<b>Foundation Walls</b> Shall be plumb and free from cracks or breaks to prevent rodent entry			PM 304.5	
		<b>Exterior Walls</b> Weatherproof and free from holes, breaks, or rotting materials.			PM 304.6	
		<b>Roof drains, gutters and downspouts</b> Shall be maintained in good repair			PM 304.7	
		<b>Stairways, decks, porches and balconies</b> Structurally safe and maintained in good repair			PM 304.10	
		<b>Handrails and Guards</b> firmly attached. Four riser and open stairs over 30" high require a rail. Rail installed 30"-42" from nose of tread			PM304.12	
		<b>Window, skylight and door frames</b> Kept in sound condition and weather tight			PM 304.13	
		<b>Glazing</b> Free from cracks and holes.			PM 304.13	
		<b>Openable Windows</b> Other than fixed windows, all windows must open easily			PM 304.13	
		<b>Insect Screens</b> Doors & windows of habitable areas screened			PM 304.14	
		<b>Doors</b> All exterior doors & hardware tight and secure			PM 304.15	
		<b>Basement Window Guards</b> Openable windows protected from rodents			PM 304.17	
		<b>Doors</b> providing access to dwelling unit, rooming unit or housekeeping unit that is rented or leased shall be equipped with a dead bolt lock			PM 304.18	
		<b>► Interior Structure</b> Maintained in good repair, structurally sound and in a sanitary condition			PM 305.1	
		<b>Interior Surfaces</b> Including windows and doors maintained in good, clean and sanitary condition			PM 305.3	
		<b>Stairs and Walking Surfaces.</b> Stairs, ramps, landings, balcony, porch, deck or other walking surface maintained in good condition & repair			PM 305.4	

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		<b>Handrails and guards</b> firmly fastened and capable of supporting normally imposed loads. Circular cross section of handrail grip size minimum 1 ¼" to maximum 2"			PM 305.5 IRC311.5.6.3	
		<b>Handrails and Guardrails</b> Four risers has rail, open stairs more than 30" rail, 30-42" from nose of tread secured			PM 306.1	
		<b>Accumulation of rubbish or garbage</b> All exterior property and interior free from accumulation			PM 307.1	
		<b>Disposal of rubbish and garbage</b> in a sanitary manner in approved container			PM 307.2	
		<b>Dumpster Enclosure</b> Apartment required. Village Ordinance 2000-0-16			Ord. 50.27	
		<b>Extermination</b> Free from insect and rodent infestation			PM 308.1	
		<b>► Light</b> Habitable space shall have one window. Glazed area at least 8% of floor area			PM 402.1	
		<b>Common Halls and Stairways</b> Lighted 60 watt bulb per 200sq ft. at all times			PM 402.2	
		<b>► Ventilation</b> Every habitable space shall have one openable window. Openable area of window equal to 45% of glazed area			PM 403.1	
		<b>Bathroom and Toilet Rooms</b> Window or mechanical vent to outdoors			PM 403.2	
		<b>Cooking Facilities</b> None in rooming or dorm units			PM 403.3	
		<b>Clothes Dryer Exhaust</b> Independent of other systems per manufactures instructions			PM 403.5	
		<b>► Occupancy</b> Privacy and separate from adjoining spaces			PM 404.1	
		<b>Minimum Room Widths</b> not less than 7-foot clearance			PM 404.2	
		<b>Minimum Ceiling Height</b> Habitable areas not less than 8 ft. Common areas not less than 7' 6"			IRC 305.1 as amended	
		<b>Area for Sleeping Purposes:</b> Minimum of 70 sf for 1 person, 100 sf for 2, and at least 50 sf for each additional person			PM 404.4.1	
		<b>Access from Bedrooms</b> Another bedroom shall not constitute the only means of access.			PM 404.4.2	
		<b>Water Closet Accessibility</b> Without passing through another bedroom			PM 404.4.3	
		<b>Prohibited Occupancy</b> Kitchens & non-habitable spaces cannot be used for sleeping purposes			PM 404.4.4	
		<b>Overcrowding</b> Living room: 3-5=120 sf; more than 6=150 sf Dining room: 3-5=80 sf; more than 6=100 sf Kitchen: 3-5=50 sf; more than 6=60 sf			PM 404.5	
		<b>Food Preparation</b> Suitable space & equipment to store, prepare & serve			PM 404.7	
		<b>► Plumbing Facilities and Fixture Requirements</b> Dwelling shall contain tub or shower, lavatory, water closet and kitchen sink in sanitary, safe working condition			PM 502.1	
		<b>Toilet Rooms</b> Toilet rooms & bathrooms shall provide privacy			PM 503.1	
		<b>► Water System</b> Plumbing fixtures with approved hot and cold connections			PM 505.1	
		<b>Water Heater Facilities</b> Water temp not <110°F. Approved pressure relief valve and metal discharge pipe			PM 505.4	
		<b>Storm Drainage</b> Sump pumps & gutters drain without public nuisance			PM 507.1	

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		<b>► Mechanical &amp; Electrical Requirements</b> Mechanical and electrical equipment properly maintained			PM 601.2	
		<b>Heating Facilities</b> Heat in all habitable rooms of not less than 68° in winter			PM 602.2	
		<b>Removal of Combustion Materials</b> Connected to approved chimney or vent			PM 603.2	
		<b>Combustion Air</b> Air for combustion of fuel and ventilation of space			PM 603.5	
		<b>► Electrical Facilities</b> 3 wire, 120/240 volt single phase, not < 60 amps.			PM 604.2	
		<b>Electrical Hazards</b> Corrected to eliminate hazard. No tandem wiring on circuit breaker. No mini breakers.			PM 604.3	
		<b>Electrical Equipment</b> Properly installed and maintained. Electrical box must be labeled. Meter must be grounded and water pipe bonded.			PM 605.1	
		<b>Receptacles</b> Habitable spaces require 2 outlets. Bathrooms, kitchen countertops, sinks, garage, unfinished basement, and outdoors require GFCI protection			PM 605.2 NEC 210.8	
		<b>Lighting Fixtures</b> Hall, stairway, kitchen, bathroom, laundry room, and furnace room shall have at least one lighting fixture. Closet lights must have a cover			PM 605.3	
		<b>► Fire Safety Requirements</b> Means of Egress safe, continuous & unobstructed path of egress			PM 702.1	
		<b>Locked Doors</b> No locked emergency exits from side of egress			PM 702.3	
		<b>Emergency Escape Openings</b> Openings operational from egress side without keys			PM 702.4	
		<b>► Basement Escape and Rescue</b> Habitable space or sleeping room shall have at least one openable emergency escape			IRC 310.1	
		• Window Sill Height 44" or less			310.1	
		• Net Clear Opening at least 5.7 square feet			310.1.1	
		• Opening Height at least 24"			310.1.2	
		• Opening Width at least 20"			310.1.3	
		<b>Fire Protection Systems</b> Smoke Alarms In all bedrooms and every floor			PM 704.2	
		<b>Carbon Monoxide Detector</b> Within 15' of every room used for sleeping purposes			Public Act 094-0741	
		<b>► Other</b>				

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## Maximum Occupancy Calculation:

Bedroom #1: Level \_\_\_\_ Size: \_\_\_\_\_ feet \_\_\_\_\_ inches X \_\_\_\_\_ feet \_\_\_\_\_ inches = \_\_\_\_\_ SF = Max Occupancy \_\_\_\_\_

Bedroom #2: Level \_\_\_\_ Size: \_\_\_\_\_ feet \_\_\_\_\_ inches X \_\_\_\_\_ feet \_\_\_\_\_ inches = \_\_\_\_\_ SF = Max Occupancy \_\_\_\_\_

Bedroom #3: Level \_\_\_\_ Size: \_\_\_\_\_ feet \_\_\_\_\_ inches X \_\_\_\_\_ feet \_\_\_\_\_ inches = \_\_\_\_\_ SF = Max Occupancy \_\_\_\_\_

Bedroom #4: Level \_\_\_\_ Size: \_\_\_\_\_ feet \_\_\_\_\_ inches X \_\_\_\_\_ feet \_\_\_\_\_ inches = \_\_\_\_\_ SF = Max Occupancy \_\_\_\_\_

Bedroom #5: Level \_\_\_\_ Size: \_\_\_\_\_ feet \_\_\_\_\_ inches X \_\_\_\_\_ feet \_\_\_\_\_ inches = \_\_\_\_\_ SF = Max Occupancy \_\_\_\_\_

Additional Remarks / Comments:

Maximum Total Occupancy Allowed \_\_\_\_\_

## First Inspection:

Homeowner is compliant  Homeowner is not compliant Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

If not compliant, Homeowner needs to correct noted violations and call Building and Zoning for a re-inspection at (847) 526-9609. Those items marked "F" are violations of Wauconda's adopted Village code and/or property maintenance code. This is your written "Notice of Violation". Failure to correct the above listed violations within the prescribed time can result in a fine of up to \$750.00 per violation, per day. You are hereby notified to remedy the conditions as stated above prior to the leasing of the dwelling, or within **14-days** from the date of this notification if the dwelling is occupied.

## Second Inspection (if required):

Homeowner is compliant  Homeowner is not compliant Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

## Third Inspection (if required, additional fee applies):

Homeowner is compliant  Homeowner is not compliant Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The Inspection fee includes initial inspection and one follow up inspection, if necessary. Additional inspections require a re-inspection fee. Upon correction of all violations, a **Certificate of Compliance** will be issued by the Building and Zoning Department. **RENTAL OCCUPANCY IS NOT PERMITTED WITHOUT A CERTIFICATE OF COMPLIANCE.**

Neither this inspection nor any Certificate of Compliance issued by the Village of Wauconda shall be considered a complete list of Code or Municipal Ordinance requirements. The inspection can be substantially limited by access available and stored items or furniture. Some occupancies may require inspections to be completed on individual systems such as heating appliance, roofing, structural or fire prevention systems. If you have any questions about this inspection, please call (847) 526-9609. **DISCLAIMER: The Village of Wauconda does not warrant the condition of any property inspected and disclaims all liability for any claims arising out of the property or condition thereof.**

Appeal from this notification may be made within 30 days from the date of initial inspection. Direct such appeal to the Building Commissioner in writing, at 109 W. Bangs Street, Wauconda, Illinois, 60084.

► Copy of this report  received by  e-mailed to  faxed to: \_\_\_\_\_ Date: \_\_\_\_\_