

## CODE REFERENCES

- 1998 Illinois State Plumbing Code
- 2000 International Residential Code
- 2000 International Mechanical Code
- 2000 International Property Maintenance Code
- 1999 National Electrical Code
- Official Village Code

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## DISCLAIMERS

The Village does not warrant the condition of any property inspected and shall not be responsible for any claims arising out of the property or the condition thereof. The Village does not warrant that all deficiencies are listed in the Certificate of Compliance and does not warrant anything as to the condition of the property or liability thereof.

This brochure is for informational purposes only. Please check with Community Development for specific codes and ordinances.

If you're not sure whether a permit is required, or have a question regarding your project, call the Department of Community Development **BEFORE** you start to build at 260-6030.

The Community Development Department is responsible for Planning & Zoning Enforcement; Engineering; Plan Review; Building Permits; Construction Inspection; Property Maintenance Enforcement; Flood Information; and a variety of other duties. If you have any questions relating to any of the above, please call the Community Development Department at (630) 260-6030.

## Mission Statement

The Glendale Heights Department of Community Development strives to provide professional assistance in planning, development and construction by adopting and enforcing current codes and standards in a uniform and unbiased manner, in order to establish and maintain a safe, healthy and attractive community for all residents and business owners.

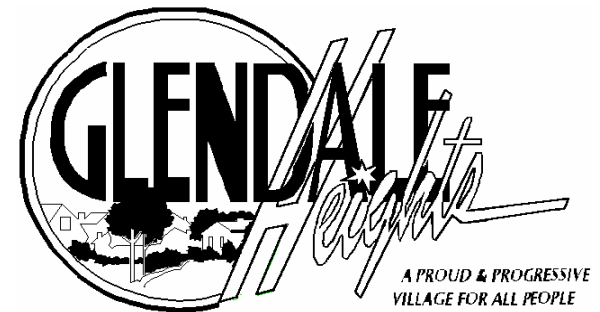
Village of Glendale Heights

Department of Community Development

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## VILLAGE OF GLENDALE HEIGHTS

DEPARTMENT  
OF



COMMUNITY  
DEVELOPMENT

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## REAL ESTATE TRANSFER INSPECTION PROGRAM FOR SINGLE FAMILY HOMES

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- *Transfer Program*
- *Procedures*
- *Checklist*
- *Disclaimer*

## **SCOPE**

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The real estate transfer inspection program provides new home buyers with an assurance of purchasing a safe, quality home in Glendale Heights. To assure a minimum level of safety and quality the Village board passed Ordinance #2003-65 which requires the inspection of all homes prior to them being offered for sale. The intent of this brochure is to answer some basic questions and provide a quick check list of many of the items the inspector will be looking for.

## **WHAT IS THE PROCEDURE?**

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1. At least **21 days** prior to the closing of the sale of your home, you will need to complete a **Certification of Compliance** application and submit a **plat of survey**.
2. Schedule an inspection of the property with Community Development.
3. Upon satisfactory completion of any repairs made in compliance, a certificate of compliance will be issued.

## **HOW MUCH DOES IT COST?**

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A fee of \$50 is required for the inspection. One re-inspection, if needed, is included at no extra cost.

## **WHO DOES THE INSPECTION?**

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An inspector from the Community Development Department will conduct the inspection.

## **WHAT WILL THE INSPECTOR DO?**

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The inspector will examine the dwelling's visible structural elements; heating, electrical, and plumbing systems. The inspector will not take apart any building components.

## **MUST ALL IDENTIFIED PROBLEMS BE REPAIRED?**

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Yes. The applicant will be provided with a document stating the required repairs and a fair time in which to bring them into compliance. As an alternative, the purchaser can undertake the responsibility of making the necessary corrections, provided that they file an agreement with the Community Development Department to complete the repairs in a reasonable time and establish an escrow with the Village in an amount of 125% of the estimated cost to make the repairs.

## **INSPECTION CHECKLIST**

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For your convenience, use this check list to help insure that your property inspection goes as smoothly as possible. **THIS LIST IS NOT ALL INCLUSIVE.**

### **General**

- Property address required on the front of the building, numbers are to be a minimum height of 4" with a 1/2" stroke.
- Roof, flashing & gutters able to divert water away from the structure.
- Handrails and guardrails installed properly.
- Chimneys, fencing, porches, and decks in sound condition.
- Driveways, sidewalks, & stairs free of trip hazards and holes.
- Garages and sheds in sound condition and properly located on premises.
- All glazing free of holes and cracks.
- Carbon Monoxide Detector within 15 feet of every sleeping room.
- Smoke detectors in all bedrooms; plus one on each floor.

### **Electrical**

- Minimum 100 amp service required.
- No double wiring on breakers, no uncovered slots in the panel.
- Panel is labeled with index of circuits.
- Bonding wire across water meter required.
- Armor and nonmetallic cables prohibited.
- Electrical Receptacles are to be 3 prong grounded type, with cover plates.
- Ground Fault Circuit Interrupters Receptacles are required within 6' of all sinks, inside garages and at all outdoor receptacles.
- All closet fixtures require a globe type fixture, no open or bare lamp fixtures.

### **Mechanical**

- Water heater installed properly. No flexible connections; relief valve pipe is to be metal not plastic; flue pipe is to be pitched upward with no visible leaks.
- No flexible gas lines on furnace.
- Sediment traps on fixed gas appliances.
- Shut off valves installed on all gas appliances.

### **Plumbing**

- Shut off valves required at all fixtures.
- P-traps installed properly, no flexible tail pieces are permitted.
- Dishwasher not to discharge into garbage disposal.
- All fixtures to be properly vented.
- Rubber connectors not permitted on drain lines.
- Vacuum breakers on all hose bibs.