

Village of Westchester  
 Department of Building & Zoning  
 10300 Roosevelt Road  
 Westchester, Illinois 60154  
 (708) 345-0199  
 (708) 345-0884 fax



Office Use Only

Day:
Date:
Time:
Number:

**APPLICATION FOR CERTIFICATE OF COMPLIANCE INSPECTION**

Property Address: \_\_\_\_\_

Type of Unit: \_\_\_\_\_ Single-Family Units and Condominium Units  
 \_\_\_\_\_ Two-Family or Three-Family Dwelling Unit Buildings  
 \_\_\_\_\_ Buildings with Four or More Dwelling Units  
 \_\_\_\_\_ Commercial or Industrial Building

Seller: \_\_\_\_\_

Seller's Address: \_\_\_\_\_  
 \_\_\_\_\_

Seller's Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
 \_\_\_\_\_

Applicant's Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

The undersigned acknowledges that the inspector must be provided with entry into all areas of the structure, including both units of a duplex, all other dwelling structures and all other structures on the property.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

**FEE SCHEDULE**

Single-Family Units and Condominium Units	\$125.00
Two-Family or Three-Family Dwelling Unit Buildings	\$175.00
Buildings with Four or More Dwelling Units	\$225.00
Commercial or Industrial Buildings	\$.10/square foot (\$300.00 minimum)



**Village of Westchester  
Department of Community Development**

10300 Roosevelt Road, Westchester, Illinois 60154  
phone (708) 345-0199 • fax (708) 345-0884  
www.westchester-il.org

**COMPLIANCE INSPECTION CHECKLIST**

**Building Address:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

**Building Owner:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_

- Type of Inspection:**  Single Family  
 Multi-Family (# of Units \_\_\_\_\_)  
 Commercial  
 Other: \_\_\_\_\_

This checklist is required to be completed by a Village of Westchester Inspector. During all inspections, a property owner, tenant or agent must be present. The inspector will do a visual inspection for compliance with this checklist and the Westchester Municipal Code. Each inspection is only a visual examination of those elements and areas that are safely and readily accessible at the time of the inspection. The Inspector is not responsible for compliance with the Village Code either at the time of inspection or anytime thereafter. Compliance with the Village Code is the responsibility of the owner/operator.

Conditions in this checklist are acceptable if originally constructed or remodeled with a building permit and if they met the applicable codes at time of construction or remodel. This exception does not apply to conditions listed under "Fire Protection". Smoke detectors must be operable as stated in the checklist under "Fire Protection".

There are two categories in this checklist:

**R is a Required Check and must be signed off by the inspector. [Check mark indicates compliance]**

**G is a Guideline for Owner/Agent of things the owner may want to be aware of but is not required for the purpose of receiving a Certificate of Compliance. [Check mark indicates compliance]**

**A. GENERAL INSPECTION**

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_  
 Garage: Yes/No \_\_\_\_\_ Size: 1 car/ 2 car/ 3 car \_\_\_\_\_ Door Size: \_\_\_\_\_  
 Attached/Detached: \_\_\_\_\_ feet \_\_\_\_\_ Auto. Opener: Yes/No \_\_\_\_\_ Exterior: Frame/Masonry  
 Type of Heat: FA/HW/Elec./Fuel \_\_\_\_\_ Central A/C: Yes/No \_\_\_\_\_ Basement Finish: Full/Part/None

EXTERIOR/GARAGE		
R	<input type="checkbox"/>	Foundation, Roof, Cladding and Exterior structure as observed from grade appear to in sound functional condition. (7060)
R	<input type="checkbox"/>	Downward safety pressure of door must be fixed or adjusted. (7010)

R	<input type="checkbox"/>	BX in garage must be changed to conduit. (7020)
R	<input type="checkbox"/>	All outlets in garage must be 3-prong and GFI protected. (7030)
R	<input type="checkbox"/>	Install separate ceiling outlet for door opener. Extension cords or adaptors are not allowed. (7070)
R	<input type="checkbox"/>	Walk must be repaired (7220)
R	<input type="checkbox"/>	Front stoop riser must be repaired (7230)
R	<input type="checkbox"/>	Front stoop handrail must be repaired. (7231)
R	<input type="checkbox"/>	Exterior outlets must be GFI protected. (7290)

ELECTRICAL - EGRESS		
R	<input type="checkbox"/>	Exits used for emergency egress must be accessible and unobstructed (free of stored and discarded materials). (7300)
R	<input type="checkbox"/>	Exit door(s) that have a latch, deadbolt, or security chain are operable from inside without key or tool. (7310)
R	<input type="checkbox"/>	All exterior door locks must function properly. (7320)
R	<input type="checkbox"/>	Doors and windows are properly sealed to prevent significant air filtration. (7330)
R	<input type="checkbox"/>	Bedroom in basement is not allowed. (2087)
R	<input type="checkbox"/>	Two Means of Egress exist from each inhabited floor above 2nd story if rented separately from lower levels. (7340)
R	<input type="checkbox"/>	Two Means of Egress are usable from basement living unit: one egress may be for emergency use only such as an egress window, with a minimum of 10 feet distance between such egresses. Egress Window(s) which are used for emergency use must have a minimum unobstructed clear opening of 5.7 sq. ft. and not more than 44" above floor. (7350)
G	•	Halls and Stairways have illumination at all times the building is occupied. (7360)
G	•	Corridor Walls are free of holes, tears and makeshift repairs. (7370)

*Means of Egress is an exit system that provides a continuous, unobstructed and undiminished path of travel to a public way, including an exit door and an egress window.*

LIGHTING/VENTILATION		
R	<input type="checkbox"/>	Sleeping rooms have Natural Lighting from one window or skylight facing directly to the outside. (7400)
R	<input type="checkbox"/>	Dryer vent must be metal. (0825)
R	<input type="checkbox"/>	Closet lights must have globes installed. (5050)

*Natural Ventilation is minimum of 1 window or skylight, openable to and contiguous with the outside not less than 1 sq. in. of outside air for each sq. ft. of floor area.*

WINDOWS, FLOORS, WALLS, CEILINGS AND DOORS		
R	<input type="checkbox"/>	Windows are free of loose and broken glass. (7800)
R	<input type="checkbox"/>	Window(s) required for egress shall be openable without the use of tools or excess effort. (7801)
R	<input type="checkbox"/>	Floor(s) are safe to use, and capable of supporting intended use. (7802)
R	<input type="checkbox"/>	Floor coverings are free of tripping hazards. (7803)

PLUMBING FIXTURES		
<i>Includes: Lavatory Basins, Kitchen Sink, Toilets, Tubs, Water Heaters, Showers, and Sinks and Pumps.</i>		
R	<input type="checkbox"/>	All pumps must have a single outlet. (0829)
R	<input type="checkbox"/>	Copper to galvanized water connection must be di-electric. (0828)
R	<input type="checkbox"/>	Fixtures, hardware and fittings are in proper working order, free of breaks and leaks. (0827)
R	<input type="checkbox"/>	Walls surrounding tubs and showers are structurally sound and impervious to water. (0826)
R	<input type="checkbox"/>	Plumbing within each unit includes hot and cold water, partitioned toilet, lavatory sink, and kitchen sink except for rooming houses, which may have shared facilities. (0825)

### B. ELECTRICAL EQUIPMENT

PLEASE NOTE: The cover of the circuit/fuse box must be removed by the inspector in order to complete the electrical inspection

R	<input type="checkbox"/>	Electric service must be upgraded to at least 100 Amps including exterior if necessary. (7560)
R	<input type="checkbox"/>	Subpanels which are illegal must be eliminated. (7570)
R	<input type="checkbox"/>	Illegal BX or other wiring must be eliminated or strapped up. (7580)
R	<input type="checkbox"/>	No visible signs of frayed, exposed, burnt insulation and/or unprotected electrical wiring.
R	<input type="checkbox"/>	All outlets must be 3-prong grounding type. (7561)
R	<input type="checkbox"/>	Accessible Fixtures and Electrical Outlet(s) are properly installed, covered and in good working condition. (7562)
R	<input type="checkbox"/>	No dangerous conditions exist inside any panel box. (7563)
R	<input type="checkbox"/>	Outlets must be GFI protected within 6 feet of the kitchen sink or other water source. (7510)
R	<input type="checkbox"/>	Laundry room must have a GFI protected convenience outlet. (7520)
R	<input type="checkbox"/>	Outlets must be GFI protected in _____ bathrooms. (7530)
R	<input type="checkbox"/>	Shower lights must be GFI protected in _____ bathrooms. (7540)
R	<input type="checkbox"/>	Water meter jumper cable must be repaired or installed. Water must be accessible. (7610)

*The inspector will not certify a completed housing inspection until all outstanding issues have addressed and all items completed at re-inspection. Scheduling a re-inspection is the responsibility of the owner/agent and is performed by a building inspector.*

Any other imminent health and safety issues noticed during inspection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STAIRWAYS AND GUARDRAILS		
R	<input type="checkbox"/>	Stairs must be safe for use, in good condition and have handrails if four or more steps or risers exist. (7700)
R	<input type="checkbox"/>	There is a guardrail for porches, balconies, landings, floor and roof openings, ramps, and decks with a drop-off to the ground over 30 inches. (7701)
R	<input type="checkbox"/>	Stairways leading to habitable spaces have 6'8" minimum headroom and are maintained in sound condition. (7702)
R	<input type="checkbox"/>	Risers and treads have uniform height and width with rise of 7 1/4" maximum and minimum tread width of 11". A 3/8" variance (excluding unused space) is allowed. (7703)
R	<input type="checkbox"/>	Handrail to basement must be repaired/installed. (7550)
R	<input type="checkbox"/>	Second floor handrail must be repaired/installed. (7552)

FIRE PROTECTION AND FLUE BURNING APPLIANCES		
R	<input type="checkbox"/>	Furnace/hot water flue must be repaired. (7600)
R	<input type="checkbox"/>	Water heater gas supply must be in hard pipe. Flex is not allowed. (7611)
R	<input type="checkbox"/>	Drop tube on HW heater must be installed or extended with full size metal pipe within 2" of the floor. (0101)
R	<input type="checkbox"/>	Carbon monoxide detector must be installed. (7613)
R	<input type="checkbox"/>	Fireplace/Wood Stove and Chimney are in working order, free of significant defects or blockage. (7618)
R	<input type="checkbox"/>	Electric (hard-wired) or battery operated Smoke Detector(s) are installed in each dwelling unit. Smoke detectors are installed in each bedroom and at least one or more on each floor. Smoke Detectors are installed per manufacturer instructions. (7620)
R	<input type="checkbox"/>	Gas fireplaces have safety pilot assemblies, are properly vented and have

		Accessible shut-offs. Masonry chimneys are properly vented with appropriate clean-outs. (7621)
R	□	Every dwelling unit shall have a cooking device installed in an approved manner.
G	•	<i>Unlined fireplaces are a potential fire hazard and should be inspected by a qualified professional.</i>
G	•	<i>BBQs, hibachis and other outdoor cooking on wood decks or in close proximity to wood siding can be a serious fire hazard. Candles and halogen lights are also potential fire hazards.</i>
G	•	<i>For units with fuel burning appliances installed inside the dwelling unit such as a furnace, water heater, or gas fireplace; carbon monoxide detectors installed to manufacturer's specifications may warn residents of potentially dangerous conditions that require immediate repair.</i>

FOOD PREPARATION AND FOOD STORAGE (Commercial Only)		
R	□	Kitchen sink countertops, food preparation surfaces, cooking devices, and food storage areas shall be easily cleanable and shall be free from holes, breaks or cracks that leak or could cut or injure a person, and dampness that would permit the harborage of insects or promote the growth of bacteria. (7900)