

VOLUNTARY INSPECTION PROGRAM

Section 18-291: Owner-Requested Property Maintenance Inspection for Single Family Dwelling Units

Owners of a Single-Family Dwelling Unit may request an inspection of their home for purposes of determining compliance with the building code's property maintenance requirements by:

1. Submitting an application for an inspection; and
2. Paying an inspection fee of \$100.

The property maintenance inspection requested under this Section for a Single-Family Dwelling Unit is valid for 180 days after the property maintenance inspection.

If the owner obtains a signed and dated sales contract within the 180-day post inspection time with a buyer who intends to occupy the property, the inspection results would be considered a certificate of occupancy inspection valid under the requirements of Section 18-255. All requirements in Section 18-255 would then be administered.

The Village of Park Forest Inspection Program (Section 18-255) is a visual and functional inspection. Violations that are found at the time and place the inspection takes place are noted in a violation letter. Basically this means that at the time the inspector goes to the home, anything he/she sees should be working as it is intended. As an example, there is not an ordinance that states a home must have air conditioning; however, if an air conditioner is present it needs to be in working condition. Technical inspections are not performed by the Village inspector. A heating certificate is required to be provided by a contractor who is licensed by the Village. Fireplace certifications are also required. Other certifications may be required, depending upon what is found during the inspection: electrical, plumbing, roofing, exterminating, etc. It is highly recommended that a buyer obtain a private professional inspection to protect their interests.

If a signed and dated sales contract is not secured within 180 days of the date of the voluntary property maintenance inspection, the inspection will expire on the one hundred eighty-first (181st) day after the inspection. A new inspection application and fee payment would be required pursuant to Section 18-255 for any change in occupancy.

Interior items include but are not limited to:

- smoke detectors
- carbon monoxide detectors
- windows work properly
- no exposed electrical wires
- sinks, tubs, faucets, handles and drain pipes are leak-free
- shut-off valves on gas supply lines
- furnaces and water heaters function properly
- electrical services panel boxes (fuse or breaker) are identified
- verify minimum 100 amp service
- GFI outlets within six feet of every water source and all exterior outlets
- proper sump connection and discharge.

Exterior items include but are not limited to:

- no chipped, peeling or flaking paint
- siding or brick mortar tuck pointing is not damaged
- roof and shingles in good condition
- chimney is capped
- property is free of debris, yard waste, branches
- driveways and walkways are not deteriorated
- grass/weeds are not more than eight inches high
- fences are secure and structurally sound.

VILLAGE OF PARK FOREST BUILDING DEPARTMENT
350 Victory Drive, Park Forest, IL 60466 (708) 503-7703
Voluntary Inspection Village of Park Forest Code of Ordinances Section 18-291

ALL UTILITIES MUST BE ON WHEN THE INSPECTION TAKES PLACE
A MINIMUM OF SEVEN (7) DAYS IS REQUIRED TO SET UP AND RECEIVE AN APPOINTMENT

Address where inspection will take place: _____

Owner's Name: _____

Owner's Street Address: _____

Owner's City _____ State _____ Zip _____

Owner's Phone _____

Owner's Email _____

I understand that this inspection is valid for 180 days from the date of the inspection. If a sales contract is obtained prior to the expiration of the 180-day period, this inspection will be considered a "change of occupancy inspection". Prior to the issuance of a certificate of occupancy, any violations noted during this inspection would need to be abated, and a certificate of the heating appliance would need to be provided. All requirements of Section 18-255 of the Village Code of Municipal Ordinances would need to be met.

To convert to a "change of occupancy" inspection, please provide a copy of the signed/dated sales contract, and complete the **Change of Occupancy Application form** (a fee is not required). A certification of the heating appliance (and fireplace if applicable) will be required. Once all items listed on the violation report have been corrected, call for a reinspection. Reinspections generally take place between 24-48 hours after requested. If the inspection does not pass after the initial reinspection, there is a \$30 fee for each additional reinspection required. Once the inspection process is complete, a certificate of occupancy will be issued.

Owner's Signature _____ Date _____

FOR OFFICE USE ONLY:

Date Application Received: _____

Inspection # _____

Inspector Assigned _____

Inspection Date _____

Ledger

BS&A

Processed by _____