

CITY OF HOMETOWN

Request For Housing Inspection

I/We the under signed Owner/Agent, request the Building Department of the City of Hometown, IL. To inspect the property located at _____

_____ in the City of Hometown IL.

I/We, the Owner/Agent having paid the required inspection fee of \$50.00 for said inspection, I/We request said inspection to take place by_____.

I/We understand that upon completion of an inspection at the above address, if the property is found to meet the requirements of the Building Code and Zoning Code of the City of Hometown, A "Certificate of Inspection" signed by the Building Commissioner will be issued.

Approximate Date you will be moving:_____

(please circle one) Selling Property Renting Property

Forwarding Address: _____

Owner/Renter/Agent

Address

City, State, Zip Code

Phone Number Fax Number

Cell Phone Email

Date of Request

*******Please call City Hall @ (708) 424-7500 to arrange for a final water meter reading a few days prior to moving, to close out your water account.**

HOUSING INSPECTION GUIDELINES

This Inspection is to assure that the home is up to current building codes. We also check for a working Smoke Detector's which is required by State Law.

The inspector is looking for:

GENERAL

- 1.) Any broken windows.
- 2.) Any signs of water damage indicating a leaky roof.
- 3.) Check bathrooms without windows for ventilation fan that will operate as one with the light.
- 4.) Check the garage for any sign of a leaky roof.
- 5.) Check the attic & crawlspace for plumbing problems, debris and vapor barrier.

Common Plumbing Problems:

Cement seal around sewer pipe broken (in crawl space)

Broken sewer tile (in crawl space)

Catch basin needs cleaning

GAS APPLIANCES

- 1.) Check the Furnace to see if it is in operating condition.
- 2.) Check all gas operated appliances for individual shut offs. (stove, dryer, furnace and hot water tank.)
- 3.) Furnace shut off MUST be located outside the unit.

ELECTRICAL

- 1.) Check the electric service to the house.
- 2.) Check the attic and the crawl space for any electrical violations, such as but not limited to, BX Greenfield or Romex and all junction boxes must be covered. All Electrical must be in conduit.

Flexible metal conduit may be used as follows:

*For the connections of motors or recessed fixtures

*In existing walls, floors, ceilings or partitions, when finished.

*For necessary flexibility at the termination of conduit runs 6 foot maximum.

- 2.) Check the garage for electrical violations, such as but not limited to:
G. F. I. 's are required by code for all outlets in the garage. (as of 12-21-1999)
- 3.) Check for ground fault interrupters (G.F.I.'s) which are required within 6 feet of any water hook-up (kitchen sink, laundry tubs, bathrooms and dishwashers.)
- 4.) G. F. I. 's are required on any outside outlets.
- 5.) ALL Receptacles shall be of the Grounding Type. (Chicago Electrical Code, Chapter 27 (14-16-230) as of January 2000

PLEASE NOTE *The above are most of the things the inspector is looking at, any further questions please contact the Building Department , Tuesday evenings at 424-7502 from 6:30 PM to 8pm. The inspector needs access to the ATTIC and CRAWL SPACE to complete this inspection and for us to issue a compliance letter.****

The City of Hometown, and it's employees, make no guarantee regarding results of this inspection. The inspection is no substitute , nor should it be for an independent inspection by a representative of the buyer or seller.

(Revised 2/2000)

HOUSING INSPECTION

You have just picked up a City of Hometown Housing inspection packet. Attached please find:

A.) ***Request Form*** – This form is to be filled out and return it to the City Clerk’s office with the \$50.00 fee. If you are paying by check please have it made out to the City of Hometown. The Clerk’s office is open Monday through Friday from 9AM to 5PM. For your convenience there is a 24 hour drop box in the Hometown Police Station where you can drop off the form and fee. Once this is done, the Housing Inspector will call you to set up an appointment to come to your home to inspect.

B.) ***Guidelines*** – You should find attached a Housing Inspection Guidelines sheet. This sheet has some of the things the inspector will be looking at; he must have access to the attic & crawlspace to complete his inspection. When he has completed his inspection, he returns the paper work to the City Clerks office. If there are violations found, you will be sent a letter listing said violations. We can fax this to you if you supply us with your fax number.

When these violations are corrected and your residence meets all City of Hometown Codes, you must call City HALL AT 424-7500, and WE notify the inspector that you are ready for a re-inspection. He will call you and set up another appointment. If there are no violations and your residence meets all City of Hometown Codes, upon initial inspection, or after re-inspection, you will receive a Certificate of Inspection to take to your closing. If you have supplied us with a fax number, we can fax this to you.

BUILDING PERMITS MUST BE APPLIED FOR BEFORE WORK BEGINS ON ALL VIOLATIONS, THERE WILL BE NO CHARGE FOR PERMITS COVERING WORK THAT IS BEING DONE FROM THE VIOLATIONS FOUND.

B.) AS is form: See attached.

This form is used if the occasion arises that the violations found are not considered a safety violation. The violation letter will specify what has to be fixed prior to closing/occupancy and what violations can be fixed after possession. The buyer must view the violation letter and agree to make the allowable corrections within 90 days after occupancy. The “AS IS” form must be signed and dated by the buyer and a copy brought to City Hall prior to closing. This will be kept on file until violations are corrected and the new owner has the property in compliance. Our Building Inspectors are part-time and will do their best to contact you in a timely manner and work out an inspection time that is convenient for both you and the inspector. We ask that all repairs be completed before you call for a re-inspection. This whole process can take anywhere from days, to weeks, to months, depending on how quickly your repairs are completed.

If you have any further questions, the Building Department is open Tuesday nights from 6:30 PM to 8PM. During regular business hours, Monday through Friday 9am to 5 PM, the City Clerks office can take a message and have the Building Commissioner return your call as soon as possible.

