



Occupancy Inspection Checklist

Code Enforcement

1 Park Drive • Shiloh, Illinois 62269 • (618) 632-1022 Ext. 126
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PLEASE NOTE: If utilities are not on, you must obtain a Temporary Utility Permit prior inspection.

ITEMS TO BE INSPECTED:

Exterior

- House numbers on building
- Foundation cracks or holes
- Holes in siding or brick
- Grading sloping from building minimum 1:12 for 8'
- Development Plan on new construction
- The presence of weeds, garbage or rubbish
- Exterior painting
- Chimney condition
- Accessory structures including fences and decks
- Location for easements and necessary permits
- Exterior electrical wires hanging lower than 8'
- Doors work freely & lock
- Plumbing vent stack on roof
- Mud or dirt on street
- Proper site drainage / It should not pond water
- Grading should conform to development plan

Interior

- Doors work freely and latch
- Windows open and have screens
- Windows in sleeping rooms must have clear openings of 5 sq. ft. on grade floor and 5.7 sq. ft. on other. Sill heights of windows should be no more than 44" from floor
- Ceiling and walls free from cracks, chips, pops etc.
- Smoke detectors in each bedroom, hallway outside of bedrooms and every level
- Carbon monoxide detector within 15' of all bedrooms
- Drip leg on hot water heater
- Stack condition on furnace and hot water heater
- Running water in sinks, stools, bathtub etc.
- Check for leaking drain under sink

- Grounded outlet for washer & dryer
- Minimum 2 outlets in each bedroom
- Exhaust vent in bathrooms or operating window
- G.F.I. protection for outlets in kitchen
- G.F.I. protection for outlets in bath (must have at least one outlet)
- G.F.I. protection for outlets 6' from sink by wet bar also includes garages, exterior outlets and in unfinished area in basement
- Open splice wiring
- Wiring entering metal box without connector

Panel box

- If open spaces, check for double lugging. Contact electrical inspector with any questions.
- Handrails - All stairs with 3 or more risers which includes decks - No opening larger than 4"
- Egress and ingress will be checked on any proposed basement sleeping rooms. Windows 5.7sq. ft. clear opening with sill height maximum 44" from floor or exit to a hall which provides 2nd exit separate from stairs.
- Unprotected Romex

Garage

- ½" drywall, joints taped, between garage and living space
- If sleeping rooms above garage, 1 hr. fire rating in garage ceiling
- Doors to living space to be 1 3/8 solid wood or metal with 1 hr. rating

Formula for Occupancy

- Number of bedrooms
- Total square feet of structure
- No bedroom can have a dimension under 7' and must have escape
- Bedroom for 1 person cannot be less than 70 sq. ft.
- Bedroom for more than one must have at least 50 sq. ft. per person
- Living room for 3 – 5 at least 120 sq. ft., for 6 or more 150 sq. ft.
- Dining room for 3 – 5 at least 80 sq. ft., for 6 or more 100 sq. ft.
- Kitchen for 3 – 5 at least 50 sq. ft., for 6 or more 60 sq. ft.

Private Sewer System

- Owner to furnish copy of Aeration Service Record – Must be done within 1 year.
- Septic system to be inspected by St. Clair County Health Department. Owner to schedule and pay for.

Swimming Pool

- Fence to be per code
- Self-latching gate in place
- Alarm on door if access from house
- Verify all Village fees are paid i.e. liens, sewer bill, and business license

This is not to take the place of a whole house inspection.

If you have any questions or concerns please contact the Code Enforcement Department at (618) 632-1022 ext. 126 or mcampbell@shilohil.org.

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