

Village of Round Lake Beach Occupancy Permit Inspection Checklist

Avoid a required re-inspection by insuring your property is in compliance at the initial inspection. Remember to change the batteries in smoke & carbon monoxide detectors and to test electrical outlets in advance of the inspection. Failure to do so will result in a required re-inspection. Call 847/546-2351 in advance of the inspection if you have questions.

Exterior

- a) Address numbers are clearly visible on front of property
- b) Façade & paint is in good repair
- c) Roof is safe & functional
- d) Property is clean, safe & sanitary
- e) Free from debris & trash
- f) Free from holes, breaks, rotting materials, etc.
- g) Weatherproofed & properly surface-coated
- h) Foundation is safe, tuck-pointed & painted
- i) Holiday lights are not up 90 days past holiday

Exterior Structure & Hardscapes

- a) Fence is in good repair
- b) Swimming pool is in good repair & is clean/sanitary
- c) Driveway is in disrepair
- d) Driveway/approach is paved & in good repair
- e) Decks/porches/balconies are in good repair
- f) Garage is in good repair
- g) Sheds & outbuildings are in good repair

Landscaping

- a) Trees/limbs do not create a structural nuisance
- b) Grass & weeds do not exceed 8 inches

Vehicles on Property

- a) Are operable & not in a state of disassemble/disrepair
- b) Properly parked & stored (not in grass/yard/dirt/etc.)

Water Meter(s)

- a) *Are working & up to code*

Basic Health & Safety

- a) Smoke detectors are on every level & in all bedrooms
- b) Carbon monoxide detectors within 15 feet of all bedrooms
- c) Stairs are sound & in good repair
- d) Handrails on all stairs (4 or more, 30+ inches high)
- e) Property is free from mold & environmental hazards
- f) Property is free from infestation

Electricity

- a) Closet light fixtures covered & have 12" clearance
- b) Outlets w/i 6ft of any sink are GCFI receptacle
- c) Cover plates on all outlets & switch plates
- d) Panels are properly labeled
- e) Service is properly grounded & secure
- f) Electric in garage meets code; no open boxes/wires

Furnace, Gas & Ventilation

- a) Furnace is in good repair
- b) Gas line to furnace constructed of approved hard pipe
- c) Has an adequate supply of combustion air
- d) Gas shutoff valve is accessible w/i 6ft of appliances
- e) Chimney/flue are sound & in good repair

Plumbing & Drainage

- a) Shutoff valves & traps are in good repair
- b) Sump pump is in good repair w/ check valve installed
- c) Gutters & downspouts are in good repair
- d) Property is free from drain

