

# *City of Markham – Department of Inspectional Services*

*(Pre-sale and rental inspection procedure- READ CAREFULLY)*

## SELF EVALUATION CHECKLIST FOR COMMERCIAL, RESIDENTIAL SALE AND RENTAL INSPECTIONS

### **PROPERTY OWNER or REALTOR**

***MUST BE PRESENT AT INSPECTION TO SIGN OFF ON INSPECTION***

**All inspection fees, water bill, liens and water stamps must be paid by cash, money order, cashier's check or credit card (PERSONAL CHECKS WILL NOT BE ACCEPTED)**

The following checklist was compiled to allow property owners to conduct a self-evaluation of their property prior to arranging for required rental or sale inspections. Some Occupancy will require certifications to be completed on individual systems such as heating, appliances, roofing, fire protection systems, fireplaces and electrical systems. (Licensed contractors required). THESE CERTIFICATIONS APPLY TO ALL SALE AND RENTAL PROPERTY PRIOR TO A CERTIFICATE OF OCCUPANCY BEING ISSUED BY THE CITY OF MARKHAM

This form will be for the property owners' use, but it is to your advantage to correct the problem before requesting the inspection. **The first inspection is included in the cost of \$125.00 (residential)/\$200.00 (commercial) for sale or rental (this includes one re-inspection within 30 days). – NOTE – EMERGENCY INSPECTIONS (SCHEDULE FULL OR LESS THEN 24 HOURS NOTICE) FEE IS \$250.00 RESIDENTIAL - \$400.00 – COMMERCIAL). Any subsequent re-inspection will require an additional fee of \$30.00 (Ordinance 08-0-1914 & #06-0-1857). – NOTE: FAILURE TO CANCEL INSPECTION WITHING 24 HOURS WILL RESULT IN A \$30.00 PENALTY. In addition a Water Stamp must be purchased for a fee of \$50.00 (take to closing) to complete the transfer of property with the recorder of deeds. A certificate of occupancy will not be issued until the property has passed the inspection.**

#### Important information to schedule an inspection:

- All water accounts must be current prior to an inspection being scheduled.
- Application for inspections must be completed with the Building and Licensing Clerk located at Markham City Hall 16313 Kedzie Parkway (Honorable Mayor Evans R. Miller Parkway). Call (708) 331-4905 extension 316 for additional information (inspections are scheduled on first come first serve basis)
- Inspections are conducted Tuesday thru Friday from (9:15 AM to 1:00 PM (last inspection is scheduled at noon). Inspection will take approximately 1 hour.
- Schedule a water turn on for a plumbing check during the inspection. All other utilities (gas and electric) must be on during inspection. (Owner or realtor must be on site for water turn on)
  - NOTE: AN AS IS SALE MAY NOT REQUIRE A PLUMBING CHECK OR OTHER UTILITIES BEING ON AT TIME OF THE INSPECTION. ANY ITEM ON THE INPECTION SHEET THAT IS NOT COMPLETED OR ABLE TO BE INSPECTED BECOMES THE RESPONSIBILITY OF THE NEW OWNER.

#### Issuance of Water Stamp (must take to closing)

- Present Deed
- The water accounts must be closed and paid. **THE SELLER MUST NOTIFY THE WATER DEPARTMENT (708) 331-4905, EXT 305 OR 306) AT LEAST 3 BUSINESS DAYS PRIOR TO CLOSING TO FINAL ACCOUNT AND PAY THE FINAL BILL.** If someone is remaining in the property please inform the Water Department so that appropriate action can be taken.

- All other liens (tickets etc) must be paid.

### **Permits and Miscellaneous Information:**

- Some repairs may require licensed contractors and permits.
  - A contractor brochure of licensed and bonded contractors is available upon request at the Building, Housing Department or at the inspection.
  - Permits are issued by the Building Department (708) 331-4905 x314). Failure to have the proper permits will result in work stoppage and citations issued. If a contractor is performing the work they are responsible for the permit and must be licensed and bonded to work in Markham.

### **IMPORTANT REMINDERS**

- ALL UTILITIES (Gas, Electric & Water) must be on during inspection. Request a plumbing check when scheduling inspection. **Someone must be on site at time of water turn -on**
- For AS-IS SALES, an escrow bond may be required for the following:
  - Roof repair/replacement (no roof certification at time of sale)
  - Driveway repaving
  - Electrical upgrades
  - Window replacement

### **Contact Information:**

- Markham City Hall General Number: (708) 331-4905
  - **Housing Department & Building Services**

▪ Director of Building & Housing –	TyWayne Wilson	extension 316
▪ Building Inspector –	Thaddeaus Goodlow	-extension 318
▪ Health and Ordinance Officer/Inspector	J. Bell	- extension 321
▪ Code Enforcement Officer –	Joe A. Keeton	- extension 317
▪ Code Enforcement Officer –	William Lawrence-	extension 319
▪ Building and Licensing Administrator –	Annette Williams	- extension 314
▪ Inspection Specialist –	Royce Coleman	– extension 320
  - **Water Department**
    - Supervisor – Natalie Glover – extension 311
    - Customer Service Inquires call extensions: 306, 305 or 304
    - Upon an approved inspection and a certificate of occupancy issued, the new owner or tenant must see the Water Department to open an account with a \$250.00 deposit (as of 10/18/02.) Proof of ownership or copy of lease must be provided. Contact Water Department for additional information.
  - **Pubic Works**
    - Public Works Superintendent – Todd Clayton extension 243
  - **Nicor** – (888) 642-6748
  - **ComEd** – (800) 334-7661

**Did you notify the post office of your new address?**

**We appreciate the time you have taken to go through this list. Our experience has been that if you use this list, it will allow everyone to serve you better.**

**All items listed must be adhered to.**

16313 Kedzie Parkway Markham, Illinois 60428 (708)331-4905 Fax (708) 331-9250

**EXTERIOR**

- Is roof certified? (must be by a licensed roofer and within 1 year prior to this inspection- required on all sale and rentals). If the roof is new (within 1 year of inspection) – provide documentation.**
- \_\_\_ Is the property being maintained in a clean, safe and sanitary condition?
- \_\_\_ Are private sidewalks, driveways and similar areas being kept free from trip hazards, large cracks, etc.?
- \_\_\_ Are the weeds, plant growth and grasses less than 6 inches? (This does not include cultivated flowers and gardens.)
- \_\_\_ Are fences, retaining walls, porches and decks in good repair?
- \_\_\_ Is the street address posted on the property and visible from the street?
- \_\_\_ Are the gutters (**gutters are required**), siding, fascia and soffit areas free of peeling paint and deterioration?
- \_\_\_ Are all the brick walls and chimney in good repair? For example, repairs would be necessary if bricks are deteriorated and/or mortar is missing.
- \_\_\_ Is the roof sound, tight and preventing the elements from damaging the structure?
- \_\_\_ Are there storm doors on entrance/exit doors?
- \_\_\_ Are all windows, doors and frames in good repair?
- \_\_\_ Do the exit, entrance, storm doors have single keyless (inside) deadbolt locks?
- \_\_\_ Are all light fixtures and electrical outlets in good repair and are outside outlets protected by a ground fault interrupter circuit?
- \_\_\_ Is the exterior free of garbage and/or other obsolete items including unlicensed vehicles?
- \_\_\_ Are there broken or missing windows, rotted wood, peeling paint or operable?
- \_\_\_ Are there screens on windows and entrance/exit doors?
- \_\_\_ Are handrails on stairs more than four risers high?
- \_\_\_ Are guardrails on porches more than 30' high?
- \_\_\_ Is garage, storage shed in safe and good condition?
- \_\_\_ Is doorbell or knocker operable?

**MAJOR SYSTEMS**

**PLUMBING (water must be on at time of inspection – contact Water Department at (708) 331-4905 extension 221 or 222 to set-up water turn on for plumbing check)**

- \_\_\_ Are all toilets, sinks, showers and baths free from leaks, drain blockage, other defects affecting their operation?
- \_\_\_ Is the water heater properly installed including a discharge pipe on the relief valve, free from leaks, shut off valve present and vent properly installed?
- Is water heater certified? (must be by a licensed heating and cooling company and certification must be within one year prior to this inspection). –certification required**
- \_\_\_ Are the drains and supply pipes free from leaks and are all drains attached to the drain/waste/vent system in a proper and healthy manner?
- \_\_\_ Are gas valves present at all gas supply piping to appliances and flexible lines free from corrosion? Flexible gas lines shall be stainless steel or vinyl (Grey).

**GENERAL-MAJOR SYSTEMS**

- Is fireplace free from cracks, creosote or deterioration and is damper working (must be by a licensed heating and cooling company, certification must be within 1 year prior to this inspection) - certification required)?**
- \_\_\_ Are working smoke and carbon monoxide detectors present on each level and within 15 feet of bedrooms?
- \_\_\_ Is the foundation free from large cracks?
- \_\_\_ Is the structure of the building free from usual sagging, deterioration, and structurally sound?

## **ELECTRICAL**

\_\_\_ **Do you have at least a 100 amp service? This is required for all residences and a permit is required for changes. (certification may be required)**

\_\_\_ Are the holes in the panel covered?

\_\_\_ **Are GFI (ground fault interrupter) circuits protecting the bath, kitchen, garage and unfinished basement outlets?**

\_\_\_ Is the property free from "romex" type wiring, extension cords or excessive amounts of flexible metallic raceways (Bx, Greenfield)?

\_\_\_ Are junction boxes properly covered?

\_\_\_ Does every bedroom, living, dining, family room or other room used for sleeping, living or cooking have at least two outlets and are they in good repair?

\_\_\_ Does every hall, stairway, laundry room or mechanical rooms have an electric light fixture?

## **HEATING UNITS**

\_\_\_ Is the furnace working properly and free from excessive rust or debris?

\_\_\_ Is the exhaust vent and ductwork properly attached and free from corrosion?

\_\_\_ **Is the furnace and water heater certified? (must be by a licensed heating and cooling company and certification must be within one year prior to this inspection).**

## **GENERAL INTERIOR**

\_\_\_ Do all stairs have guardrails if over 4 steps, and are stairs in good repair?

\_\_\_ Are walls and ceilings free of peeling paint or holes and in good repair?

\_\_\_ Are all windows equipped with screens and operable?

\_\_\_ Are all floors (tile, carpet) free from trip hazards, and in good repair?