

# 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

\_\_\_\_\_  
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 Inspections

The City of Hometown requires a housing inspection whenever there is a change of occupancy. This includes Home Sales and new and existing rental properties.

There is an **overall general inspection of the exterior** of the building which includes the roof, siding, windows, doors, screens, exterior foundations, crawl space ventilation, walk and driveways. It is required that these be in a good state of repair.

On the **interior inspection** we check all electrical & plumbing & HVAC for code compliance. We follow Chicago Code for electrical, plumbing & heating as well as the ICC (International Code Council) guidelines we adopted in 2000. We require all hard pipe for electrical installations and we require metallic pipe for all water piping in the home, schedule 40 PVC piping is approved for all waste, drain & vent applications for all interior plumbing work.

We check for operational smoke alarms in the main house and additions to the property

We check the furnace room for fire rated board on ceiling and walls.

We check the flue pipes from the hot water tank and the furnace to make sure these mechanical units are operational and venting properly.

Hot water tank overflow and air conditioning condensate line must be piped to the exterior of the building and not draining down into the crawlspace.

We check the hot water tank for hard black pipe installation with a gas shut off at the appliance.

Flexible gas piping is prohibited at the hot water tank. Must be in hard pipe.

The furnace must have its own gas shut off outside of the unit.

We check the water meter for a final reading to finalize the water bill from old to new tenant.

We check the bathroom for operational GFCI outlet and also a mechanical exhaust fan is required if there is no window for ventilation purposes. The exhaust fan must terminate to the outside of the building either through the roof, soffit or sidewall with a proper dampening vent. It cannot exhaust into the attic. It cannot terminate through an existing roof vent.

We check the electrical panel for 100 amp service with 16 count breaker panel. 60 amp services are prohibited and would require a 100 amp upgrade at the time of compliance upon re-inspection.

We check the exterior for 2-½ inch riser kit off of the meter socket through the roof. 1-½ inch risers are prohibited on a 100 amp upgrade. Must be 2-½ inch riser kit.

We check walls, floors and ceilings during the inspection. Noting structural irregularities and roof leaks.

All kitchen counter top outlets must be GFCI protected.

Stove & dryer must have its own gas shut off at the appliance. Dryer vents must exhaust to the

exterior of the building and are limited to a 25 foot maximum straight run with a proper

dampening wall vent. Exhaust fan or microwave over stove the exhaust must terminate to the

exterior of the building with a proper dampening vent through the roof, soffit or sidewall.

Cannot exhaust through an existing roof vent.

We check all sinks, tubs and toilets for leaks and water pressure during the inspection.

All other interior outlets must be 3 pronged grounding style.

All windows must be operational and screened for ventilation.

Attic inspection includes a visual of the roof decking for leaks and mold/mildew.

BX, Greenfield, Romex prohibited. All electrical must be in hard pipe.

Greenfield is only allowed by Electrical code to be used for short termination points to electric

motors such as the furnace or exhaust fans. Greenfield is also allowed for remodeling can lights

coming off a central metallic hard piped junction box located within 6 foot of all cans. The cans

must be flexed or piped to the junction box maximum 6 foot. The can lights cannot be flexed to each other but to the central junction box only. New construction can lights would require hard pipe for installation. Greenfield is also allowed for fishing down a wall to add an outlet but must terminate 18 inches out of the wall into a hard piped junction box.

Attic must be clean of all debris for sale of property.

Crawlspace inspection requires all debris on the earth floor to be removed including loose hanging insulation and any old mechanical piping, duct work of electrical, plumbing or cooling nature lying on the earth floor to be removed from crawlspace. Any loose or missing insulation to be replaced with minimum 5-½ inch thick R19 insulation. 6 mm vapor barrier to be installed over earth floor.

We check the 4 inch main sewer pipe and the 2 inch catch basin drain if applicable for proper sealed joints. If the seal is broken we require a new concrete mixed joint to be applied for a proper seal.

Any electrical BX, Greenfield, Romex prohibited. All electrical must be in hard pipe.

The inspection will conclude in the garage. We inspect the floor for cracks. Any cracks must be sealed with a concrete patch. If the floor is in a total state of disrepair we would require full replacement.

All exterior outlets and garage outlets must be GFCI protected. No BX, Greenfield, Romex allowed. Electrical must be hard piped.

Any cracked or broken glass on the house or garage must be replaced.

Any wood painted surfaces must be in good shape. No peeling paint.

No debris behind or between garages.

Sheds must be on a concrete pad and off set from back lot 5 feet and side lot 3 feet.

All buildings must be in a good state of repair. Any holes or any point of entry must be made rodent proof.

Weeds and grass in excess of 8 inches would be issued as a violation.

Upon re-inspection when all violations are in compliance with the City of Hometown and ICC Codes a certificate of occupancy will be issued.

City of Hometown requires building permits for all roofs, siding, windows, electrical, plumbing, HVAC, building (additions or garages) and alterations including drywall demolition, requires permits issued and placed in plain view from the street before work begins. Permits require a rough and final inspection.

No permits are required for general house maintenance or finish work to include painting, tile work, flooring & cabinetry,

As always each duplex must maintain color and style uniformity to include siding, roofs & windows.

Most inspections take 45 minutes to 1 hour in duration. The homeowner will receive a typed copy of the inspection usually within 5 - 7 business days.

All of the above is to ensure health and safety to all residents of Hometown.

**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 9/2013)**

Please be advised that on March 27, 1979 the Hometown City Council passed Ordinance No. 6-1979:

### REQUIRING CERTIFICATE OF HOUSING INSPECTION

This ordinance was passed to insure that any house or apartment either sold or rented would be in compliance with the current Building, Zoning Codes as well as the Chicago Code for Electrical and HVAC and Plumbing and the International Code Council guidelines. Any defects would have to be corrected before the new owner or tenant would be able to occupy the premises. A Certificate of Inspection will be issued only when the house or apartment is inspected by the Building Department.

The City of Hometown has always enjoyed a fine relationship with the Realtors doing business in Hometown and we anticipate this continuing. This Ordinance is not intended to hinder the sale of a property, rather to ensure that Hometown will always remain a safe place to live. The fee for the Housing Inspection is \$50.00 per house/apartment, payable at the time of the submission of your application.

## 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 and 9AM to 9PM on Tuesdays 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.

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.

#### Fee Schedule: Initial inspection and one re-inspection

- |  |                     |
|--|---------------------|
| 1. For a single Dwelling   | \$50.00             |
| 2. For a cooperative apartment or condominium                            | \$50.00             |
| 3. For buildings containing more than one dwelling unit in the building. | \$50.00 per unit in |
| 4. Inspection within 5 days of application                               | \$100.00            |
| 5. Additional re-inspections after 1 <sup>st</sup>                       | \$50.00             |

**CITY OF HOMETOWN**  
4331 Southwest Highway  
Hometown, IL. 60456  
(708) 424- 7500  
Fax: (708) 424-7589

**ALDERMAN**  
Ward One  
Donna Grochowski  
Sal Roti  
Ward Two  
Brian Barnhouse  
Rick Banasiak  
Ward Three  
Spencer Touchie  
Gary Scheckel  
Ward Four  
Howard Reinheimer  
Daniel J. Walsh  
Ward Five  
Thomas Carmody  
Gary Byrne

**MAYOR**  
KEVIN M. CASEY  
CITY CLERK  
MARY JO C. HACKER  
CITY TREASURER  
MICHAEL A. MADDEN  
CITY ATTORNEY  
LOUIS F. CAINKAR

**“As is” Purchase Certification**

I/We \_\_\_\_\_, having

PLEASE PRINT

viewed the Hometown Inspection Violation letter, Agree by signing  
this form, and after purchasing the property located at

\_\_\_\_\_

to make the repairs listed on the violation letter within 90 days from  
the date of this letter. I understand I MUST secure building permits  
for all of the above violations prior to starting the repair.

\_\_\_\_\_

Purchaser Signature (s)

\_\_\_\_\_

Date