

# Occupancy Inspection Application



Date: \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner(s) Name(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Occupant/Tenant's Name: \_\_\_\_\_

Address of Dwelling Unit: \_\_\_\_\_

Best Time for Inspection: \_\_\_\_\_

Telephone Number to allow  
access to dwelling: \_\_\_\_\_

Type of Property (Fee):    Commercial (\$50)     Residential (\$50)     Rental (\$25/unit)

***Note: This inspection does not assure the safety or security of the  
dwelling unit(s) noted above.***

Purpose of Inspection:    Pending Sale     Change of Tenant     Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

*For office use only:*

Date Fee Paid: _____	Date Property Inspected: _____
Approval by: _____	
Occupancy Permit #: _____	Date Permit Issued: _____

# Occupancy Permit – Report of Findings



Date: \_\_\_\_\_

Address: \_\_\_\_\_

## Building Inspection

Comments:

Stairs, handrails	<b>Pass</b>	<b>Fail</b>	_____
Doors	<b>Pass</b>	<b>Fail</b>	_____
House Number	<b>Pass</b>	<b>Fail</b>	_____
Carbon Monoxide Detectors	<b>Pass</b>	<b>Fail</b>	_____
Smoke Detectors	<b>Pass</b>	<b>Fail</b>	_____

## Electric Inspection

Electric Meter Seal	<b>Pass</b>	<b>Fail</b>	_____
Circuit Breaker Box	<b>Pass</b>	<b>Fail</b>	_____

## Storm Sewer Cross Connections Inspection

Foundation Tiles	<b>Pass</b>	<b>Fail</b>	_____
Private Catch Basins	<b>Pass</b>	<b>Fail</b>	_____
Roof Drains	<b>Pass</b>	<b>Fail</b>	_____
Sump Pumps	<b>Pass</b>	<b>Fail</b>	_____

## Water Meter Inspection

Hook-Up	<b>Pass</b>	<b>Fail</b>	_____
Seal	<b>Pass</b>	<b>Fail</b>	_____

## Backflow Inspection

Installation	<b>Pass</b>	<b>Fail</b>	_____
Testing	<b>Pass</b>	<b>Fail</b>	_____

Signed: \_\_\_\_\_

Building Inspector

Approved Occupancy Permit: \_\_\_\_\_

Re-Inspection Scheduled: \_\_\_\_\_

## **ADDITIONAL INFORMATION AND GUIDELINES:**

**STAIRS AND HANDRAILS:** 2015 IRC – R311.7.8 Handrails shall be provided on at least one side of each continuous run of treads or flight with four or more risers.

**DOORS: R311.1 Means of egress** 2015 - IRC Dwellings shall be provided with a means of egress in accordance with this section. The means of egress shall provide a continuous and unobstructed path of vertical and horizontal egress travel from all portions of the dwelling to the required egress door without requiring travel through a garage. The required egress door shall open directly into a public way or to a yard or court that opens to a public way.

**R311.2 Egress door.** Not less than one egress door shall be provided for each dwelling unit. The egress door shall be side-hinged, and shall provide a clear width of not less than 32 inches (813 mm) where measured between the face of the door and the stop, with the door open 90 degrees (1.57 rad). The clear height of the door opening shall be not less than 78 inches (1981 mm) in height measured from the top of the threshold to the bottom of the stop. Other doors shall not be required to comply with these minimum dimensions. Egress doors shall be readily openable from inside the dwelling without the use of a key or special knowledge or effort.

**CARBON MONOXIDE DETECTORS:** State of Illinois House Bill 5284. Every dwelling unit shall be equipped with at least one approved carbon monoxide alarm in operating condition within 15 feet of every room used for sleeping purposes. This is in homes with an attached garage or that has any fuel fired appliances installed.

**SMOKE DETECTORS:** 2015 IRC R314.3 Location. Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms. (15')
3. On each additional story of the dwelling, including basements and habitable attics and not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

**HOUSE NUMBERS:** City of Geneseo Code Book Title 1, Chapter 7, Section 5: Building number size and location: All numbers placed upon building or lots in the City shall consist of figures not less than three inches in height and shall be displayed in a conspicuous place or manner on the front of the building for which the same are designated.

All utility connections will be inspected for safety and tampering.