

# New Baden Occupancy Inspection

An Occupancy Permit is required from the Village of New Baden whenever occupancy is established or changed in a structure. This includes all industrial and commercial buildings, homes, trailers, apartments, etc. The Village is not specific as to who is required to obtain the permit, but the ultimate responsibility lies with the owner of the property. The purpose of the inspections is to maintain the quality of the Village's housing and building stock over time by requiring violations to be corrected **prior to each occupancy.**

An Occupancy Inspection should not be confused with a professional home inspection. The Village checks for safety and aesthetic issues and does not insure such inspections for any use as a home warranty. The process is simple and requires an application and fee to set up an inspection time with the Village Inspector. Once there is an approved inspection, a permit is generated and given to the applicant unless there are other instructions given to the applicant, regarding the permit disposition. The inspection takes 30-45 minutes. An adult must be present if there are possessions in the house.

- An inspection report is usually available within 7 working days after the inspection.
- When violations are noted and repairs are made to correct them, a reinspection must be scheduled by the owner, an additional fee per reinspection is charged.
- An Occupancy Permit will not be issued if the household size exceeds the occupancy level of the house.

## **The items checked in an occupancy inspection include, but are not limited to:**

1. Every dwelling unit shall be clean, sanitary and fit for human occupancy.
2. Every foundation, floor, wall, ceiling and roof shall be structurally sound, reasonably weather tight, watertight, and rodent proof; shall be capable of affording privacy and shall be kept in good repair.
3. Every window, exterior door and basement hatchway shall be reasonably weather tight, watertight and rodent proof, and shall be kept in satisfactory working condition and in good repair.
4. Every inside and outside stair, porch and appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon, and shall be kept in satisfactory condition and good repair.
5. Every plumbing fixture, water and waste pipe and sanitary sewerage facility shall be properly installed and maintained in good sanitary working condition.
6. Gutters, downspouts and other storm drainage facilities shall be properly installed and maintained in good working condition.
7. Every water closet compartment floor surface and bathroom floor surface shall be constructed and maintained so as to be reasonably impervious to water so as to be kept in a clean, sanitary and dry condition.
8. All equipment (including smoke detectors) and their appropriate supply systems, including gas, electricity, oil, water, wood or coal, shall be so constructed or installed that they will function safely and effectively and shall be maintained in satisfactory working condition.
9. All stoves and fireplaces shall be so constructed or installed that they will be function safely and effectively and shall be maintained in satisfactory working condition.
10. Any auxiliary structures, such as sheds, barns, garages, fences, retaining walls or other outbuildings, shall be constructed properly and maintained in a safe working condition. Any outbuilding found so damaged, decayed, dilapidated, unsanitary, unsafe or vermin-infested as to be a public nuisance shall be corrected or the structure removed.
11. Any exterior painted surfaces, including fences, shall be finished. Surfaces which have peeled, scaled, deteriorated or failed to the extent of being unsightly shall be corrected.
12. All trash, debris, weeds, abandoned vehicles or parts thereof shall be removed from the premises. In the case of new construction, landscaping shall be completed, and vegetation shall be established. If vegetation is not established, erosion control can be implemented with the approval of the city inspector. Occupancy can be granted via an occupancy agreement until the vegetation is established.

13. All hard surface areas, including concrete, asphalt, brick or stone driveways and sidewalks, shall be free of large cracks, potholes and depressions.
14. **PLEASE NOTE:** A house may be sold "as is", or a buyer may assume responsibility for some or all repairs, but it may not be occupied until all safety violations are abated.
15. Effective January 1, 2007, all buildings using fossil fuel and having sleeping rooms or an attached garage must have an approved, operating carbon monoxide detector installed within 15 feet of any sleeping area. Homes that have all electric appliances and do not have a fireplace or an attached garage are exempt from the requirements.

### **Common Violations:**

#### **Exterior**

- Broken or uneven sidewalk slabs
- Missing guardrails/handrails on stairs, decks
- Peeling paint on siding, trim
- Branches on electrical service, against house/roof
- Debris

#### **Interior**

- Broken window glass, missing screens
- Missing handrails on steps over 4 risers
- Peeling paint on walls, ceiling, trim
- Damaged plaster or drywall
- Fireplace tuck pointing
- Unvented or unheated bathrooms
- Double hung windows with broken counterweights

#### **Electrical**

- Ungrounded or reversed polarity outlets
- GFI receptacles (required for kitchens, bathrooms, garages and exterior)
- Extension cord wiring
- Undersized electric panels (60 amp w/6+ circuits)
- Improper wiring (e.g. multiple circuits through joist holes, unsecured wiring, etc)

#### **Plumbing**

- Leaking sink traps, stacks or laterals
- Missing/deteriorated grout/caulking around tubs
- Unvented fixtures
- Inadequate water pressure

#### **Mechanical**

- Gas appliance without dedicated shut-off valve within 6 feet on same floor
- Furnace and water heater vents missing
- Missing or inoperable smoke or CO detectors
- Attached garages lacking adequate fire-rated walls, ceilings and doors.

**\*\*Please note that this list is just a guideline. Other items can be checked that are not included with this listing.**