VILLAGE OF BROOKFIELD
Community & Economic Development
8820 Brookfield Ave. Brookfield, IL 60513

PHONE | (708) 485 - 7344 x 3
FAX | (708) 485 - 0890
WEBSITE | www.BrookfieldIL.gov

Commercial Property & Multi-Family Home Sale Inspections

Resale inspections protect the community's health, safety, and property value by requiring a minimum standard for housing at the time of transfer of ownership. A resale inspection conducted by a Village of Brookfield inspector is required for ALL commercial properties and multi-family residential buildings with four (4) or more dwelling units.

Resale Inspections

- Are the responsibility of the seller to schedule and comply with any required corrections.
- Must be completed within 60 days prior to closing
- *Transfer of Compliance Responsibility* forms for "as is" property sales are made available after inspection reports are issued to applicant.

Inspection Fees

- Inspection fee includes initial inspection and one reinspection. Inspection reports are valid for 60 days after date of initial inspection.
- **Multi-Family**
  4 + Units | $200 1st Unit + $60 Each Additional Unit
- **Commercial**
  Up to 2,000 Square Feet | $300
  2,000 – 4,000 Square Feet | $400
  Exceeds 4,000 Square Feet | $600
- **Mixed-Use** | Commercial Fee + $60 Each Additional Unit
- **Additional Re-Inspection** | $50

Helpful Tips

- Only completed applications are accepted; please double check your application for accuracy and completion
- Applications must be submitted at Village Hall in person with full payment. Electronic applications will not be accepted.
- Water bills and property maintenance fines must be paid **to date** before scheduling inspections.
- Schedule inspections well in advance (recommended 10 business days) of closing.

Village of Brookfield
Building & Planning Department
8820 Brookfield Avenue
Brookfield, IL
60513

Resale Inspection

Application

Part 1: Property Information

Property Address: _____

Date of Application: _____ Closing Date: _____

Part 2: Owner/Seller Information

Name: _____ Daytime Phone: _____

Address (if different): _____ _____
City State Zip Code

Forwarding Address: _____ _____
City State Zip Code

Real Estate Company: _____ Daytime Phone: _____

Agent Name: _____ Fax Number: _____

Attorney Firm: _____ Daytime Phone: _____

Attorney Name: _____ Fax Number: _____

Attorney Address: _____ _____
City State Zip Code

Part 3: Buyer Information

Name: _____ Daytime Phone: _____

Current Address: _____ _____

Real Estate Company: _____ Daytime Phone: _____

Agent Name: _____ Fax Number: _____

Attorney Firm: _____ Daytime Phone: _____

Attorney Name: _____ Fax Number: _____

Attorney Address: _____ _____
City State Zip Code

Part 4: Signatures

I attest that the above information is accurate and that upon any changes to this information prior to closing, I will provide updated information to the Village of Brookfield. I understand that the Resale Inspection is valid for 60 days following the initial inspection, and that a new inspection must be reapplied and paid for if the real estate closing takes place after that time. I understand that any correction items found during inspection are my responsibility. I will be forthright with the buyer noted above regarding the inspection results and status of repairs. **Only the Owner or Seller's Agent or Attorney listed in Part 2 may sign and submit this form:**

Signature of Owner/Authorized Agent: _____ **Date:** _____

Printed Name of Owner/Authorized Agent: _____

Village of Brookfield

Building and Planning Department
RESALE AND BUSINESS LICENSE COMPLIANCE
INSPECTION CHECKLIST

INSPECTION ADDRESS: **DATE:**
OWNER: **TELEPHONE:**

◯ ALL CHECKED CIRCLES NEED TO BE BROUGHT INTO COMPLIANCE.

ADDRESS NUMBERS

◯ Address numbers shall be placed on the front of all buildings using 4 inches high numerals, and the rear if there is no garage.

◯ Address numbers shall be placed on all detached garages alley side.

FIRE AND LIFE SAFETY

◯ Smoke detectors shall be installed (1) in each room used for sleeping purposes and on the ceiling or wall (2) outside of each sleeping area in the immediate vicinity of the bed room(3) one per every level of the house and be in good working order and subject to a field test upon inspection. (Located on ceiling at least 6" from any wall or on a wall located between 4" to 6" from ceiling)

◯ CO detectors shall be installed within 15 feet of all sleeping areas located in same areas as noted above. Combo smoke and CO's are acceptable (No plug-ins).

◯ All potential fire hazard must be removed.

◯ All stairways over 4 risers must have a continuous hand rail on one side of each run of stairs installed between 34 inches to 38 inches high. Handrails are needed on open side of stairways with balusters less than 4 inches apart. (Install if not already existing)

◯ Guard rails needed on porches, decks, balconies, and raised floor surfaces located more than 30 inches above grade – guard rail height at least 3' high and vertical balusters less than 4 inches apart. (Install if not already existing)

◯ All required fire extinguishers must have a valid test tag *correctly* dated. Place fire extinguishers in the following locations _____ _____ _____.
Use ABC extinguishers.

◯ Exit doors cannot be bolted, sealed, blocked, or locked in such a manner that prevents exiting without special knowledge, tools or keys.

◯ Install metal dryer vent– No foil or plastic.

◯ All apartment buildings will have 1 ABC fire extinguisher wall mounted with signage on every level of structure in front and rear location.

◯ Label all apartments with unit numbers (Unit 1, Unit 2, etc.).

O Means of Egress a safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way.

ELECTRICAL

◯ All electrical outlets must be grounded.

◯ Install 100amp Electrical service with circuit breakers that meet the current code – this is the minimum requirement for all buildings. Outside meter will also be brought to code.

◯ Extension cords are not allowed.

◯ All outlets within 6 feet of a water source, bathroom, kitchen, deck area, outside outlets, must have GFI (ground fault interruption) protection.

◯ All outlets over kitchen counters must be GFI protected – (island included).

◯ Sump/ejector pumps should be on a single – non GFI outlet receptacle unless a battery backup requires a second plug in.

◯ Garage floors are considered to be wet and require GFI outlets accessible from the floor.

◯ Garage door openers must *not* have a GFI receptacle.

◯ Disable medicine cabinet outlets if not GFI protected.

◯ Close any open electrical box knock outs and any circuit breaker spaces.

◯ Overhead electrical service to garage is not permitted. Only service from the house going underground to garage is permissible.

◯ All lights in habitable spaces need covers. All exterior lights need covers (no clip-ons) closets, decks, porches, all living areas.

◯All electrical outlets, switches, and boxes need covers.

◯ Commercial buildings shall have code compliant lighted exit signs and emergency lighting to illuminate all paths of egress. Exit signs and emergency lights will be tested at time of inspection to ensure systems have a battery back-up.

◯ Label electrical panel.

◯ The proximity of the electrical service to your deck or porch must meet current safety requirements (11 feet above deck/porch floor).

O Electrical Systems Hazards inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation deteriorated or damaged.

PLUMBING

◯ All copper to galvanized water connections must be di-electric.

◯ All Flue Pipes must be firmly attached and properly sealed to the chimney and must slope downward from the chimney to the furnace or water heater.

◯ Water supply lines to fixtures must be braided stainless steel or solid pipe: must be "L" copper. No plastic or flex copper. Hot water heaters need solid pipe or braided stainless steel water lines.

◯ All hot water heaters must be equipped with a temperature and pressure relief valve with solid galvanized or copper piping to bring the relief water and steam approximately 3 inches above the floor.

◯ All plumbing fixtures must be vented properly. Additions and/or remodeling must not interfere with plumbing vents.

O Plumbing System Hazards inadequate service or venting, cross connection, back siphonage, improper installation, leaking deteriorated or damaged piping all piping fixtures shall be maintained in a safe, sanitary, and functional condition.

◯ Sediment traps (Drip Cap) are required on all furnace gas lines and water heaters before they connect with gas valves.

◯ Flexible gas lines must be replaced with black pipe on furnaces, boilers and water heaters.

◯ All sump pits must have a correctly installed cover and discharge to outside, away from the house but on own property.

◯ Water leaks of any kind are not permitted and must be repaired.

◯ No flex P-traps.

◯ RPZ needs to be updated.

◯ Install a RPZ.

SWIMMING POOLS - HOT TUBS

◯ Horizontal limit of aerial clearance will not measure less than 10 feet from the inside wall of pool.

◯ Underground service cable shall not be permitted under the pool or within 5 feet of the inside wall of the pool.

◯ Safety fence or removable ladder.

◯ Pool shall be maintained in a clean and sanitary condition, and in good repair and have proper cover when not being used.

COMMERCIAL BUILDINGS

◯ Washroom signage is a requirement commercial building.

◯ Commercial buildings must have smoke detectors properly distributed throughout the structure (when they do not have a sprinkler or alarm systems).

◯ Existing alarm systems must be activated and in proper working condition at the time of inspection.

◯ Commercial buildings with private parking lots will have the correct number of handicapped parking spaces and proper signage.

◯ Parking bumpers in these private lots will be properly located and anchored.

◯ All restaurants/bars that serve food will also be subject to a Cook County Health and Village of Brookfield Fire Department inspection. All ansul hood systems must be inspected and properly tagged.

WEEDS AND HIGH GRASS

◯ Cut all high weeds and grass (not to exceed 8 inches).

◯ All noxious weeds must be removed.

OUTDOOR STORAGE

◯ No storage of materials, supplies, commodities outside of a structure is permitted.

MOTOR VEHICLES

◯ All vehicles must be in good running condition, currently licensed by the State and have a Village of Brookfield and be parked on an improved surface.

SUMP PUMPS

◯ Are typically discharged to the rear of the property and may not discharge beyond the property lines of the lot on which the pump is installed.

HEAT SUPPLY

◯ All boilers and HVAC units must be capable of supplying heat at a minimum temperature of 65 degrees from October 1st to May 1st.

◯ All supply and return vents need covers

ACCESSORY STRUCTURES

◯ All accessory structures, including detached garage, fences and walks shall be maintained structurally sound and in good repair.

ZONING

◯ Property use in accordance with Zoning Code.

The Code Enforcement Officer/Inspector is not limited to the above items and may request additional items be corrected if he/she notes a life safety issue and/or code violation should they present themselves upon inspection. Call for re-inspection.

shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

SECTION 304
EXTERIOR STRUCTURE

304.1 General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

304.2 Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

[F] 304.3 Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

304.4 Structural members. All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

304.5 Foundation walls. All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

304.6 Exterior walls. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

304.7 Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

304.8 Decorative features. All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

304.9 Overhang extensions. All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.10 Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

304.11 Chimneys and towers. All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.12 Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

304.13 Window, skylight and door frames. ~~Every window,~~ skylight, door and frame shall be kept in sound condition, good repair and weather tight.

304.13.1 Glazing. All glazing materials shall be maintained free from cracks and holes.

304.13.2 Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

304.14 Insect screens. During the period from [DATE] to [DATE], every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm) and every swinging door shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

304.15 Doors. All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units, rooming units and guestrooms shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

304.16 Basement hatchways. Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

304.17 Guards for basement windows. Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents.

304.18 Building security. Doors, windows or hatchways for dwelling units, room units or housekeeping units shall be provided with devices designed to provide security for the occupants and property within.

304.18.1 Doors. Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock meeting specifications set forth herein. Such deadbolt locks shall be operated only by the turning of a knob or a key and shall have a lock throw of not less than 1-inch. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock. Such deadbolt locks shall be installed according to manufacturer's specifications and maintained in good working order. All deadbolt locks required by this section shall be designed and installed in such a manner so as to be operable inside of the dwelling unit, rooming unit or housekeeping unit without the use of a key, tool, combination thereof or any other special knowledge or effort.

304.18.2 Windows. Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a window sash locking devices.

304.18.3 Basement hatchways. Basement hatchways that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.

SECTION 305
INTERIOR STRUCTURE

305.1 General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

305.2 Structural members. All structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

305.3 Interior surfaces. All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

305.4 Stairs and walking surfaces. Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

305.5 Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

305.6 Interior doors. Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

SECTION 306
HANDRAILS AND GUARDRAILS

306.1 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall not be less than 30 inches (762 mm) high or more than 42 inches (1067 mm) high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 36 inches (762 mm) high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exception: Guards shall not be required where exempted by the adopted building code.

SECTION 307
RUBBISH AND GARBAGE

307.1 Accumulation of rubbish or garbage. All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

307.2 Disposal of rubbish. Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

307.2.1 Rubbish storage facilities. The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish.

307.2.2 Refrigerators. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors.

307.3 Disposal of garbage. Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers.

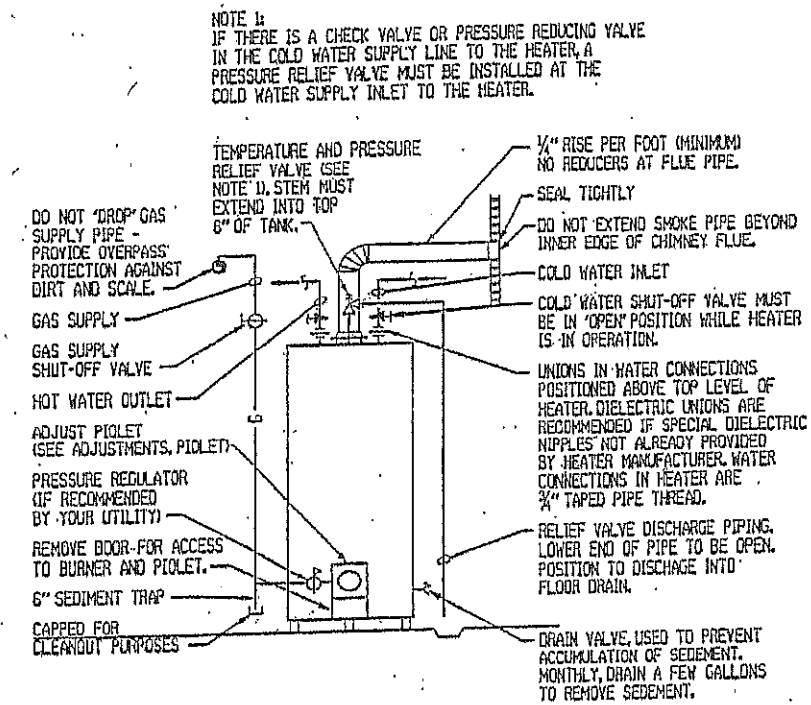
307.3.1 Garbage facilities. The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leakproof, covered, outside garbage container.

307.3.2 Containers. The operator of every establishment producing garbage shall provide, and at all times cause to be utilized, approved leakproof containers provided with close-fitting covers for the storage of such materials until removed from the premises for disposal.

SECTION 308
EXTERMINATION

308.1 Infestation. All structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent reinfestation.

Section 890.Appendix I Illustrations for Subpart I

ILLUSTRATION L Typical Gas Water Heater

(Referenced in Section 890.1220(a))