

VILLAGE OF BROOKFIELD

Community & Economic Development
8820 Brookfield Avenue, Brookfield, IL 60513
Phone: 708.485.7344 x 3
Email: permits@brookfieldil.gov Website: www.brookfieldil.gov

Commercial Property & Multi-Family Home Sale Inspections

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

Resale Inspections

- Resale inspections are the responsibility of the seller to schedule and comply with any required corrections.
- Resale inspections must be completed with sixty (60) calendar days prior to the closing
- The Transfer of Compliance Responsibility forms for “as is” property sales are made available after inspection reports are issued to the applicant and the new owner will be responsible for all corrections that are listed.

Inspections Fees

- The inspection fee includes the initial inspection and one re-inspection. Inspection report are valid for sixty (60) days after the date of the initial inspection.

<u>Multi-Family</u>		<u>Mixed-Use</u>	<u>Additional Re-inspection</u>
4 + Units	\$100 per unit	Commercial Fee + \$100 per unit	\$50
<u>Commercial</u>			
Up to 2,000 Square Feet	\$300		
2,000 – 4,000 Square Feet	\$400		
Exceeds 4,000 Square Feet	\$600		

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- Only completed applications are accepted; please double check your application for accuracy and completion.
 - Applications must be submitted in person at the Village Hall and with full payment. Electronic applications are not accepted.
 - Utility bills and property maintenance fines must be paid **to date** before scheduling inspections.
 - Schedule inspections well in advance of the closing. It is recommended you schedule 10 business days prior.
 - **Always** check with the Village to make sure the proposed new use meets zoning and parking requirements. Contact the Village Planner for more information.

Resale Inspection Application

VILLAGE OF BROOKFIELD

Building and Community & Economic Development Departments - 8820 Brookfield Avenue, Brookfield, IL 60513

Phone: 708.485.7344 x 3 Email: permits@brookfieldil.gov Website: www.brookfieldil.gov

Part 1 – Property Information

Property Address: _____, Brookfield, IL 60513

Date of Application: _____, 20____ Closing Date: _____, 20____

Part 2 – Owner/Seller Information

Name: _____ Best Contact Number: _____

Address: _____

Forwarding Address: _____

Owner/Seller's Email Address: _____

Agent's Name and Real Estate Company: _____

Agent's Contact Number: _____ Agent's Email: _____

Attorney's Name and Firm: _____

Attorney's Contact Number: _____ Attorney's Email: _____

Part 3 – Buyer Information

Name: _____ Best Contact Number: _____

Current Address: _____ Buyer's Email: _____

Agent's Name and Real Estate Company: _____

Agent's Contact Number: _____ Agent's Email: _____

Attorney's Name and Firm: _____

Attorney's Contact Number: _____ Attorney's Email: _____

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 sixty (60) calendar days following the initial inspection, and that a new inspection must be re-applied and paid for if the real estate closing takes place after that time. I understand that any correction items found during the inspection are my responsibility. I will be forthright with the buyer noted above regarding 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

Printed Name of Owner/Authorized Agent: _____

Signature of Owner/Authorized Agent: _____ Date: _____, 20____



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RESALE & BUSINESS LICENSE COMPLIANCE INSPECTION CHECKLIST

INSPECTION ADDRESS: _____

OWNER: _____

TELEPHONE: _____ DATE: _____

ALL CHECKED ITEMS MUST BE BROUGHT INTO COMPLIANCE

ADDRESS NUMBERS

- ☐ Address numbers shall be placed on the front of all buildings using 4-inch-high numerals and the rear if there is no garage.
- ☐ Address numbers shall be placed on the alley side of all detached garages.

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 bedroom
 3. ONE per level of the house and in good working order, subject to a field test upon inspection. Located on the ceiling, at least 6" from any wall or on a wall located 4" to 6" from the ceiling.
- ☐ CO detectors shall be installed within 15" of all sleeping areas located in the same areas as noted above. Combo smoke and CO detectors are allowed/acceptable, but can NOT be a plug in.
- ☐ All potential fire hazards must be removed.
- ☐ All stairways over FOUR risers must have a continuous handrail on one side of each run of stairs installed between 34' to 38' high. Handrails are needed on open side of stairways with balusters less than 4' apart. These must be installed if they are not already existing.
- ☐ Guardrails are needed on porches, decks, balconies and raised floor surfaces located more than 30' above grade. Guardrail height is at least 3' high and vertical balusters less than 4' apart. These must be installed if they are not already existing.
- ☐ All required fire extinguishers must have a valid test tag that is correctly dated.
Use ABC extinguishers and place them in the following locations: _____

- ☐ 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(s) – No foil or plastic is allowed.



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- ☐ All apartment buildings will have one ABC fire extinguisher wall mounted with signage on every level of structure in front and rear locations of stairways.
- ☐ Label all apartments with unit numbers. Example: Unit 1, Unit 2, etc.
- ☐ **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(s) will also be brought to code.
- ☐ Extension cords are not allowed.
- ☐ All outlets within 6" 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, this includes any island(s).
- ☐ Sump/ejector pumps should be on a single NON GFI outlet receptacle, unless a battery backup requires a second plug in.
- ☐ Garage floors are wet and require GFI outlets accessible from the floor.
- ☐ Garage door openers must have a GFI receptacle.
- ☐ Disable medicine cabinet outlets if not GFI protected.
- ☐ Close any open electrical box knock outs and any circuit breaker spaces.
- ☐ Close any open 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 and no clip ons are allowed. 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 backup.
- ☐ The electrical panel needs to be labeled.
- ☐ The proximity of the electrical service to your deck or porch must meet current safety requirements, which is 11" above deck/porch floor.



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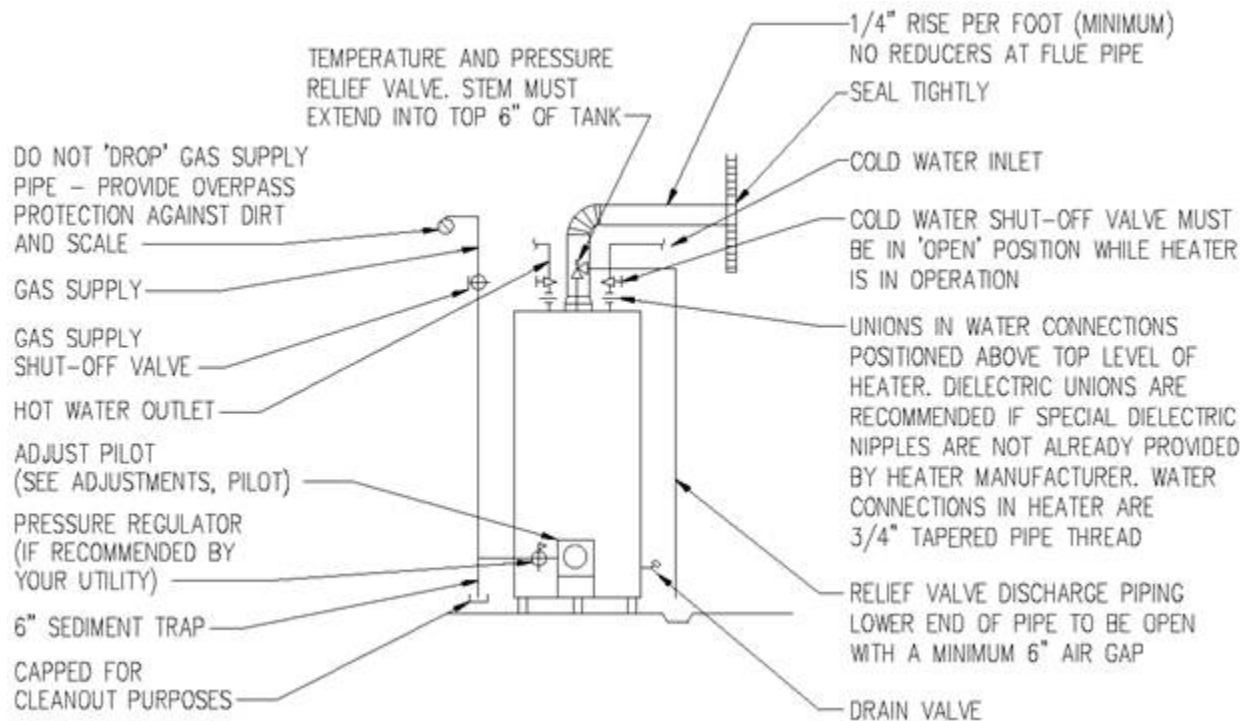
○ Inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation that is deteriorated or damaged is considered an **ELECTRICAL SYTEM HAZARD**.

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 and 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 t being relief water and steam approximately 3' above the floor.
- All plumbing fixtures must be vented properly. Additions and/or remodeling must not interfere with plumbing vents.
- **Plumbing System Hazards** include but are not limited to 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 your property.
- Water leaks of any kind are not permitted and must be repaired.
- No flex P-traps.
- RPZ needs to be updated.
- Install RPZ.



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SWIMMING POOLS & HOT TUBS

- ☐ Horizontal limit of aerial clearance will not measure less than 10" from the inside wall of the pool.
- ☐ Underground service cable shall not be permitted under the pool or within 5" of the inside wall of the pool.
- ☐ A safety fence or removable ladder is required.
- ☐ Pool shall be maintained in a clean and sanitary condition and in good repair.
- ☐ The pool must be properly covered when not in use.

COMMERCIAL BUILDINGS

- ☐ Washroom signage is a requirement for commercial buildings.
- ☐ 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 the inspection.



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- ☐ Commercial buildings with private parking lots will have the correct number of handicap parking spaces and proper signage.
- ☐ Parking bumpers in private lots must be located properly and anchored.
- ☐ All restaurants and/or bars that serve food will also be subject to a Cook County Health inspection, as well as an inspection with the Village of Brookfield's Fire Department.
- ☐ All ansul hood systems must be inspected and properly tagged.

WEEDS & HIGH GRASS

- ☐ Cut all high weeds and grass that exceeds 8'.
- ☐ 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. They must be licensed by the State of Illinois and have a current Village of Brookfield vehicle sticker on display.
- ☐ All vehicles are to be parked on an improved surface.

DRAINAGE

- ☐ Downspouts must splash on grade and be directed completely on your own property.

SUMP PUMPS

- ☐ 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 unit must be capable of supplying heat at a minimum temperature of 65 degree from October 1st to May 1st.



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- All supply and return vents need covers.

ACCESSORY STRUCTURES

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

ZONING

- Property use must be in accordance with the Village of Brookfield's Zoning Code.

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.** 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. 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. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and 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.

○ **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 not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

○ **304.4 Structural members.** 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.** 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.



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- **304.6 Exterior walls.** 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.** 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.** 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. Where 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.** Chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. 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.** 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 minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control 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.



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○ **304.15 Doors.** Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units 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 designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

○ **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 device.

○ **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 that 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.** Structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

○ **305.3 Interior surfaces.** 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



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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 307 HANDRAILS AND GUARDRAILS

○ **307.1 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 that is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall be not less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall be not less than 30 inches (762 mm) in height 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 308 RUBBISH AND GARBAGE

○ **308.1 Accumulation of rubbish or garbage.** Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

○ **308.2 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.

○ **308.2.1 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.

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



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○ **308.3 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.

○ **308.3.1 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 leak-proof, covered, outside garbage container.

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

SECTION 309 PEST ELIMINATION

○ **309.1 Infestation.** Structures shall be kept free from insect and rodent infestation. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent re-infestation.

○ **309.2 Owner.** The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure.

○ **309.3 Single occupant.** The occupant of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for pest elimination on the premises.

○ **309.4 Multiple occupancy.** The owner of a structure containing two or more dwelling units, a multiple occupancy, a rooming house or a nonresidential structure shall be responsible for pest elimination in the public or shared areas of the structure and exterior property. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant and owner shall be responsible for pest elimination.

○ **309.5 Occupant.** The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure.

Exception: Where the infestations are caused by defects in the structure, the owner shall be responsible for pest elimination.



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The Code Enforcement Officer/Inspector is not limited to the above items and may request additional items be correct if they note a life safety issue(s) and/or code violation(s) should they present themselves upon inspection.

Please call as soon as possible for a re-inspection. Our Building Department is available Monday through Friday between the hours of 8:30 and 5:00pm.

You may also send an email to permits@brookfieldil.gov.
