



## RESIDENTIAL PROPERTY MAINTENANCE & OCCUPANCY PERMIT INSPECTION FORM/CHECKLIST

### INSPECTION SCOPE

Per Section 15.08.010 of the Columbia Municipal Code, all residential structures must be inspected for compliance with the 2018 International Property Maintenance Code (IPMC) prior occupancy. The completed form will be provided following the inspection. All Life/Fire Safety items **MUST** pass inspection before occupancy is permitted. If any other items fail inspection, conditional/temporary occupancy may be permitted if the property is structurally sound and fit for habitation.

Inspections are normally completed in 30-45 minutes. The owner or owner's agent must be present at the inspection, no exceptions. Closets and cabinets may be opened. Heating and water heater system operations are checked. Furnishings will be moved only if needed to perform the inspection. Crawl spaces, attics and other confined spaces are not inspected. Concealed, internal or hidden deficiencies may not be observed. Roofing components are not inspected, except as visible from the exterior ground level.

This list is NOT intended to be a comprehensive list of all possible code violations. If you have questions, please contact the Community Development Department (618) 281-7144 ext. 105.

### PROPERTY & INSPECTION INFORMATION

Owner/Agent Name:		Address:	
Property Type: SF Detached <input type="checkbox"/> Duplex/Townhome <input type="checkbox"/> APT <input type="checkbox"/> MH <input type="checkbox"/>	# Bedrooms:	# Bathrooms:	
Furnace: Gas <input type="checkbox"/> Elec <input type="checkbox"/> Water Heater: Gas <input type="checkbox"/> Elec <input type="checkbox"/> Water: Public <input type="checkbox"/> Private <input type="checkbox"/> Sewer: Public <input type="checkbox"/> Private <input type="checkbox"/>	Owner/occupied <input type="checkbox"/> Rental <input type="checkbox"/>		

### LIFE / FIRE SAFETY

Code Section / Description	Pass / Fail	Noncompliance Location(s)	Corrective Action(s)	Re-inspection
				Pass / Fail
<b>304.18/702.3 WORKING DOOR LOCKS</b> <ul style="list-style-type: none"> <li>Exterior doors lock/unlock from inside without a key; operate as designed</li> </ul>				
<b>309 PESTS</b> <ul style="list-style-type: none"> <li>Interior, exterior and premises free from insect and rodent infestation</li> </ul>				
<b>403.1/702.4 BEDROOM EGRESS</b> <ul style="list-style-type: none"> <li>Each bedroom must have at least one window of required size</li> </ul>				
<b>603 FUEL BURNING EQUIPMENT</b> (if present) <ul style="list-style-type: none"> <li>Maintained in good repair and safe condition</li> <li>Properly installed and vented</li> <li>3 feet of unobstructed clearance</li> </ul>				
<b>604.3 ELECTRICAL SYSTEM HAZARDS</b> <ul style="list-style-type: none"> <li>No hazards to occupants or structure due to inadequate service; improper fusing, wiring, receptacles, fixtures or installation; damage or deterioration; overloaded circuits</li> </ul>				
<b>702 MEANS OF EGRESS</b> <ul style="list-style-type: none"> <li>All interior locations have a continuous unobstructed path of travel to egress</li> </ul>				
<b>704 WORKING SMOKE &amp; CO DETECTORS</b> <ul style="list-style-type: none"> <li><b>Smoke:</b> 1 on each floor, including basement and attic plus 1 in each bedroom plus 1 in each hallway outside bedrooms</li> <li><b>Carbon monoxide:</b> Within 15 ft. of each bedroom per Illinois Statute (430 ILCS 135)</li> </ul>				

## WINDOWS & EXTERIOR DOORS

Code Section / Description	Pass / Fail	Noncompliance Location(s)	Corrective Action(s)	Re-inspection
				Pass / Fail
<b>304.13 - 304.18 EXTERIOR DOORS, WINDOWS &amp; SKYLIGHTS</b> <ul style="list-style-type: none"> <li>• Open/close easily; windows stay open</li> <li>• Weather tight and properly sealed</li> <li>• Basement windows protected/shielded against rodent entry</li> <li>• No broken/cracked window glass</li> <li>• Screens installed where required and free from tears/holes</li> </ul>				

## INTERIOR STRUCTURE

Code Section / Description	Pass / Fail	Noncompliance Location(s)	Corrective Action(s)	Re-inspection
				Pass / Fail
<b>305.1/305.2 STRUCTURE</b> <ul style="list-style-type: none"> <li>• No unsafe conditions</li> <li>• Walls and floors are structurally sound and in good repair</li> <li>• Structural members are sound and capable of supporting loads</li> <li>• Stairs and other walking surfaces are sound and in good repair</li> </ul>				
<b>305.3 PAINT &amp; WALLCOVERINGS</b> <ul style="list-style-type: none"> <li>• Painted surfaces are clean and sanitary</li> <li>• Walls, doors, ceilings and trim are free from peeling paint/wallpaper/coverings</li> </ul>				
<b>305.4 FLOOR COVERINGS</b> <ul style="list-style-type: none"> <li>• Floor coverings present where required</li> <li>• Clean, sanitary and in good condition (no rips, missing tiles, etc.) with no exposed subflooring</li> <li>• Thresholds, trim work, etc. are properly installed and securely attached</li> </ul>				
<b>305.5/307 HANDRAILS &amp; GUARDRAILS</b> <ul style="list-style-type: none"> <li>• Structurally sound, securely attached and in good repair</li> <li>• Railings present where required; height between 30 and 42 inches</li> <li>• Spindles are properly spaced</li> </ul>				
<b>305.3/305.6 INTERIOR DOORS</b> <ul style="list-style-type: none"> <li>• Clean, fully operable and in good repair</li> <li>• Well-fit and securely attached to jambs</li> <li>• Hardware properly installed and operating as designed</li> </ul>				
<b>308 INTERIOR CONDITIONS</b> <ul style="list-style-type: none"> <li>• No accumulation of rubbish, garbage, appliances, etc.</li> <li>• Proper garbage disposal facilities/containers are present</li> </ul>				

## PLUMBING, MECHANICAL & ELECTRICAL

Code Section / Description	Pass / Fail	Noncompliance Location(s)	Corrective Action(s)	Re-inspection
				Pass / Fail
<b>501/502/503/504 GENERAL PLUMBING</b> <ul style="list-style-type: none"> <li>• Occupiable structures shall have facilities and fixtures per these sections</li> <li>• Fixtures are clean and sanitary</li> <li>• Free from clogs, leaks and defects</li> <li>• Fixtures are in working condition and pose no hazards to the health of occupants due to improper installation, deterioration or material defects</li> </ul>				
<b>505 WATER SYSTEM</b> <ul style="list-style-type: none"> <li>• Proper connection to a public supply or approved private water source</li> <li>• Fixtures have adequate discharge volume and pressure</li> <li>• Taps run with no drips; toilets flush</li> <li>• Water heater present, properly installed, and in good repair; heat water to 110° F</li> <li>• Water heater equipped with a working temperature/pressure relief valve and discharge pipe</li> </ul>				
<b>506 SANITARY DRAINAGE SYSTEM</b> <ul style="list-style-type: none"> <li>• Proper connection to a public sewer system or approved private system</li> <li>• Stacks, vents, waste and sewer lines function properly without leaks or obstructions</li> </ul>				
<b>602 HEATING EQUIPMENT</b> <ul style="list-style-type: none"> <li>• All occupiable structures shall have approved heating equipment maintained in good working order</li> <li>• Must be capable of maintaining a constant indoor temperature of 68°F in all habitable rooms of dwellings and 65°F in occupiable work spaces</li> </ul>				
<b>604 ELECTRICAL SYSTEM</b> <ul style="list-style-type: none"> <li>• Proper connection to an electrical system</li> <li>• Service provided per Electrical Code for applicable structure/occupancy type</li> <li>• Service panel and wiring in working condition with no hazards to the occupants or structure due to improper installation, deterioration or material defects</li> </ul>				
<b>605 ELECTRICAL EQUIPMENT</b> <ul style="list-style-type: none"> <li>• Equipment, wiring, fixtures and appliances properly installed and in safe working condition</li> <li>• Proper globes/diffusers/covers on all light fixtures</li> <li>• Covers on outlets, switches and panel boxes</li> <li>• At least one outlet in bathrooms and two outlets in all other rooms</li> <li>• GFCI outlets required within 6 feet of interior water sources and exterior locations</li> <li>• Light fixtures present in all halls, stairways, laundry rooms and furnace rooms</li> <li>• Working exhaust fan <u>OR</u> window in each bathroom</li> </ul>				

## EXTERIOR PROPERTY & STRUCTURES

Code Section / Description	Pass / Fail	Noncompliance Location(s)	Corrective Action(s)	Re-inspection
				Pass / Fail
<b>302/306/308 EXTERIOR CONDITIONS</b> <ul style="list-style-type: none"> <li>Premises clean, safe, sanitary, structurally sound and in good repair</li> <li>No accumulation of rubbish, garbage, junk, appliances or inoperable vehicles</li> <li>Free of rodent harborage</li> <li>Accessory structures, fences and pavement are structurally sound and in good repair</li> <li>No graffiti or similar defacement</li> </ul>				
<b>303 POOLS, SPAS &amp; HOT TUBS</b> <ul style="list-style-type: none"> <li>Clean, sanitary and in good repair</li> <li>48-inch tall barrier with a self-latching and self-closing gate; maintained in good repair</li> </ul>				
<b>304.1-304.6/306 WALLS &amp; FOUNDATION</b> <ul style="list-style-type: none"> <li>Walls are structurally sound and in good repair</li> <li>Siding and surfaces are free of decay, damage, peeling paint, deterioration, cracks, rust and corrosion</li> <li>Address numbers at least 4 inches tall are clearly visible from street</li> <li>Structural members are capable of carrying adequate loads</li> <li>Foundation is structurally sound, in good repair and free of open cracks</li> </ul>				
<b>304.7/304.9/304.11 ROOF &amp; CHIMNEY</b> <ul style="list-style-type: none"> <li>Roof, flashing, drains, gutters, overhangs and chimneys are structurally sound and in good repair</li> <li>Roof and flashing are watertight</li> <li>Drains, gutters and downspouts are unobstructed and discharge properly</li> <li>Chimneys are appropriately capped and function properly</li> </ul>				
<b>304.10/304.12/304.19/307 DECKS, PORCHES, STAIRS, RAILINGS, GATES</b> <ul style="list-style-type: none"> <li>Structurally sound, securely attached and in good repair</li> <li>Properly anchored and capable of carrying adequate loads</li> <li>Railings present where required; height between 30 and 42 inches</li> <li>Spindles are properly spaced</li> <li>Gates and latches work properly</li> </ul>				

**OTHER CODE COMPLIANCE ITEMS**

Code Section / Description	Pass / Fail	Noncompliance Location(s)	Corrective Action(s)	Re-inspection
				Pass / Fail

**INSPECTOR CERTIFICATION**

Inspection Date:

Inspector Name & Title:

Inspection Status:

- Pass. All Life/Fire Safety items passed inspection and the property complies with IPMC requirements. A Certificate of Compliance may be issued, assuming compliance with other applicable codes.
- Partial Pass. All Life/Fire Safety items passed inspection, but other IPMC deficiencies were noted. A Conditional Certificate of Compliance may be issued if the inspector deems the property structurally sound and fit for habitation. Deficiencies not corrected within 90 days may be subject to enforcement action, which may include fines of \$100 to \$750 per day.
- Fail. At least one Life/Fire Safety item failed inspection or the structure has been deemed unfit for habitation. No Certificate of Compliance or Occupancy Permit will be issued until noted deficiencies are corrected.

\_\_\_\_\_  
Inspector Signature

Re-Inspection Date: Not Applicable

Inspector Name & Title: Check if same inspector as above

Re-Inspection Status: Pass  Partial Pass  Fail   
*See definitions above.*

\_\_\_\_\_  
Inspector Signature

*All required repairs or alterations shall be done in accordance with current Building Codes and other applicable Municipal Codes. Repairs/alterations may require the issuance of building permits or other necessary approvals.*