



Community Development Department  
Building Services Division  
4900 Village Commons  
Matteson, IL 60443  
(708) 481-8313 Fax: (708) 748-2326

## **EXISTING STRUCTURE INSPECTION**

An existing structure inspection is required for all existing residential structures upon change of ownership or change of tenancy. The inspection will be conducted by representatives from Building Services and the Matteson Fire Department (if structure is sprinklered). This inspection will inform the potential buyer or lessee of any code violations or repairs necessary to bring the property up to code. This inspection is done solely as a visual inspection to insure the house is in a habitable state and complies with provisions of the International Property Maintenance Code, as amended by Village Ordinance. The Existing Structure Inspection (ESI) is not a guarantee that everything on the premises is in proper working order. Ultimately, it is the buyer's or lessee's responsibility to walk the interior and exterior of the home, prior to purchasing, closing, or occupying the home to assure that everything is as expected. If the buyer or lessee sees something that is in question, the buyer or lessee should bring those items to the attention of the seller or owner. If the buyer, seller, lessee, or owner has any questions regarding the ESI, please contact the Building Services Division.

### **INSPECTION IS GOOD FOR SIX (6) MONTHS**

Detailed below are the Existing Structure Inspection Guidelines for Residential Properties. These guidelines are general in nature. Specific requirements are outlined in the International Property Maintenance Code 2003 Edition as amended by Village Ordinance No.: 1930; International Residential Code 2003 Edition; ICC International Code Council 2003 Edition; The State of Illinois Plumbing Code 2004 Edition.

1. **ADDRESS** – A minimum of four (4) inch high Arabic numerals with a ½ inch stroke, attached to the home, visible from the street and in a contrasting color. IPMC/2003 Section 304.3 Local Ordinance 155.05
2. **FENCE** – No loose, broken or damaged or missing boards/posts. Structure must be properly painted or surface coated. IPMC/2003 Section 302.7 Local Ordinance 1645
3. **WINDOWS** – No cracks, no holes, no damaged window seals, required screens and storms, operable (where applicable) with a locking device. IPMC/2003 Sections 304.13, 303.13.1,303.13.2,304.17, 304.18.2 Local Ordinance 1645.

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4. DOORS – Lock; operable and no double-keyed dead bolts; no cracks, holes, damaged seals, trim, thresholds. IPMC/2003 Sections 304.13, 303.13.1, 304.15, 304.18, 303.18.3 Local Ordinance 1645.
5. PORCH – No loose or rotted boards; railings over 3 stairs, guardrails if the porch is over 16 inches high, baluster spacing with a maximum of 4 inch openings or 6 inch openings if the railings are existing. IPMC/2003 Sections 304.10, 304.12 Local Ordinance 1645.
6. ROOF – No missing or damaged shingles; visually inspect for interior water damage; certifications may be required by a State Licensed Roofing Contractor that is registered in the Village of Matteson. Inspector does not mount the roof. IPMC/2003 Sections 304.1, 304.7, and 507 Local Ordinance 1643 Section 1505.5.
7. CHIMNEY – Tuck pointing, \*spark arrestor and chimney cap required. IPMC/2003 Sections 304.11, 603.1, 603.2 and 603.3.
8. SIDING/DOWNSPOUT/GUTTERS – Secure, paint/weather coated, good condition, provide for splash block or downspout extensions. IPMC/2003 Sections 304.7, 304.2, and 302.2 Local Ordinance 1643 Section 1403.3 and 1813.5.4.
9. SIDEWALKS/DRIVEWAY/PARKING PADS/GARAGE FLOOR – No major cracks that create an opening or break the plane (walking surface) causing a tripping hazard. IPMC/2003 Section PM 302.3, Local Ordinance 1226 Sections 159.40.G.4.1, 159.40.1.2.A, 159.40.K.2.C., 159.40.K.2.C., 159.40.K.2.G, 159.40.K.2.1.
10. YARDS – Proper grading; no weeds over 6 inches high; no holes. IPMC/2003 and Local Ordinance 1645 Section 303.4, Matteson Zoning Ordinance 1226 Section 159.5B.
11. SHED – On concrete; 10 feet from house; 5 to 7 feet from property line, and properly maintained. IPMC/2003 Section 302.7, Local Ordinance 1643 Sections 1806.4 and 2305.17 and Matteson Zoning Ordinance 1226 Section 159.30D-E.
12. GARAGE – Minimum 1 light, 1 switch, 1 outlet; if adding or missing – all receptacles are required to be GFCI outlets except for receptacle designated for garage door opener. An electrical outlet is required within the length of the plug cord for the garage door opener. The door between the garage and house must have a self-closing device. IPMC/2003 Sections 302.7, 304.1, 304.2, 304.4, 304.15 Local Ordinance 1643 Section 407.1, 407.3, 407.4, 506.5, 1505.5, 1806 Local Ordinance 1644 Section 153.15B, 153.40 and 153.15D.

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13. ELECTRIC – No exposed wiring; no Romex, GFCI outlets shall be within 6 feet of a water source or the outlet shall be on a dedicated circuit (i.e. sump pump, ejector pump, washer, etc.). All exterior outlets must be properly covered. Central Air Conditioning units shall be in the rear yard and with a minimum 100 AMP Service. IPMC/2003 Section PM 601.1, 601.2, 604.1, 604.2, 604.3, 605.1, 605.2, 605.3 Local Ordinance 1644 Sections 153C, 153D, 153.08A, 153.16C, 153.16, 153.17A, 153.18A, 153.25, 153.28A, 153.30, 153.31, 153.32A, 153.33, 153.34A, 153.35-153.41.
14. FOUNDATION/BASEMENT FLOOR – No leaks or major cracks. IPMC/2003 Section 304.5, 305.2.
15. WATER HEATER – No visible leaks; no flexible water lines or gas piping; dielectric unions and cold water shut-off valve is required; venting with a minimum slope, pressure relief valve discharge line must be solid metal and extend to within 6 inches of floor, no cracks and no holes in the piping and vents shall be secured with sheet metal screws. Local Ordinance 1643 Section 407.3 and Illinois State Plumbing Code 2004 edition.
16. HVAC – Proper covers on the equipment; certification may be required. A minimum of 100 AMP Service for residences with Central Air Conditioners shall be in the rear yard. Exterior chimney cap required. IPMC/2003 Sections 601.1, 602.3, 603.1, 603.5, and 603.6.
17. FLOOR JOISTS – No deterioration, deviation or interruption of support loads (i.e. improper notching or holes). IPMC/2003 Section 305.2.
18. CRAWL SPACE – Dry; visually inspect for water; Inspector does not enter crawl space. IPMC/2003 Section PM 1210.0 and Local Ordinance 1643 Section 1406.7.
19. SUMP PUMP/EJECTOR PIT – Proper covering on pit, accessible backwater valve required, and storm water is to be properly discharged. For ejector, bolt down cover, provide backwater valve, and must discharge properly. IPMC/2003 Sections 505.1, 506.1 and Local Ordinance 1650 Sections 890.1360 and 890.1380.
20. FIREPLACE – Shall be cleaned (if excessively dirty), no excessive cracks in brick or mortar, spark arrestor (required if wood burning) and chimney cap required. IPMC/2003 Sections 603.1, 603.2, 603.4, 603.5 and 603.6.
21. STAIRS – No loose or rotten boards; proper handrails and guardrails; guardrails required for landings over 30 inches. IPMC/2003 Section 305.5, Local Ordinance 1645 Sections 304.10, 305.6, and 1014.9.

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22. HEAT DUCTS – Secured, no holes, connected to approved chimney or vent, and proper clearance from combustible materials. IPMC/2003 Sections 302.6, 602.2, 603.1, 603.2, 603.3, 603.4, 603.5, and 603.6.
23. WALLS – No holes, cracks, peeling paint or peeling wallpaper, and proper surface coating to correct defective surfaces. IPMC/2003 Sections 304.5, 304.6, 305.2, 305.3, Local Ordinance 1644 Section 153.17A-B, 153.18A.
24. FLOORS – No weak boards, proper covering. IPMC/2003 Section 305.2, 305.3.
25. CEILINGS – No water marks, holes, or cracks. IPMC/2003 Sections 305.3, 305.4, Local Ordinance 1643 Section 202.0, 1204.1, and Local Ordinance 1644 Section 153.17A-B and 153.18A.
26. BATHROOMS – An exhaust fan with switch or an operable window, one GFCI electrical outlet required, no plastic water supply lines to fixtures, and all caulking or grouting must be capable of performing watertight function. IPMC/2003 Sections 403.2, 404.4.3, 303.13.1, 303.13.2, 304.14, 503.1, 504.1, 504.2, 505.1, 505.2, 506.1, 506.2, 605.2, 605.3, Chapter 5, Principle No.: 7 Local Ordinance 1650 Sections 890.1020, 891.1150, 890.610, 890.340, and Local Ordinance 1644 Section 153.40.
27. ALL SINKS AND TOILETS – No leaks, cracks, or plastic water lines. IPMC/2003 Sections 502.1, 404.4.3, 503.1, 504.2, 503.3, 506.1, 506.2, Chapter 5 Principle No.: 7 and Local Ordinance 1650 Section 890.1020, 890.1150, 890.1600, 890.610, 890.340.
28. TUB/SHOWERS – Tile and walls properly caulked, no cracks or leaks. IPMC/2003 Sections 502.1, 503.1, 504.1, 504.2, 505.1, 506.1, 506.2, 305.3, and Local Ordinance 1650 Section 890.1020, 890.1150, 890.304.
29. SMOKE DETECTORS – One must be operating on each level of home in common areas and in each sleeping room above the door. IPMC/2003 Section PM 102.3, 704.5, and Local Ordinance 1953 Section 9072.
30. CARBON MONOXIDE DETECTORS – Required within 15 feet of all rooms used for sleeping. (Public Act 094-0741).

**THE INSPECTION OF THE WATER METER AND THE INTERIOR AND EXTERIOR READING IS NOT A FINAL METER READING. THIS IS DONE TO CHECK PARODY BETWEEN THE METERS ONLY.**

**PLEASE CONTACT THE WATER BILLING DEPARTMENT AT (708) 283-4790 TO SCHEDULE A FINAL WATER METER READING AND MAKE SURE PROPERTY MAINTENANCE FEES AND LIENS ARE PAID.**

**IF THE PROPERTY IS SOLD "AS IS" THE BUYER MUST SIGN AN AFFIDAVIT ACCEPTING FULL RESPONSIBILITY FOR MAKING THE NEEDED REPAIRS INDICATED ON THE EXISTING STRUCTURE INSPECTION REPORT. ALL REPAIRS MUST BE MADE WITHIN THIRTY (30) DAYS OF CLOSING (WEATHER PERMITTING). FAILURE TO DO SO WILL RESULT IN A VIOLATION AND POSSIBLE FINE. THE AFFIDAVIT MUST BE SIGNED BY A NOTARY.**

**NOTE - IF ALL NEEDED REPAIRS CANNOT BE COMPLETED WITHIN THE THIRTY (30) DAY PERIOD FOLLOWING CLOSING, PLEASE CONTACT THE BUILDING SERVICES DIVISION TO DISCUSS WITH THE INSPECTOR COMPLETING THE EXISTING STRUCTURE INSPECTION REPORT. FAILURE TO DO SO WILL RESULT IN A VIOLATION AND POSSIBLE FINE.**

Last updated: June 8, 2010