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HOUSING INSPECTION CHECKLIST GUIDE

The City of Belleville is committed to ensuring the public health, safety, and overall welfare of its citizenry. As a part of this commitment, we hope this guide to our Residential Housing Inspection program will assist you with an understanding of our Inspection Program. The following is a list of common issues/violations found by our Residential Housing Inspectors, along with an explanation of what they are checking and the reasons they are important. We hope that this Checklist Guide will provide everyone – whether they are tenants, property owners/managers, realtors or those who just want to know more about the inspection process – with a better understanding of residential housing inspection criteria. Please note, that our inspectors follow the 2006 International Property Maintenance Code, the current edition of the Illinois Plumbing Code, along with additions to the City’s Code. Therefore, this list is not exhaustive of everything that is checked. Code books and additions to the City’s Code are available for reference at the City of Belleville Public Library, the City Clerk’s Office and in the Residential and Commercial Development Services Department. Thank you for your interest and your investment in the City of Belleville. If you should have any questions, please feel free to contact us via the information above.

EXTERIOR

Yards:

- Garbage containers – leak-proof containers with tight fitting lids. (Minimum of one (1) container per dwelling unit)
- Standing water – grading and drainage problem from structure and property.
- Trees, weeds, grass – properly maintained.
- Trash and debris must be removed from the site.
- All fences must be properly maintained.

Building Numbers: Easily read numbers help ensure that emergency personnel can locate the residence.

- Must be at least 4 inches tall.
- Readable/visible from street.
- Numbers must be located on the structure. Apartments must have individual numbers or letters.

Foundations:

- Foundations must be intact; free of cracks, loose/missing blocks/mortar, and other forms of deterioration. Condition must be apparent from external and internal inspection.
- Sill plates must be free from rot and other damage.

Walls:

- All exterior walls, soffit and fascia must be free from holes, breaks, and loose or rotting materials. Said areas must be maintained and weatherproofing must be properly surface coated where required to prevent deterioration.

Roofs/Chimneys:

- Mortar must be in reasonable condition, with no voids.
- Rafters must show structural integrity, i.e. sagging, splitting, rotting, etc.
- Chimney bricks must be intact and capped.

Stairs/Porches/Railings:

- Must be uniform in dimension and free from deteriorated treads and risers.
- Handrails must be secured properly on any step having more than four risers.
- Handrails should be located 32" to 38" above stair tread.
- For landings/balconies over 30' high, guardrails are required.
- Must exhibit structural stability.

Doors/windows:

- All windows designed to open must be in proper operating condition.
- Each room must have one screen in good condition.
- Glass must not be cracked, broken, or missing.
- Doors must be fire rated between garage and living area.

Accessory Structures:

- Sheds/Garages – (same requirements as residence)

INTERIOR**Walls/Ceilings:**

- Plaster must not be loose or missing.
- There must not be any evidence of roof leaks.
- Paint must be intact.
- Ceilings in garage below habitable area must be fire rated.
- Walls in attached garages must be fire rated.
- Window openings from living areas to attached garages must be covered with fire rated drywall

Floors:

- Bathroom and kitchen should be impervious to water.
- Flooring materials cannot be loose, damaged, or missing.
- Joist and columns must be intact for structural support.
- Carpet must be clean, secure, and intact.

Stairs:

- Same requirements as exterior stairs.

Space/Occupancy:

- All bedrooms must have a closet. Bedrooms cannot be used as a thoroughfare to other living spaces.
- Basement bedrooms must have ventilation, two (2) approved means of egress, and proper ceiling height.
- Window opening in basement bedroom must have 5.7 sq. ft. of openable area and no more than 44 inches from the floor to openable area.
- All bedrooms must also have a closet and at least one operable window with a screen.

Sanitation/Kitchen:

- Must have sink in proper operating condition, cabinets/shelves, counter, stove hook-up and refrigerator hookup.

Sanitation/Bathroom:

- Bathrooms and all fixtures within must be free of leaking water lines and drainpipes and must have hot and cold water at normal pressure.
- Bathrooms must have privacy.

- Bathroom must have at least one (1) electrical receptacle. All must be GFCI protected.

PLUMBING – All plumbing must be protected from freezing

Supply System:

- All piping must be in working condition with no leaks, with all pipes anchored.
- Fixtures must be in working condition and operable at time of inspection.
- Hot water must be provided at the time of inspection.
- Backflow protection must be present on the exterior and interior hose bibs.

Drainage System:

- Piping must be in working condition with no leaks, with all piping anchored on the interior and exterior.

Hot Water Heaters:

- Drip tube must be installed within 6" above the of floor. These materials must be hard pipe or hard copper, not plastic. Drip tube must be the same diameter of the relief valve.
- Temperature and proper pressure relief valve is required.
- When venting for the hot water heater is connected to the chimney, screws must be secured at each joint and sealed in and around the chimney.
- The shutoff of the gas line dirt leg must be before the connection. The dirt leg must be located on a vertical drop from main gas line.
- Gas fired water heater must be elevated 18" above floor if installed in garage.
- An 18" fire rated wall surrounding the water heater may be approved in some situations.
- Expansion tank must be installed with water heater.

HEATING/MECHANICAL

Ventilation:

- Kitchen must be properly ventilated.
- Bathroom must have a window with a screen and/or an exhaust fan.

Heating/Mechanical Equipment:

- Cold air returns must be located outside of furnace room.
- Gas fired furnaces are required to have a Belleville Switch/stack control switch.
- Clearances: Must meet minimum clearances from combustible material according to the manufacturers' installation instructions.

Venting:

- A minimum of a ¼ inch rise per foot is required on a flue pipe(s).
- Flue pipe(s) must have proper connection into the chimney.
- All flue pipe(s) must be properly sized as per the National Fuel Gas Code.
- Elbows in vent pipes must be properly installed in a fuel pipe system. The manufactured elbows may not be modified (cut-off).

Electrical Service Equipment and Wiring:

- SEE ELECTRICAL GUIDELINES

Fire Protection Systems:

- Smoke detectors must be present on every level including basements (mounted on ceiling) or on the wall as noted in the manufacturer's installation instructions.
- Exception: In unfinished attics smoke detectors are not required.
- Improper security screens or grill on windows.

- Carbon Monoxide Detectors must be within fifteen (15) feet of any room used for sleeping purposes per public act 094 0741. (Exemption may be given for all-electric homes that do not have an attached garage.)

Swimming Pools, Hot Tubs, Spas:

- Please contact us as this information may be site-specific.
- SEE ELECTRICAL GUIDELINES

HELPFUL INFORMATION

All sewer bills for property must be paid and up-to-date to schedule an inspection or receive an occupancy permit.

We accept the following forms of payment: Checks, money orders, cash, and credit/debit cards. Please note, for credit/debit card transactions, there is a convenience fee of 2.75%.

We are open from 8:00 AM – 5:00 PM, Monday through Friday.