



REAL ESTATE TRANSFER APPLICATION FOR CERTIFICATE OF COMPLIANCE

Village of Glendale Heights
Community Development Department
300 Civic Center Plaza
Glendale Heights, Illinois 60139
630 260-6030 • Fax: 630-260-1317

10-14C-4: APPLICATION FOR CERTIFICATE; FEES

Any person owning real estate located within the Village shall, at the time of offering the real estate for sale or transfer, but not less than twenty-one (21) days prior to any proposed sale, assignment, or other transfer of any legal or beneficial interest of said real estate, file an application for a certificate of compliance, together with a copy of a current (dated within 1 year of the date of the application) plat of survey, with the Community Development Department. Every person applying for a certificate of compliance, except for those exempted by the provisions of section 10-14C-8 of this article, shall, simultaneously with presenting the application for a certificate of compliance to the Community Development Department, pay a fee.

Community Development Official Use:	Case #: _____
Application Fee: \$ _____ Office Tech: _____ Initials: _____ Date: _____	

INSTRUCTIONS: The applicant is to complete the form providing all requested information. Print or type information to ensure accuracy and avoid delays in the inspection process.

Location of Real Estate Transfer/Inspection: _____,

Glendale Heights, IL 60139, with Property Index Number (PIN) _____.

Contact information for the PERSON ATTENDING THE INSPECTION or other responsible party:

Name / Company:			
Inspection Contact Phone		Inspection Contact Email:	

Contact information for the PERSON PAYING FOR THE INSPECTION:

Full Name:		Phone Number:	
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SELLER

Involved Parties:

PURCHASER

SELLER Full Name:		PURCHASER Full Name:	
SELLER Mailing Address:		PURCHASER Current Address:	
SELLER Contact Phone(s):		PURCHASER Contact Phone(s):	
SELLER Email:		PURCHASER Email:	
Seller Real Estate Agent: Company Name & Address:		Seller Real Estate Agent Phone: Email:	
Seller Attorney: Attorney Name & Address:		Seller Attorney Phone: Email:	

**REQUIRED
INFORMATION**

Was this previously or currently a rental property?
☐ Yes ☐ No

Will this property be rental property?
☐ Yes ☐ No

Check the box identifying the type of property going through real-estate transfer according to its **LEGAL DESCRIPTION**:

☐ Single Family ☐ Duplex ☐ Town House ☐ Condominium
☐ Commercial ☐ Industrial ☐ Vacant Lot ☐ Multi-Family/Number of Units (_____)

THE ISSUANCE OF A CERTIFICATE OF COMPLIANCE SHALL IN NO WAY BE CONSTRUED TO BE GUARANTEE IN ANY WAY BY THE VILLAGE OF GLENDALE HEIGHTS THAT THE STRUCTURE IS FREE FROM ANY DEFECTS WHETHER LATENT OR PATENT AND PROVIDES NO GUARANTEE THAT FUTURE VIOLATIONS CANNOT OR WILL NOT OCCUR AT THE ABOVE ADDRESS. THIS IS A VISUAL INSPECTION ONLY.

Property OWNER Name (Print): _____

Property OWNER Signature: _____



Department of
Community Development
300 Civic Center Plaza
Glendale Heights, IL 60139
Phone (630) 260-6030
Fax (630) 260-1317
www.glendaleheights.org

Real-Estate Transfer Inspection

Case/Permit #: _____
Address: _____
Date: ____/____/____ Time: ____:____:____
Inspector: _____ Insp. ID #: _____
Re-Insp. on ____/____/____ Rev. 09/23/2021

SAMPLE

The Village of Glendale Heights requires real-estate transfer inspections to identify issues that are not in compliance with the Village Code, including the International Codes as adopted and amended. This checklist provides a summary of significant code requirements and is used by the inspectors during the inspection. There may be other unique items identified on an inspection that are not included on this list. This inspection does not take the place of a home inspection which is a separate private matter between private home inspector and buyer.

☐ Occupied ☐ Vacant

The following listed items detail the current violations for the above address, which must be corrected & re-inspected for compliance within the time frame identified by the inspector here:

☐ 30 days ☐ 60 days ☐ 90 days ☐ ____ days ☐ 6 months ☐ ____ months

☐ Plat of Survey provided / On file. ☐ Plat of Survey required - \$250.00 surety to be posted. ☐ N/A-Condo

☐ An escrow is required in the amount of \$ _____ to ensure compliance with correction requirement.

Notice: While every effort is made to conduct a complete initial inspection, sellers and buyers are hereby notified that subsequent re-inspections may result in the identification of additional code violations which will require correction. Corrections requiring permits are the responsibility of the owner/seller/buyer to obtain.

A - Kitchen:

Required Items:

- ☐ GFCI receptacle required for all countertop/island areas/light above sink/must be properly spaced/permit required
- ☐ Doors/windows lock/operate properly/need repair
- ☐ Stove must vent to exterior/missing gas shut-off/anti-tip device required

Informational Items:

- ☐ Water supply must be copper or stainless steel braided/missing shut-off valve/handle
- ☐ Drain/tailpiece/fixture/connection needs repair/replace
- ☐ Flexible/rubber connection/S-trap drain not allowed
- ☐ Dishwasher cannot discharge into garbage disposal
- ☐ Screens need repair
- ☐ Walls/floors/ceilings/surfaces in disrepair/unsanitary

B - Common Spaces: ☐ Foyer=S1 ☐ Halls=S2 ☐ Living room=S3 ☐ Dining room=S4 ☐ Family room=S5 ☐ Other (Specify)

Required Items:

- ☐ Doors/windows lock/operate properly/need repair
- ☐ Lights/switches/fixtures out/damaged need repair
- ☐ Hallways and all levels require smoke detector
- ☐ Loose/missing guard/handrail leading to any level
- ☐ Balusters shall be vertical/not allowing 4-inch spheres to pass through

Our Mission

"The Glendale Heights Department of Community Development strives to provide professional assistance in planning, development and construction by adopting and enforcing current codes and standards in a uniform and unbiased manner, in order to establish and maintain a safe, healthy and attractive community for all residents and business owners."

Informational Items:

- ☐ Screens need repair
- ☐ Walls/floors/ceilings/surfaces in disrepair/unsanitary

C - Bedrooms:

☐ # of bedrooms _____ ☐ occupant load of _____

B1=Bedroom _____ B2=Bedroom _____ B3=Bedroom _____ B4=Bedroom _____ B5=Bedroom _____

Required Items:

- ☐ Carbon monoxide detector required within 15' of bedrooms
- ☐ Bedrooms require smoke detectors (battery/ hardwire)
- ☐ Doors /windows lock/operate properly/need repair

Informational Items:

- ☐ Room may not be used as bedroom or habitable space due to ceiling height, window size, window height, electric, etc.
- ☐ Screens need repair
- ☐ Walls/floors/ceilings/surfaces in disrepair/unsanitary

D - Clothes Closets:**Required Items:**

- ☐ Closets with light fixtures require completely enclosed lamp fixtures. (Use room identifier listed. E.g. S2, B3 & W2.)

E - Bathrooms:

☐ W1=Powder Room ☐ W2=Hall Bathroom ☐ W3=Master Bath ☐ W4=Basement

Required Items:

- ☐ GFCI all receptacles/receptacle in light above sink/shower
- ☐ Doors/windows lock/operate properly/need repair

Informational Items:

- ☐ Exhaust fan must vent to exterior
- ☐ Screens need repair
- ☐ Water supply must be copper or stainless steel braided/missing shut-off valve/handle
- ☐ Drain/tailpiece/fixture/connection needs repair/replace
- ☐ Flexible/rubber connection/S-trap drain not allowed
- ☐ Walls/shower/floors/ceilings/surfaces in disrepair/unsanitary

F - Laundry:**Required Items:**

- ☐ GFCI protect receptacles near any open water source
- ☐ All electrical extension cords must be removed
- ☐ Laundry/sink shall connect to sanitary sewer
- ☐ Dryer vent not installed properly/need 4" diameter, 8' flexible, 1 piece length/must vent to exterior/rigid from wall to exterior
- ☐ Dryer missing gas shut-off/NEMA 4-wire/proper gas line
- ☐ Remove screws/obstructions from dryer vent

Informational Items:

- ☐ Flexible/rubber connection/S-trap drain not allowed
 - ☐ Laundry/sink is not vented, should be installed to code
 - ☐ Sink water supply must be copper or stainless steel/missing shut-off valve/handle
 - ☐ Walls/floors/ceilings/surfaces in disrepair/unsanitary
 - ☐ Vacuum breaker faucet if threaded
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G - Water Heater & Water Meter:**Required Items:**

- ☐ Missing water shut-off/gas shut off
- ☐ All gas piping must be black steel pipe (no flexible pipe)
- ☐ Flue pipe must be secured with screws at every pipe joint-no holes/openings
- ☐ Replace flue pipe/flame guard/support flue pipe with hangers/needs positive pitch
- ☐ Missing ground bonding jumper over the water meter (requires #8AWG copper wire or larger)
- ☐ Power venting PVC pipe to exterior

Informational Items:

- ☐ Relief valve missing/discharge pipe must be copper or galvanized steel (rigid/ no plastic) to 6 inches off the floor (if permit obtained and passed inspection)
 - ☐ Remove flexible water pipe connection, must be rigid copper piping (If permit obtained and passed inspection)
 - ☐ Safety pan is needed for 2nd floor location. (If permit obtained and passed inspection)
 - ☐ Missing dielectric unions (If permit obtained and passed inspection)
 - ☐ Expansion tank needed if backflow device present (If permit obtained and passed inspection)
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H - Furnace:**Required Items:**

- ☐ Missing gas shut-off valve
 - ☐ All gas piping must be black steel pipe (no flex)
 - ☐ Need 2 PVC pipes to exterior if high efficiency unit/must comply with unit manufacture installation requirements
 - ☐ Flue pipe must be secured with screws at every pipe joint-no holes/openings
 - ☐ Must support flue pipe with hangers/pipe needs positive
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I - Electrical Panel:**Required Items:**

- ☐ Each breaker must be labeled
 - ☐ Proper blank breaker cover for empty space in the panel required
 - ☐ Panel must be accessible (3 foot clearance in front of panel required)
 - ☐ Panel cover/door required
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J - Electric – General Requirements:**Required Items:**

- ☐ All receptacles must be grounded (3 prong required)/wired properly
- ☐ Extension cords cannot be used as permanent wiring
- ☐ Habitable rooms must have proper amount of electrical to service the space (Permit required for work done without a permit)
- ☐ All electrical BX or Romex wiring must be removed and properly wired with conductors in conduit pipe (Permit required for work done without a permit)
- ☐ Open/opening in junction boxes prohibited
- ☐ Switch plates/receptacle trim plates missing

Informational Items:

- ☐ Habitable rooms must have proper amount of electrical to service the space (Acceptable if original construction)
- ☐ Wall switch to fixture or receptacle in room

K - Basement:
☐ YES ☐ NO *Finished Basement*
Required Items:

- ☐ All receptacles need GFCI protection in unfinished space
- ☐ All electrical extension cords must be removed
- ☐ Habitable basement requires proper egress escape window (permit is required)
- ☐ Remove illegal walls/ doors/ rooms/ electrical/ plumbing - obtain a permit to retain or demo and pass required inspections
- ☐ Stairway/access must be safe/secure/no clutter/need 3-way switch
- ☐ Doors/windows lock/operate properly/need repair

Informational Items:

- ☐ Walls/floors/ceilings/surfaces damaged/cracks/holes need repair
- ☐ Screens need repair

L - Groundwater Sump Pump/Basin:**Required Items:**

- ☐ Must discharge into the yard (not into sanitary sewer)
- ☐ No extension cord allowed

Informational Items:

- ☐ Check valve required
- ☐ Must have a removable proper fitting steel/plastic cover

M - Sanitary Ejector Pump/Basin:**Required Items:**

- ☐ Must discharge into the sanitary sewer/missing vent
- ☐ No extension cord allowed

Informational Items:

- ☐ Must have steel/plastic cover and be sealed
- ☐ 2-inch check valve required

N - Garages:**Required Items:**

- ☐ All receptacles are required to be GFCI protected, except single dedicated outlet for door opener
 - ☐ Direct receptacle is required for door opener
 - ☐ All electrical BX or Romex must be removed and replaced with conductors in conduit pipe (Permit required for work done without a permit)
 - ☐ Minimum 20 minute fire rated door between garage and dwelling space.
 - ☐ Walls/ceilings damaged/cracks/holes need repair/must maintain complete 1 hour rating
 - ☐ All electrical extension cords/ungrounded adaptors must be removed
 - ☐ Self-closing device required on fire rated door.
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O - Exterior & Accessory:**Required Items:**

- ☐ Address character/ numbers a minimum of 4 inches high and ½ inch wide visible from the street shall be installed on structure
- ☐ Exterior surfaces must be in good repair (rotting wood, peeling paint, etc.), including siding and roof
- ☐ Grass and weeds must be cut
- ☐ All exterior electrical receptacles (minimum 1 required on structure) to be GFCI protected
- ☐ Shed does not comply with code
- ☐ Shed/accessory structure location too close to lot line, house or on an easement
- ☐ Pool not in compliance due to location, GFCI, fencing, condition (Permit required)
- ☐ Remove illegal deck/shed/driveway/structure or obtain a permit and compliance approval
- ☐ Fence in need of repair/code compliance
- ☐ Exterior lighting must be in proper working condition
- ☐ Remove debris from around yard/ house/ shed
- ☐ Driveway/walkway does not comply with code due to size or location/permit required

Informational Items:

- ☐ Front and/or back yard hose bib needs vacuum breaker
 - ☐ Window wells must be covered
 - ☐ Pool not in compliance due to location, GFCI, fencing, condition (Acceptable if permit was obtained and passed inspection)
 - ☐ Loose/missing guard/handrail on deck / deck stairway
 - ☐ Missing handle on hose bib
 - ☐ Shed electric must comply with code (If permit was obtained, and passed inspection)
 - ☐ Driveway/walkway in disrepair
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P - Other:**Required Items:**

- ☐ Operable deadbolt without use of key if present on entry door

Informational Items:

- ☐ Signs of moisture damage/fungus/possible mold - remediate area (drywall removal and replacement will require a permit)
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