



Certificate of Use and Occupancy Property Maintenance Inspection Sheet

Village of Caseyville, Illinois
909 South Main Street, Caseyville, IL 62232
(618) 344-1234

(Please Type or Print Legibly)

Owner/Seller Info:

Owner's Name: _____

Owner's Address: _____

Owner's Driver License No.: _____

Owner's Home No.: _____ Cellular No: _____

Address for Inspection: _____

Mobile Home: Yes ___ No ___

Permanent Parcel Identification Number: _____

Renter/Buyer Info:

Renter's Name: _____

Renter's Current Address: _____

Renter's Driver License No.: _____

Renter's Home No.: _____ Cellular No: _____

List all Occupants by name and relationship:

Full Name:	Relationship	Drivers License No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

First Inspection Date and Time: _____ Passed Failed Inspector _____

Second Inspection Date and Time: _____ Passed Failed Inspector _____

(\$100.00 fee for each additional inspection after 2nd inspection)

Third Inspection Date and Time: _____ Passed Failed Inspector _____

Additional Inspections (If needed): _____

If the property for which this Occupancy Permit is being applied for is rental property, the owner of the property understands that any Water Fees still owed the Village from previous renters of said property must be paid in full along with the \$75.00 Occupancy Permit fee. If the property for which this Occupancy Permit is being applied for has Sewer Service available and has not been connected, the sewer line must be connected and tap-in fees paid. No Occupancy Permit will be granted until these matters are taken care of and approved by the Superintendent of the Water/Sewer Department.

Approved By: _____ Date: _____
Superintendent of Water/Sewer Department

INSPECTION SHEET

LIVING ROOM:

1. Electrical System Hazards/Covers

Passed Failed

2. Lighting Fixtures

Passed Failed

3. Interior Surfaces/Floors

Passed Failed

KITCHEN:

1. Receptacles (GFI)/Covers

Passed Failed

2. Lighting Fixtures

Passed Failed

3. Interior Surfaces/Floors

Passed Failed

4. Gas Shut-Off on Range

Passed Failed

5. Traps on Sink

Passed Failed

6. Water Shutoffs

Passed Failed

BATHROOM(s):

1. Receptacles (GFI)/Covers

Passed Failed

2. Lighting Fixtures

Passed Failed

3. Interior Surfaces/Floors

Passed Failed

4. Traps on Sink

Passed Failed

5. Toilet/Shower/Sink Shutoffs

Passed Failed

BEDROOM(1):

1. Electrical System Hazards/Covers

Passed Failed

2. Lighting Fixtures

Passed Failed

3. Interior Surfaces

Passed Failed

4. Room Size

BEDROOM(2):

5. Electrical System Hazards/Covers

Passed Failed

6. Lighting Fixtures

Passed Failed

7. Interior Surfaces

Passed Failed

8. Room Size

BEDROOM(3):

9. Electrical System Hazards/Covers

Passed Failed

10. Lighting Fixtures

Passed Failed

11. Interior Surfaces

Passed Failed

12. Room Size

BEDROOM(4):

13. Electrical System Hazards/Covers

Passed Failed

14. Lighting Fixtures

Passed Failed

15. Interior Surfaces

Passed Failed

16. Room Size

MISCELLANEOUS:

1. **Shutoff Valve on Water Heater/Furnace**
Passed Failed
2. **Drip Leg on Water Heater/Furnace**
Passed Failed
3. **Dirt Leg on Gas Furnace & Water Heater**
Passed Failed
4. **Sewer Clean-out**
Passed Failed
5. **Furnace**
Passed Failed
4. **Evidence of Roof/Windows Water Leaks**
Passed Failed
5. **Working Smoke Detectors**
Passed Failed
6. **Main Water Shut Off Valve**
Passed Failed

ELECTRICAL PANEL:

(Must meet National Electrical Code):

1. **All wires must have connectors**
Passed Failed
2. **No Double Lugging**
Passed Failed
3. **Bare wires must have wire caps**
Passed

BASEMENT:

1. **If habitable Living Space (Bedrooms) is or will be present two (2) means of emergency egress to the outside must be present (as per BOCA Code)** Passed Failed

EXTERIOR PROPERTY AREA:

1. **Sanitation/Debris**
Passed Failed
2. **Sidewalks & Driveways**
Passed Failed

3. **Weeds/Grass over 8" tall**
Passed Failed
4. **Exhaust Vents**
Passed Failed
5. **Accessory Structures/Sheds**
Passed Failed
6. **In-operable Motor Vehicles**
Passed Failed
7. **Pool Two (2) Feet or More In Depth must have Fence/Gate**
Passed Failed

EXTERIOR STRUCTURE:

1. **Street Numbers (3"hx2-1/2"w)**
Passed Failed
2. **Exterior Walls** Passed Failed
3. **Roof & Gutters**
Passed Failed
4. **Foundation**
Passed Failed
5. **Overhang Extensions**
Passed Failed
6. **Chimney and Flu-Cap**
Passed Failed
7. **Handrails & Guardrails**
Passed Failed
8. **Operable Windows/Broken**
Passed Failed
9. **Insect Screens**
Passed Failed
10. **Doors / Locks**
Passed Failed
11. **Basement Hatchways**
Passed Failed
12. **A/C Disconnect**
Passed Failed
13. **Anti-Siphon Devices \ Back Flow Preventer** Failed
Passed Failed
14. **Outside Light, Front & Rear**
Passed Failed

OTHER:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INSPECTOR COMMENTS:

INSPECTOR SIGNATURE _____ DATE: _____

Should a property fail it's first Occupancy Inspection and its subsequent Re-Inspection, No further inspections will be made until an additional Fifty Dollar (\$50.00) ReInspection Fee, as provided under Ordinance #934, an Ordinance providing the Schedule of Fees for the Village of Caseyville, Illinois Planning and Zoning Department has been paid. A "Re-inspection" is defined as an inspection which is made as a result of non-compliance, not ready, no-show - lock out, etc.

I CERTIFY BY MY SIGNATURE BELOW, THAT IF CORRECTION (S), (see Inspection Sheet) ARE NEEDED TO BE MADE TO MEET THE REQUIREMENTS OF THE HOUSING CODE, (ORDINANCE # 558 AND ORDINANCE # 597), AND THOSE CORRECTIONS ARE NOT MADE, THE UTILITIES TO THIS ADDRESS WILL BE DISCONNECTED. I ALSO CERTIFY THAT I HAVE READ, UNDERSTAND, AND ACCEPT EACH OF THE PROVISIONS, AND WILL ABIDE BY THEM AND BY THE CODES, ORDINANCES, REGULATIONS AND STATUES OF THE VILLAGE OF CASEYVILLE AND THE STATE OF ILLINOIS.

OWNER/SELLER SIGNATURE _____ DATE _____

RENTER/BUYER SIGNATURE

DATE _____

FEE PAID: _____ DATE: _____

Max. Number of Occupants in Compliance with Ordinance #578, Section 8: _____

DATE APPROVED FOR OCCUPANCY: _____

Zoning Administrator

