



VILLAGE OF BETHALTO BUILDING AND ZONING DEPARTMENT

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OCCUPANCY INSPECTION CHECKLIST

The Village of Bethalto Building and Zoning Department, being committed to improving the quality of housing in our municipality, has compiled the list below. These items are required to obtain an occupancy certificate.

GENERAL

- Any previous code enforcements must be corrected
- Electric and gas utilities must be on

EXTERIOR

- Lawn must be mowed and reasonably kept up
- There can be no Junk or trash on the premises
- Property to be free of derelict vehicles on premises (wrecked & inoperable, flat tires, not properly licensed, etc.)
- Identifying house numbers must be displayed to allow public safety vehicles and postal authorities to readily identify the location. Numbers should be 4inches or taller and reasonably contrasted
- Roof, walls, and foundation should be in good repair
- Detached out buildings (garages, sheds) should be in good repair
- Swimming pools should be properly fenced or enclosed

ELECTRICAL

- Electric fuse/breaker panel cover should be properly attached and branch circuits labeled
- Conduit installed on all wall mounted Romex/wiring in basements
- Properly wired breaker/fuse panel
- Knob & tube wiring should not be present
- All Romex/wiring must be properly protected in accessible areas
- Properly working GFCI protected outlets are required within 6' of any water source, at the exterior, and in garages
- At least one GFCI protected receptacle is required in each bathroom

INTERIOR

- Interior conditions of the dwelling must be clean
- Interior walls, floors, and ceilings must be in good repair
- Residence needs to be free of rodent and/or insect infestation

- Installed and properly working smoke detectors as required in each bedroom and in the common area on each level
- If gas appliances or gas service are present, or if an attached garage is present, then working CO detectors must be present on each level of livable space
- Installed interior doors for bedrooms and bathrooms
- Fire walls/ceilings and fire protection occupant door, in the garage

PLUMBING/MECHANICAL

- Functioning bathroom(s)
- Functioning kitchen
- Metal discharge pipe on water heater pressure relief valve is required, no less than 4 and no more than 6 inches from the floor
- Functioning water heater
- Plumbing supply/drain free of leaks
- Ground/rain water cannot be pumped or flow into sanitary sewers
- Functioning furnace (winter months)
- Bathrooms must have an exhaust fan or operational window with screen
- No copper gas lines
- No natural gas or sewer gas odors

*Please note that this list is not all inclusive. The Occupancy Inspector will have discretion on conditions not specifically listed that will result in denial. However, following the guidelines on this list will greatly reduce the chances of an inspection being denied.