

MEMBER OF
THE ILLINOIS MUNICIPAL LEAGUE
VILLAGE OF ROUND LAKE BEACH

1937 N MUNICIPAL WAY
ROUND LAKE BEACH, IL 60073

VILLAGE HALL (847) 546-2351 FAX (847) 740-2852 **PUBLIC WORKS** (847) 546-8752 FAX (847) 740-6030
ECONOMIC DEVELOPMENT (847) 546-2351 FAX (847) 201-7229

PROPERTY TRANSFER REQUIREMENTS

Note – Absolutely no information will be released or service on account will be completed without written authority from the owner of the property.

- Schedule a water meter and occupancy inspection with the Village Economic Development Department 2 to 3 weeks prior to closing.

There is a \$60 fee payable by cash or credit card required at the time of scheduling. Someone over the age of 18 will be required to be present at the property.

 - If the meter does not meet code requirements you will be required to update the meter. Please call Public Works if you have any questions in regards to any of the code requirements at 847-546-8752
 - Some of the requirements to pass the Occupancy Inspection include: Smoke Detectors in every bedroom, first floor and second floor (basement if applicable); Carbon Monoxide Detectors 15 feet from each bedroom; water heater discharge pipe must be metallic; and the driveway must be paved. Your property must be clear of debris. Please call the Economic Development Department if you have any questions in regards to any of the Occupancy Code requirements at 847-546-2351.
- Upon successful completion of the above inspections a final water read must be taken within 5 days of the closing on the inside and outside meters. The final water bill will be calculated only after inspections and final read have been completed. Please call the Village Hall ahead so that all paperwork can be completed when you arrive. Payment of the final water bill must be made by cash or credit card only. The Certificate of Occupancy will be released by the Water Department when all obligations to the Village are met. The water service to the property will be terminated upon payment of the final water bill.
- The new owners must come into the Village Hall to prove ownership and register for water/sewer service. A \$100 deposit is required on all accounts and will be billed to new owner on first bill. Water service will be restored between the hours of 7a.m. and 3 p.m. Monday thru Friday.

Refusal to comply with the above process may result in penalties to the water account.

Occupancy Inspection - What is inspected?



- Working Smoke Detectors, 1 in each bedroom and 1 on each level of home
- Working Carbon monoxide detector within 15 feet of bedrooms
- Metallic discharge pipe on water heater ending within 6" of the floor
- Closet light fixtures- no exposed electric or bare light bulbs
- GFCI outlets within 6 Ft of all sinks, kitchen and bathrooms
- Exterior outlets need to be GFCI and have waterproof cover
- Exterior debris or storage needs to be removed
- Electric- no outlet covers or cover plates missing, no open wires or missing fixtures
- Mold- any mold needs to be removed
- Windows-need to be able to open and close and in good condition
- Roof needs to be in good condition
- Driveway needs to meet minimum paving requirements, no gravel driveways
- Exterior painting-the exterior of house and garage must be in good repair
- Overgrowth- grass must be cut and cannot exceed 8" in height
- Exterior Structures-sheds, decks, fences, sidewalks and patios in good repair
- Address numbers facing street, contrasting in color, min. size 4" by ½"
- Hand rails and guard rails on all stairs and porches over 30" in height
- Garage- must be in good repair, includes all doors, windows, and roof
- Electric service- properly grounded and secured
- Electric panel- no missing breakers or open spaces
- Furnace and water heater cannot have flexible gas line, all covers are in place
- Water meter accessible so it can be read at inspection

This list is a general guide, other items not on this list may be discovered during the inspection