



Village of Riverdale
 157 West 144th Street • Riverdale, Illinois • 60827
 (708) 841-2200
 Fax (708) 841-7587
 www.villageofriverdale.net

Inspection Date _____/_____/_____
Fee Paid _____/_____/_____
Amount Paid: \$ _____
Initials: _____

CERTIFICATE OF COMPLIANCE APPLICATION

Notice is hereby given that the property hereinafter described is changing ownership and the undersigned, on behalf of the owner of said property, hereby requests the Village of Riverdale to inspect the premises hereinafter described, both interior and exterior, and does hereby consent to said inspection. You must apply at least two weeks before closing.

Property Address: _____ Seller Ph #: _____

Additional Ph #: _____

Permanent Property Index Number (PIN) _____ EMAIL: _____

Current Owner/Grantor: (please print) _____

Current Owner/Grantor Address _____

Street

City

State

ZIP

Current Owner/Grantor Forwarding Address: _____

Street

City

State

ZIP

Check any or all appropriate areas: Property purchased from Bank Property purchased through a Tax Sale

Single family residence Condo, Townhouse 1-2 units (residential) 3 or more units (residential)

(state # of units)

(state # of units)

* Commercial * Mixed use (commercial & residential) Vacant Other (attach description)

* Must indicate square footage of **commercial and mixed-use buildings** _____ Purchase price \$ _____

New Owner/Grantee: (please print) _____ Phone # _____

Additional Ph# _____

New Owner/Grantee Address: _____

EMAIL: _____ Street

City

State

ZIP

WILL NEW OWNER OCCUPY THIS PROPERTY? YES NO

Listing Broker: _____/_____/_____

Agent's Name

Phone #

Address: _____

Street

City

State

ZIP

Applicant Signature: _____ Date: _____

EMAIL _____

THIS APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY ALONG WITH ALL NECESSARY DOCUMENTS AND RETURNED TO THIS OFFICE BEFORE CLOSING IN ORDER TO RECEIVE YOUR TRANSFER STAMP.

Do Not Write Below This Line – For Official Use ONLY!

Water bill paid

Certificate of Compliance

"As-Is" Purchaser Affidavit (if required)

Termite Inspection

Lien Release (if applicable)

Outstanding Debt Paid

Basement Sleeping Restriction Letter (if required)

Deed (date _____/_____/_____)

Transfer Stamp Issued _____/_____/_____

by: _____

picked up by _____

Initials _____ Fee Paid _____/_____/_____

Amount Paid \$ _____

VILLAGE OF RIVERDALE CERTIFICATE OF COMPLIANCE PROPERTY INSPECTIONS

Riverdale Municipal Code 15.54 requires a Certificate of Compliance inspection for all proposed changes in ownership within the Village of Riverdale. The following information is provided to help guide you through the process.

1. **The property must be inspected.** Once the application is completed, and the required fee is paid, an inspection will be scheduled (***valid for 6 months from the date of the first inspection***). Applications and inspection dates are completed at the Village Hall. Allow up to 2 weeks for the inspection to be completed.

Fee: \$200 for single family and two-unit buildings

\$200 for the first two units plus \$50 for each additional unit

The fee includes one re-inspection, if needed. Additional inspections will be charged more fees.

2. **Certificate of Compliance.** The Transfer Stamp will be issued when there are no violations, or violations** are corrected and all documentation is submitted.

- Copy of the Deed to be executed at closing with buyer's name
- **Final bill paid, including but not limited to, any outstanding tickets, grass invoices, etc. (no personal or business checks accepted)**
- Proof of a termite inspection (and proof of treatment, if needed)
- Any required notarized letter(s), if needed (closing & or basement affidavit).
- All Life Safety violations must be fixed prior to the issuance of the Transfer Stamp

**** Conditional Compliance Certificates may be issued when the new owner assumes the responsibility of making repairs to the property by signing a 60-day closing affidavit. PLEASE INQUIRE IF BUILDING PERMITS ARE NEEDED FOR WORK TO BE COMPLETED. CALL INSPECTIONAL SERVICES FOR FURTHER INFORMATION AT 708/849-1798.**

Please note that an Escrow Deposit is required: [\$1,000 (for single family homes), \$2,500 (for 2-4 unit multi-family buildings), \$5,000 (for 5-12 unit multi-family buildings), \$7,500 (for 12+ unit multi-family buildings). This is to guarantee that all violations identified in the inspection will be remedied within 60 days. If all violations are corrected within 60 days, this deposit will be returned. I also understand that if I fail to promptly address these violations, the Village reserves the right to take all necessary actions allowed by law, including fines and suits.

3. **Final water bill.** Final meter readings are conducted on Wednesday depending on availability. These will need to be scheduled during the prior week. Failure to comply with this requirement or requesting a special reading will result in an additional \$25.00 service charge. A final water bill must be paid along with any other outstanding debt owed to the Village at the Village Hall prior to closing before obtaining the transfer stamp. **ALL FINAL WATER READINGS ARE VALID FOR 7 DAYS.** Please contact the Village Hall to schedule the meter reading at (708) 841-2200. **Cash, credit/debit, money order, certified or cashier's checks are only accepted for payment.**

4. **Steps 1-3 must be completed before a change in ownership can take place.**

**THESE ARE SOME OF THE THINGS THE INSPECTORS LOOK FOR AT A SINGLE-FAMILY DWELLING:
(OTHER VIOLATIONS MAY NOT BE LISTED BELOW)**

On the outside of the home & garage:

- House numbers (at least 4" high), in a contrasting color, shall be posted on the front and rear of the property.
- Gutters and downspouts shall be in good condition, directed away from any building, and not connected to the sewer system.
- House & Garage roofs are in good condition-(They may request a roof certification)
- Rotted wood must be replaced.
- No peeling paint is permitted.
- Tuck-pointing must be in good condition.
- Exterior doors must be in good repair.
- Ground Fault Circuit Interrupters (GFCI) are required within 6 feet of any water source. Rain-type covers must be in place on all outside receptacles & boxes.

On the inside of the home:

- ***LIFE SAFETY:*** *Smoke detectors must be installed on each level of the home, including basements and habitable attics. In addition, smoke detectors must be installed in every sleeping room and outside each separate sleeping area in the immediate vicinity of the bedrooms. Illinois Public Act 100-0200 requires smoke alarm units be installed with a long term battery when normal power (120V) is not available. (10 Year Worry-Free Smoke Detector, Lithium Battery Powered). Smoke detectors must be interconnected in such a manner that the actuation of one alarm will activate all the alarms in the individual dwelling unit.*
- ***LIFE SAFETY:*** *Every dwelling unit shall be equipped with at least one approved carbon monoxide alarm in an operating condition within 15 feet of every room used for sleeping area and on each level.*
- ***LIFE SAFETY:*** *Inside keyed locks or dead bolt locks are NOT allowed on entry or screen doors. Inside thumb latch type locks are permitted.*
- Broken windows & doors must be repaired; windows & doors must operate.
- Screens for windows & doors must be in place or provided.
- Plumbing system will be checked.
- 100-ampere electrical service, with circuit breakers, must be in place. (If 100-amp service needs to be installed, all outlets must be changed to 3-pronged tamper-resistant outlets).
- All circuits in the electrical panel shall be marked and labeled.
- GFCI are required within 6 feet of any water source. At least one outlet is required in each bathroom.
- No open electrical wiring is permitted.
- Globe lights in closets require only Luminaire of the following types:
 - a. Surface-mounted or recessed incandescent LED luminaires with completely enclosed light sources.
 - b. Surface- mounted or recessed fluorescent luminaires.
 - c. Surface- mounted fluorescent or LED luminaires identified as suitable for installation within the closets storage space.

Basement Windows in the Home:

- Glass block windows are allowed in basements if there are no sleeping rooms (bedrooms) in the basement. ***Village of Riverdale will require a notarized letter from the prospective buyer stating that room(s) in the basement area will NOT be used as sleeping quarters.***

Sleeping Rooms (Bedrooms) in the Basement

- A long-term battery-operated smoke detector in the common area and 1-110-volt smoke detector must be installed for each sleeping area. **(10 Year Worry-Free Smoke Detector, Lithium Battery Powered)**
- A functional dry chemical fire extinguisher with a minimum U.L. rating of 2A 10B: C rating must be installed for each sleeping area.
- A second exit, remote from the first, must be provided. This exit shall meet all requirements as shown in the National Fire Protection Life Safety Code.

MEANS OF EGRESS FOR BASEMENT WINDOWS

- Basement windows in Illinois must have a minimum opening width of 20 inches, a minimum opening height of 24 inches, a net clear opening of 5.7 square feet and a maximum sill height of 44 inches above the finished floor. **Window Wells:** If the basement window is below ground level, a window well is required. Window wells provide access to the window and act as a means of escape. Building codes typically require a window well to be at least 36 inches wide and project at least 36 inches from the basement wall. They should also have steps or a ladder if the depth exceeds 44 inches.

If these conditions are not met, the Village of Riverdale will require a notarized letter from the prospective buyer stating that room(s) in the basement area will NOT be used as sleeping quarters.

Note: Village inspections are only good for six months starting from the first inspection date. If it expires, or goes beyond two inspections, another fee is required. This listing is not all-inclusive, and inspectors may cite any violation of Village code noted during the inspection. Village inspections are a general code-based review of the property and property purchasers should consider obtaining a thorough home inspection completed by a professional building inspection firm.

ADDITIONAL ITEMS INSPECTED FOR MULTI-FAMILY DWELLINGS:
(ALL ITEMS LISTED ON THE SINGLE-FAMILY DWELLING INSPECTION ALSO APPLIES TO MULTI-FAMILY DWELLING INSPECTIONS)

Heating System: If the building has 6 or more units and is heated by a boiler that exceeds 200,000 Btu input, a current boiler certificate from the Illinois State Fire Marshal's Office must be displayed.

Fire Alarm System: If your building has 12 or more units, or is 4 or more stories in height, a fire alarm system, including hard-wired smoke detectors in each apartment unit and hallways, shall be installed, tested, and maintained in accordance with NFPA 70, *National Electric Code*, and NFPA 72, *National Fire Alarm Code*. The fire alarm system shall have an approved maintenance and testing program. The alarm must be monitored by an approved center or connected directly to the Riverdale's 9-1-1 Dispatcher Center.

- **LIFE SAFETY: Smoke Detectors:** *Must be installed on each level of the home, including basements and habitable attics. In addition, smoke detectors must be installed in every sleeping room and outside each separate sleeping area in the immediate vicinity of the bedrooms. Illinois Public Act 100-0200 requires smoke alarm units be installed with a long term battery when normal power (120V) is not available. (10 Year Worry-Free Smoke Detector, Lithium Battery Powered). Smoke detectors must be interconnected in such a manner that the actuation of one alarm will activate all the alarms in the individual dwelling unit.*
- **LIFE SAFETY: Carbon Monoxide Detectors:** *Every dwelling unit shall be equipped with at least one approved carbon monoxide alarm in an operating condition within 15 feet of every room used for sleeping area and on each level.*
- **LIFE SAFETY:** *Inside key locks or dead bolt locks are NOT allowed on entry or screen doors. Inside thumb latch type locks are permitted.*

Key Lock Box Systems: By ordinance, all apartment buildings of 3 units or more shall have a U.L. listed key lock box. The box shall be installed in a location approved by the Fire Chief or designee. The box shall contain the following keys:

- Exterior and interior egress doors.
- Locked mechanical rooms.
- Locked elevator rooms.
- Elevator control panels.
- Any fenced or secured areas.
- Any other areas, as directed by the Fire Chief or designee.
- A floor plan of the rooms within the building.
-

Please remember that the Village of Riverdale inspectors are firefighter/emergency medical personnel. Emergency responses have priority over inspections, so there are times that a scheduled inspection may not occur. In those cases, your inspection will be rescheduled as soon as practical.

Our Certificate of Compliance inspections are a general code-based review of the property. The property purchaser should consider obtaining a thorough home inspection completed by a professional building inspection firm.

ONCE YOU OWN THE PROPERTY:

Fire safety is our primary concern. Please remember to maintain the safety features of your home or apartment building: Smoke detectors, CO detectors, Fire alarm system, Sprinkler system and Fire extinguishers. All Life Safety violations must be corrected before occupying the property. Please plan two ways out of every room in your home or apartment. Practice your residential fire escape plan.

A security deposit is required for every water account in the Village. The fee starts at \$150 and is based on the size of the meter inside the property. Applications can be found online or at the Village Hall. Fees will apply if water needs to be turned on to the property.

Property Maintenance Standards: Grass, weeds and Trees must be always maintained. Upkeep of the exterior of buildings must be maintained in good repair. Sanitation must be in proper containers. No garbage shall be on the ground. Garbage shall be placed out only the night before garbage pick-up. Ask for a residential information guide.

If you are planning on renting out your property, you must check with Inspectional Services at 725 W. 138th 708-849-1798 regarding the Annual Rental License and Occupancy Permits needed for any rental property in the Village.

Make sure you check with Inspectional Services at 708/849-1798 to see if you need to pull any permits to do work. Some minor things may be done without a permit:

1. Repairing/replacing a single door.
2. Repairing/replacing a single pane of glass (for a window or door).
3. Repairing/replacing insect screens on doors and/or windows.
4. Replacing existing locks on doors and/or gates.
5. Painting or varnishing doors and/or windows.
6. Washing of interior or exterior windows.
7. Painting interior or exterior walls.
8. Washing of interior or exterior walls (Residential).
9. Stripping or hanging wallpaper or paneling.
10. Installing floor covering (carpeting, floor panels, or floor tiles).
11. Repair of holes in drywall or replacement of one (1) piece of drywall.
12. Professional cleaning of floor covering (i.e., carpet cleaning).
13. Installing window treatments (curtains, shades, or blinds).
14. Replacing no more than two (2) electrical outlets or switches.
15. Replacing no more than one (1) electrical light fixture.
16. Replacing or installation of smoke detectors and/or carbon monoxide detectors; except those that are hardwire installed.
17. Planting grass, grass seeding, fertilizers/pesticides, or flowers (Residential).
18. Tree Trimming/Removal on private residential property.
19. Basic repair of concrete (fill-in cracks and/or broken corners only).
20. Basic roof repair utilizing no more than three (3) bundles of roofing shingles only.
21. Minor tuckpointing repairs (less than 200 sq. ft.)

The Village of Riverdale has adopted the following codes for work done in the Village:

International Building Code, 2021 Edition
International Residential Code, 2021 Edition
National Electrical Code, 2023 Edition
Illinois Plumbing Code, 2014 Edition
International Mechanical Code, 2021 Edition
International Fire Code, 2021 Edition
International Property Maintenance Code, 2021 Edition
International Energy Conservation Code, 2021 Edition
The Illinois Accessibility Code, 2021 Edition
International Fuel Gas Code, 2021 Edition



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PURCHASER'S CLOSING AFFIDAVIT

As the new owner of the property located at _____ in Riverdale, Illinois, I will correct all violation(s) cited by Village of Riverdale Inspector(s) within 60 days of the transfer stamp being issued. Permits must be pulled to get an extended time to do work. I understand occupancy by myself, or anyone is not permitted until all life safety violations have been corrected and re-inspected by the Village of Riverdale.

I have been furnished a copy of all inspection report(s) for the above-referenced property. I understand that no work may be done without the proper permit(s); it is my responsibility to contact Inspectional Services (708-849-1798) to obtain any building permits that may be needed to repair the violations. I am responsible for contacting the Village to schedule or change the required inspection(s). I understand that no below grade areas may be used for sleeping quarters now or in the future unless other requirements are met by applicable codes. Initial here: _____

Office use only: MY NEXT INSPECTION DATE IS: _____, 20____. TIME: _____

I understand that failure to meet with the inspector(s) or failure to bring all items shown on Non-Compliance Notice(s) into compliance with Village Municipal Code, will result in fines and other penalties as provided by Village Municipal Code.

PLEASE INDICATE THE TYPE OF SALE:

- Property being purchased from a private owner to private owner to occupy/rent.
- Property is currently owned by a bank (previously foreclosed property). I understand that in addition to making all repairs, it is my responsibility to furnish a termite inspection performed on this property within sixty (60) days of the issuance of the transfer stamp.
- Property is going back to the bank due to foreclosure.

PLEASE CHECK TO INDICATE YOUR INTENTION FOR THIS PROPERTY:

- I will occupy this property.
- I will **not** occupy this property. (If you checked this option, please choose one from list below)
 - This property will become a rental property. I understand that there are certain criteria regarding rental properties as required by Village Ordinance. It is my responsibility to contact the Inspectional Service as soon as this closing takes place to inform the Village of my intention to rent this property. **Additional licenses, fees and paperwork will be required before this property is approved for occupancy.**
 - It is my intention to rehab this property and sell it in the future. Please make sure proper Building permits have been pulled. All violations must be corrected and re-inspected by the Village before this property may be sold again. A new certificate of compliance inspection must be paid for.

PLEASE INDICATE IF PROPERTY HAS WATER SERVICE TO IT:

- Yes, there is water service currently supplied to the property.
- No water service. The water has been disconnected.

I understand that I am required to deposit [\$1,000 (for single family homes)/\$2,500 (for 2-4 unit multi-family buildings)/\$5,000 (for 5-12 unit multi-family buildings)/\$7,500 (for 12+ unit multi-family buildings)] as a guarantee that all violations identified in the inspection will be remedied within 60 days. If all violations are corrected within 60 days, this deposit will be returned. I also understand that if I fail to promptly address these violations, the Village reserves the right to take all necessary actions allowed by law, including fines and suits.

Print Name

Signature

Address

City, State, Zip Code

Telephone number

Email

Additional Contact Number

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

seal



Village of Riverdale

157 West 144th Street • Riverdale, Illinois • 60827-2498
(708) 841-2200 • Fax (708) 841-7587



PURCHASER'S BASEMENT SLEEPING ROOM(S) AFFIDAVIT

As the owner and occupant of the property located at:

_____, Riverdale, Illinois

I will **NOT USE** the basement as a sleeping room.

I will use the basement as sleeping room(s) and understand that the room(s) shall be made to meet all Village requirements for below grade sleeping room(s).

As required by Village Ordinance, this notarized letter from the purchaser/occupant shall be submitted to the Village of Riverdale stating that the basement will not be used as sleeping room(s) or that the room(s) shall be made to meet all Village requirements for below grade sleeping room(s)

When the inspector determines that a below grade room(s) may be used as sleeping room(s), one of the two options shall be addressed: (1) a letter from the owner and occupant must be placed on file stating that the room(s) will not be used as sleeping room(s), or (2) the sleeping room(s) shall have the following installed to meet the current building code of the village; a hardwire smoke detector with battery back-up shall be installed both inside and outside of the sleeping room(s), carbon monoxide detector shall be installed within 15 feet of the sleeping room(s), and a properly sized egress escape window shall be installed inside the sleeping room(s).

Should at any time this life safety requirement be violated a fine in the amount of \$750 will be issued and an immediate cease and desist of this violation will take place.

Owner Name:

Occupant/Tenant Name:

Address: (if different from address above)

Telephone Number:

Telephone Number

Signature:

Date:

Signature

Date:

EMAIL: _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public

seal