

*Village of Island Lake*  
*Department of Building • Zoning • Code Compliance*

An **Ownership Transfer Inspection** is required for any residential or commercial structure or vacant property before it is sold. Call 847-526-8764 to schedule the inspection.

A Rental **Registration and Inspection** is required when a new tenant occupies the unit. Call 847-526-8764 to register and schedule the inspection.

Residential Rental Property owners must submit an application and payment per Village Ordinance 8-13. Rental inspections are \$50 and include the two-year registration fee. The form can be found on line [villageofislandlake.com](http://villageofislandlake.com). Units must be “move in” ready when inspection is done or a re-inspection will be required.

A \$50 registration fee is due for EACH property. A \$30 re-inspection fee will be required for any FAILED inspections. The seller or landlord is responsible for these fees.

Our goal is to help maintain safe structures in our community and these inspections are a great opportunity to achieve this. The village limits its inspection to obvious safety violations, areas which are not readily accessible (crawl spaces or attics) may not be inspected. Compliance will assure a safe environment for the new occupants and community as a whole.

### **Rental and Ownership Transfer Inspection Checklist**

#### **INTERIOR**

- Smoke Detectors** are required **IN EACH** bedroom and one on each level, including basement. ONE C/O and ONE SMOKE DETECTOR are required **OUTSIDE** all bedrooms (typically the hallway between bedrooms).
- Electrical** panel must be labeled. No extension cords to door openers, AC units or any fixed appliance. Extension cords should be rated and used for temporary loads. No exposed wiring, all openings and knockouts in electrical boxes must be covered.
- Water Heater / Furnace** Black pipe for gas supply (No flex). Discharge pipe for pressure relief valve must terminate 6” from floor.
- Drywall fire separation** is required on garage side of living area walls and ceiling.
- Nonconforming driveways** must be paved within 6 months of sale.
  
- ALSO FOR RENTAL UNITS: Fire extinguisher** properly *mounted* in area of kitchen.
- ALSO FOR RENTAL UNITS: Mechanical and Laundry rooms** must be clean of accumulated dust, webs and debris. Clean lint from dryer exhaust. Screens on windows.

#### **EXTERIOR**

- Address #s** ON front of house.
- Dead trees** must be removed.

*The Village of Island Lake and community thanks you for your cooperation*