



# Residential Occupancy Inspection Guide

The City of Fairview Heights offers this guide to assist property owners, buyers, realtors and property managers in understanding the specifics of the inspection program. This guide follows the check list used by our Property Maintenance Inspectors.

**Occupancy Load:** The maximum number of occupants a property may hold is determined by the size of the bedrooms. The bedroom must be at least 70sq feet to qualify as a bedroom. This is simply a maximum number the property can safely hold and is in no way to exceed any provisions of a lease or rental agreement indicating less.

**Smoke Detectors:** A smoke detector is required inside each room used for sleeping purposes (bedroom). A smoke detector is also required in the common area on each story of a residence, including the basement. The smoke detectors must have operable batteries and sound when tested. Smoke detectors should be mounted on the ceiling; however, wall assembly will be permitted as long as it is within 6" of the ceiling.

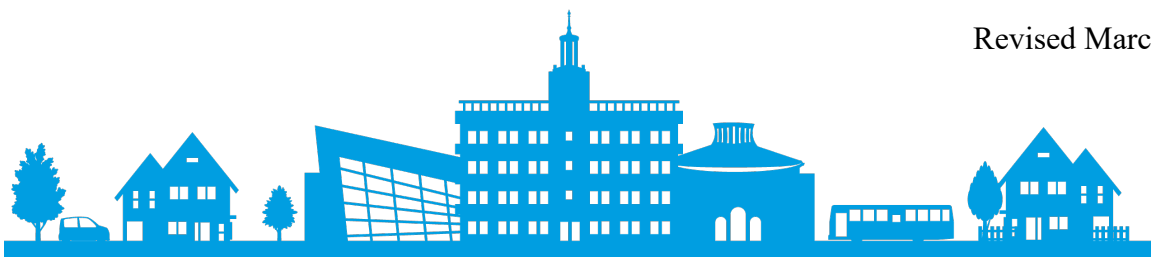
**Carbon Monoxide Detectors:** Every dwelling unit must be equipped with at least one operable Carbon Monoxide alarm within 15ft of every room used for sleeping purposes. On levels that bedrooms are present, the C.O. detector must be placed within 15ft of the bedroom doors. The detectors may be battery operated, plug-in with battery backup power or hard-wired into the home's A/C power with a secondary battery back-up.

*\*Combination units that include a smoke detector and C.O. detector are allowed*

**Address Numbers:** Street address numbers must be displayed on the house in a position easily readable from the street. The numbers must be at least 4" in height and non-script. Address numbers should also appear on the mailbox if mailbox is not attached directly to the home (curb-side mailbox).

**Door Locks:** Double-key deadbolts are not permitted. All exit doors must be easily openable from the side from which the exit is to be made without the need for keys or special effort.

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**Windows/screens:** Windows must be in good repair and weather tight. All windows must be easily openable and capable of being held in any raised position without assistance. Screens, if applicable must be in good working condition.

**Garage:** Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Ducts in the garage and ducts penetrating the walls or ceiling shall have no opening into garage.

**Door between living area & garage:** The door(s) separating the garage from the living areas of a home to be not less than 1 3/8 inch in thickness (solid wood, metal clad or 20 minute fire rated doors). If breezeway is present and 10 feet or more between garage door and living area, the solid core door clause can be eliminated.

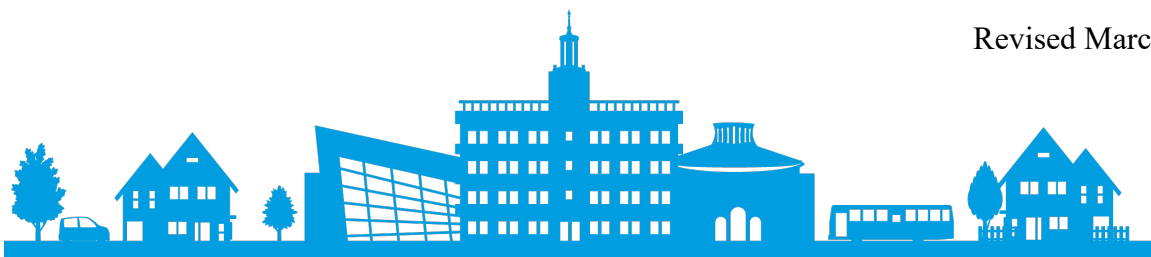
**Fire separation:** The garage shall be separated from the residence and its attic area by not less than ½ inch gypsum board applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than 5/8 inch Type X gypsum board or equivalent on all new installations.

**Fuel Fired Appliances:** Shall not obtain combustion air from any of the following rooms or spaces. Sleeping room, bathroom, toilet room, or confined space (Where the space in which the appliance is located does not meet the criteria). Install two permanent openings to adjacent space. One opening shall be within 12 inches of the top and within 12 inches of the bottom space. Minimum grill size is 10"x10".

**Ignition Source Equipment:** Equipment and appliances having an ignition source shall be elevated such that the source of ignition is not less than 18 inches above the floor in hazardous locations and private garages. (Exception: Elevation of the ignition source is not required for appliances that are listed as flammable vapor ignition resistant. Must display certification.)

**Pantry and Closet Lighting:** Pantry and closet lights must have a globe cover entirely encasing the bulb. Cage covers are not allowed.

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**Fuse/Circuit Breaker Panel:** There may not be any unused opening in the panel and all circuits must be labeled. Fuses may not exceed 20amps. The panel must have a 36 inch minimum working space in front to provide ready access.

**Electric Receptacle Cover Plates:** All outlet and switch cover plates must be in place and in good condition.

**Dedicated Circuits:** dedicated circuits shall be simplex (single) style receptacle. Typical examples are microwave, disposal, sump pump, refrigerator and washing machine receptacles.

**Bathroom GFCI Receptacles:** Every bathroom must have at least one receptacle outlet. Any new bathroom receptacle outlet shall have Ground Fault Circuit Interrupter (GFCI) protection. Remove power to outlets in light fixtures, mirrors and cabinets that do not have GFCI protection within 6 feet of water.

**Bathroom Water (leaks):** Bathroom faucets and under counter top plumbing will be checked for leaks or improper installation. Therefore, water service (to include hot water) must be available at time of inspection.

**Bathroom Vent to the Outside:** An openable window or mechanical ventilation system must be installed in each bathroom. If a mechanical vent is used, it must exhaust moisture-laden air to the exterior of the home.

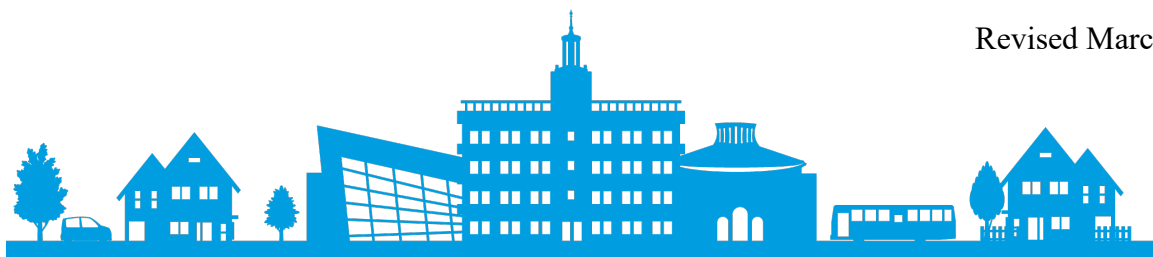
**Bathroom Toilet:** Toilet hold-down bolts are required to be cut to proper length with a plastic cap installed.

**Kitchen Receptacles:** Any new kitchen receptacle outlets installed shall have Ground Fault Circuit Interrupter (GFCI) protection. Remove power to outlets in light fixtures, mirrors and cabinets that do not have GFCI protection within 6 feet of water.

**Kitchen Garbage Disposal:** If a disposal is installed, it must operate.

**Kitchen Water (leaks):** Faucets, sprayer and under sink plumbing will be checked for leaks or improper installation. Therefore, water service (to include hot water) must be available at time of inspection.

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**Laundry Area:** Every laundry room requires at least one grounded-type receptacle.

**Habitable Spaces:** Every habitable space in a dwelling shall contain at least two (2) separate and remote receptacle outlets.

**Heating Unit and Water Heating Venting:** Vent pipes are checked for deterioration, blockage or separation of connections. Evidence of decay or rusting may indicate improper draft. Vent pipes are checked to ensure they are not too close to combustibles.

**Gas Shut-Off:** Each heating unit and water heater must be provided with a shutoff valve separate from the appliance. It must be located on the same room as the appliance, no further than 6 feet from the appliance. The shut-off valve must be easily accessible.

**Exterior Appliances:** Exterior appliances (Gas Meters and Propane Tanks) shall not be installed in a location where subject to mechanical damage unless protected by approved barriers.

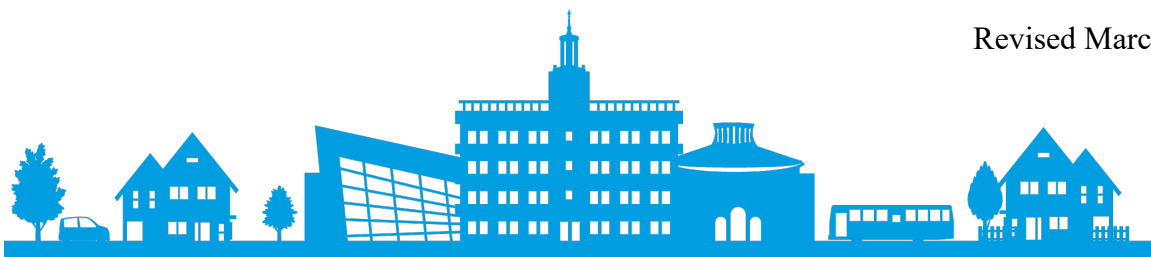
**Water Heater Discharge Pipe:** An approved combination temperature and pressure relief valve discharge must be properly installed and maintained on water heaters. The discharge pipe must be rigid pipe, copper or galvanized, and shall be the same diameter as the relief valve outlet. The discharge pipe must be installed so as to run to within 6 inches of the floor. New installation required to be within 1 inch of the floor.

**Water Heater/Gas Furnace:** Install dirt leg or sediment trap on furnace and water heater gas lines minimum 3 inches long.

**Water Heater/Gas Furnace:** Install sheet metal screws into gas furnace and water heater vent pipes, 3 per joint and into water heater hood, also top of tank.

**Interior Surfaces:** All interior surfaces, including windows and doors, must be clean, sanitary and in good condition. Flaking or peeling paint, cracked plaster, rotted wood or other defective surfaces must be repaired.

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**Windows:** Windows must be easily opened and capable of being held in position by window hardware alone.

**Basement Sleeping Room Requirements:** If a basement room is to be used for sleeping purposes, it must have an openable window with clear open area of 5.7 sq feet and a sill height of not more than 44 inches above the floor or a door in the room opening directly to the outside of the structure. Additional ceiling height requirements may also be required. Basement shall contain at least 70 square feet of floor area for one occupant.

**Outside Appearance:** The exterior of the home and its surrounding area must be maintained to provide a presentable appearance. Structural members must be free of deterioration and capable of supporting loads imposed upon them. Weeds and grass must be properly maintained and rubbish must not be allowed to accumulate. No unregistered or unlicensed vehicles may be parked, kept or stored on the property and no vehicle may be in a state of major disrepair or disassembly. RV's must be parked in the side or rear lot on a concrete or asphalt surface.

**Gutter and Downspouts:** Roof drains, gutters and downspouts must be in good repair and free from obstructions.

**Hose Bibs:** Hose bibs need to be frost-protected or have an anti-siphon adapter installed.

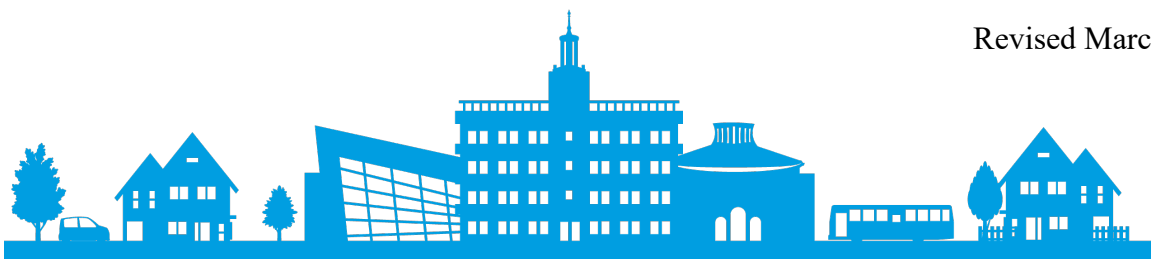
**Foundation Exterior:** Foundation must be free from cracks, breaks and openings. Foundation should also be properly aligned to support the structure.

**Accessory Structures:** No more than 2 accessory structures are permitted. All structures are to be kept in good repair to provide presentable appearance. Fences must also be kept in good repair and not to exceed height requirements as set forth in City Ordinance.

**Stairways, Handrails and Guardrails:** Must be firmly fastened and in good condition. Every interior and exterior set of stairs having 4 or more risers must have a handrail on at least one side of the stairs. Every open portion of stairs, landings, balconies, porches, decks, ramps or other walking surfaces which are more than thirty inches above the floor or grade below must have guardrails. Spindle spacing can be no greater than 4 inches between spindles.

**Decks, Porches and Balconies:** Must be kept in good repair, be properly anchored and capable of supporting imposed loads.

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**Swimming Pools:** Swimming pools shall be completely enclosed by a barrier or fence at least 48 inches above grade. Above ground pools the barrier may be the pool structure, or mounted on top of pool structure. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. All doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door is opened. The alarm shall be capable of being heard throughout the house during normal household activities.

**Please be advised that this guide is not intended to be all-inclusive or self-limiting. Additional comments and/or requirements may be indicated by the Housing Inspector at the time of inspection. Final interpretation of the report, if disputed, is subject to the decision and/or opinion of the Director of Land Use & Development. Refer to the current Property Maintenance Code as adopted by the City of Fairview Heights and any/all amendments thereto.**

**FURTHER NOTE:** The local utility companies may require specific compliance for appliances serviced with natural gas.

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