



Village of Westchester

10300 West Roosevelt Road, Westchester, IL 60154

Phone: (708) 345-0199 • Email: Building@westchester-il.gov

COMPLIANCE INSPECTION COMMERCIAL CHECKLIST - BUILDING & ELECTRICAL

Property Information	
Property Address	Property Owner
Inspection Date:	Inspector:
Property Type: ☐ Commercial ☐ Other: _____	

During all inspections, a property owner, tenant or legal agent must be present. The inspector will perform a visual inspection for compliance with this checklist and the Municipal Code. Each inspection is only a visual examination of those elements and area that are safely and readily accessible at the time of inspection. The inspector is not responsible for compliance with the Village Code either at the time of inspection or anytime thereafter. Compliance with the Village Code is the responsibility of the owner/operator. The Village does not warrant the condition of any property inspected and shall not be responsible for any claims arising out of the property or the condition thereof. The Village does not warrant that all deficiencies are listed in the "Certificate of Occupancy" and does not warrant anything as to the condition of the property or the liability thereof.

General Information

Tenant(s): _____
Number of Floors: _____ Exterior: Frame/ Masonry Type of Heat: FA/ HW / Elec. / Fuel Central A/C: Yes/ No

	Yes	No		Yes	No
1. Is address displayed to properly identify premises for emergency vehicles? (IPMC 304.3)	☐	☐	12. Are appropriate exit and emergency lighting provided and functioning properly? (IBC 1006/1011)	☐	☐
2. Are the appropriate number of handicap parking stalls provided with the appropriate signage? (IBC 1106/1110.1)	☐	☐	13. Are handicap accessible restrooms and signage provided and maintained in good repair? (IAC 400.310.b.o)	☐	☐
3. Are exterior walls maintained free from holes, loose or rotting boards which might admit rain or dampness to the interior? (IPMC 304.6)	☐	☐	14. Are handicap accessible ramps provided and maintained in good repair? (IAC 400.310.b.kl)	☐	☐
4. Is the roof structurally sound and free of defects which might admit rain or dampness to the interior? (IPMC 304.7)	☐	☐	15. Is the building free of any infestation of rodents or insects? (IPMC 309.1)	☐	☐
5. Are the exterior stairs maintained free of safety hazards and safe for entering and exiting? (IPMC 304.10)	☐	☐	16. Are floors, walls & ceilings maintained in good condition, free of sanitation or safety hazards? (IPMC 305.3)	☐	☐
6. Are all signs maintained in good repair and in compliance with 18.58 of the zoning code?	☐	☐	17. Are all sinks, lavatories, bathtubs, and showers supplied with running water and maintained in a useable condition? (IPMC 505.1)	☐	☐
7. Is the business free of inside or outside storage which could promote a health, fire, or safety problem? (IPMC 302.1, 304.1). Is the garbage/refuse disposal area secure and orderly? (IPMC 308 and Municipal Code 8.04.050)	☐	☐	18. Do downspouts and sump pump properly discharge to own yard or storm sewer? (IPMC 507.1)	☐	☐
8. Is the building free of unsafe or broken windows? (IPMC 304.13)	☐	☐	19. Does the business have electrical panel(s), and all exposed wiring installed and maintained in a safe manner? (IPMC 604)	☐	☐
9. Are the means of egress and exit doors unobstructed and maintained in good repair? (IBC 1003, 1015.2, IPMC 304.15, 702.3)	☐	☐	20. Is electric panel labeled appropriately? (NEC 408.4)	☐	☐
10. Are all stairwells, corridors, aisles and railings/guards free of safety hazards and safe for entering and exiting? (IBC 1012, 1013, 1017 & 1018, IPMC 305.4 & 305.5)	☐	☐	21. Is the heating unit and hot water heater in working condition? (IPMC 505.4 water heating facilities)	☐	☐
11. Is stairwell lighting provided and maintained in good repair? (IBC 1006.1-3)	☐	☐	Please note prior to the Village stamping your deed, you must: **Schedule final water meter read (Must contact village a minimum of one week before closing) **Pay final water bill		

Additional Remarks/Comments/Violations
