

# Property Inspection and Occupancy Permit Program Overview

## Property Inspection

- To schedule an inspection of all residential and rental properties, contact Rosemary [redacted] with St. Clair County at 618-825-2532.
  - Inspection Fees to be paid to St. Clair County as follows:
    - Multi-Family structures: \$50.00
    - Manufactured/Mobile Homes: \$75.00
    - Single-Family Residence, Duplexes, Condominiums: \$100.00
  - It is the responsibility of the property owner/agent to make advance payment of the fee, and to schedule the required inspection with the County.
  - An inspection shall be valid for a period of one (1) year. The dwelling unit does not have to be re-inspected during that period, even if the occupancy changes.
  - Re-inspection fee of fifty dollars (\$50.00) is to be paid when initial inspection fails, or there is no access to the structure. It shall be the responsibility of the property owner/agent to make advance payment before scheduling a re-inspection.
  - Inspection results will be forwarded to the Village of Swansea, and the original will be mailed to the owner/agent.
  - The link to the St. Clair County Property Maintenance Code:  
<http://co.st-clair.il.us/government/Documents/PropertyMaintenanceCodeChapter29.txt>

## Occupancy Permits

- Applications for Occupancy Permits can be made by visiting the Building & Zoning Department at the Swansea Government Center located at 1400 N. Illinois, Swansea, IL. For all questions related to the Occupancy Permit, please call 618-234-0044.
  - An Occupancy Permit will be issued upon verification from St. Clair County that the property has passed inspection.
  - Applicants will be required to provide a valid photo ID and one of the following documents:
    - Copy of Lease Agreement
    - Rent Receipt
    - Sales Contract or Closing Papers
  - Applicants will be required to list the names and ages of all tenants/occupants.
  - Occupancy Permit Fee of \$30.00 is to be paid at the time of application.
  - Fee for revision of an existing Certificate of Occupancy will be \$10.00 and must be accompanied by the following:
    - Valid photo ID
    - Letter from landlord/agent listing names and ages of tenant/occupants.
  - Temporary Occupancy Permits
    - Temporary permit shall require the owner/agent to place all utilities in the owner/agents name and assume financial responsibility for all such utilities.
    - The temporary permit shall not authorize any person to occupy the premises.
    - A temporary permit shall expire upon the issuance of a certificate of occupancy for the premises.
  - Link to the Swansea Occupancy Permit Program: <http://swanseail.org/2223/occupany-permit-program>



**County of St. Clair  
Occupancy Inspection Checklist**

1. Openings between the garage and residence shall be equipped with either solid core slab wood door not less than one and three-eighth ( $1\frac{3}{8}$ ) inch (35 mm) in thickness or Twenty (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.
2. Install dirt leg or sediment trap on furnace and water heater gas lines minimum 3 inches long. **(Illinois Plumbing Code Section 890)**
3. Install sheet metal screws into gas furnace and water heater vent pipes, 3 per joint and into water heater hood, also top of tank.
4. Equipment and appliance having an ignition source shall be elevated such that the source of ignition is not less than 18 inches (457 mm) above the floor in hazardous locations and private garages. **(2006 IRC G2408.2 (305.3) Elevation of Ignition Source)**  
  
**Exception:** Elevation of the ignition source is not required for appliances that are listed as flammable vapor ignition resistant.
5. 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" x 10". **(2003 IRC Combustion Air Chapter 17)**
6. 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. **(2003 IRC 309.1 Opening Protection)**
7. Electrical cable shall be protected from physical damage by metal conduit, schedule 40 PVC rigid non-metallic conduit, or wall board up to 8 foot from floor.

12/01/2011



**County of St. Clair  
Occupancy Inspection Checklist**

8. Non-grounded house wiring shall have 2-prong outlets, grounded receptacles that have grounding contacts shall have those contacts effectively grounded. Every habitable space shall contain at least two separate and remote receptacles outlets.
9. Remove power to outlets in light fixtures, mirrors and cabinets that do not have GFCI protection within 6 feet of water.
10. Every habitable space in a dwelling shall contain at least two (2) separate and remote receptacle outlets. Every laundry area shall contain at least one (1) ground-type receptacle. Ground-Fault Circuit Interrupter Protection (GFCI) is required in the following locations:
  - (a) Bathrooms within (6) feet of water source.
  - (b) Kitchen within (6) feet of water source.
  - (c) All outside receptacle shall be weather proof and GFCI.
11. Emergency escape basement window minimum 5 square feet at grade level. The measurements of the window are minimum 20 inches wide by 24 inches high with maximum height from floor 44 inches to the bottom of the clear opening. Basement bedroom shall have egress window and shall contain at least 70 square feet of floor area for one occupant. **(2003 IRC Emergency Escape)**
12. 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 house-hold activities. **(2003 IBC 3109 Swimming Pool Enclosure and Safety Devices)**

12/01/2011



**County of St. Clair  
Occupancy Inspection Checklist**

Exterior Property Area		P	F	Bathroom		P	F
29-3-5	Sanitation			29-6-17	Electrical Systems Hazards		
29-3-6	Grading & Drainage			29-6-20	Receptacles (GFI)		
29-3-7	Sidewalks & Driveways			29-6-21	Lighting Fixtures		
29-3-8	Weeds			29-3-36	Interior Surfaces		
29-3-9	Rat Harborage			29-3-27	Windows/Vented		
29-3-10	Exhaust Vents			29-3-36	Traps on sink		
29-3-11	Accessory Structures			<b>Kitchen</b>			
29-3-15	Exterior Painting			Square Footage		P	F
40-8-2(a)	Motor Vehicles			29-6-17	Electrical Systems Hazards		
	Trash/debris			29-6-20	Receptacles (G.F.I)		
<b>Exterior Structure</b>		P	F	29-6-21	Lighting Fixtures		
29-3-16	Street Number			29-3-36	Interior Surfaces		
29-3-18	Exterior Walls			29-3-27	Windows/Vented		
29-3-20	Roof & Drainage			29-6-11	Gas Shutoff on Range		
29-3-19	Decorative Features			29-3-36	Traps on sink		
29-3-22	Overhangs Extensions			<b>Living Room</b>			
29-3-25	Chimney & Towers			Square Footage		P	F
29-3-26	Handrails & Guardrails			29-6-17	Electrical Systems Hazards		
29-3-27	Windows & Door Frames			29-6-20	Receptacles		
29-3-27(a)	Glazing			29-6-21	Lighting Fixtures		
29-3-27(b)	Openable Windows			29-3-36	Interior Surfaces		
29-3-28	Insect Screens			29-3-27	Windows/Vented		
29-3-29	Doors			<b>Basement</b>			
29-3-30	Basement Hatchway			Shutoff valve on water heater			
29-6-4	AC Disconnect			Drip Leg on water heater			
29-3-6	Anti-Siphon/Faucets			Dirt leg on gas furnace & water heater			
<b>Electrical Panel</b>		P	F	<b>Garage</b>			
All wires must have connectors				Solid wood/metal door between house & garage			
No Double Lugging				Ceiling in garage must be fire rated			
Bare wires must have wire caps				Wall between house & garage must be fire rated			
				Garage door opener must have receptacle			
				No extension cords allowed			
				Gas furnace & water heater must be 18" off floor			
<b>Bedroom</b>				<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>
Square Footage							
29-6-17	Electrical Systems Hazards						
29-6-20	Receptacles						
29-6-21	Lighting Fixtures						
29-3-36	Interior Surfaces						
29-3-27	Openable Windows						
29-7-26	Smoke detectors						
State Law	Carbon Monoxide Detectors						



**County of St. Clair  
Occupancy (Electrical) Inspection Checklist**

Electrical Items	P	F
<b>Exterior Structure</b>		
Disconnect on Air Conditioner Units		
No 3-Wire Receptacles on 2-wire systems (ungrounded)		
<b>Electrical Panel</b>		
All Junction Boxes Covered		
No Double Lugs		
No 60 Amp Services (Refer to Pictures)		
<b>Garage</b>		
Garage Receptacle at least 18' off floor		
Garage, Outside & Basement Require GFCI		
Inspect Meter approx. 5'6" and Wire Height <i>(10' yard/12' drive/18' road)</i>		
<b>Interior Structure</b>		
All switches and Receptacles Working		
Closet Panel needs 3 ft. x 3 ft. work area		
Panels not behind Water Heaters or Furnaces		
No open or running Splices		
Minimum of 2 receptacles for rooms		
No 3-Wire Receptacles on 2-wire systems (ungrounded)		
Electric Wiring should be protected to 8' (conduit or board)		
<b>Bathroom</b>		
Bath Light & GFCI		
Remove Receptacle in Light if not GFCI		
No Panel in Bathroom		
<b>Kitchen</b>		
GFCI if Receptacle within 6 ft. of Sink (Kitchen or Washer)		
<b>Bedrooms</b>		
Smoke Detectors and Carbon Monoxide Detectors every Bedroom <i>(15' of bedroom doors and each level)</i>		
Closet fixture bulb covered		
<b>NOTES:</b>		