

**AN ORDINANCE REGARDING THE  
RESIDENTIAL RENTAL OCCUPANCY INSPECTION CHECKLIST**

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**WHEREAS**, the Illinois Municipal Code, 65 ILCS 5/1-21-, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

**WHEREAS**, the Village of Pocahontas is a non-home rule Illinois municipality; and

**WHEREAS**, the Village wishes to memorialize the list of items that are considered during the Residential Rental Occupancy Inspection in its Code of Ordinances; and

**WHEREAS**, the Village of Pocahontas recognizes the importance of a Residential Rental property inspection and ensuring a formal document exists that sets forth the items considered during the Residential Rental Occupancy Inspection; and

**WHEREAS**, the Village of Pocahontas believes and hereby declares that it is in its best interests to clearly define the Residential Rental Occupancy Inspection items set forth in Exhibit A of this Ordinance.

**NOW THEREFORE, BE IT ORDAINED BY THE VILLAGE BOARD OF THE  
VILLAGE OF POCAHONTAS, ILLINOIS, AS FOLLOWS:**

**SECTION 1:** The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

**SECTION 2:** The Residential Rental Occupancy Checklist is set forth and fully incorporated herein as Exhibit A ("Residential Rental Occupancy Inspection Checklist"). Exhibit A is attached to this Ordinance.

**SECTION 3:** Conflicting Provisions. This Ordinance will control and have full force and effect over any conflicting ordinances, resolutions, and policies to the extent of the conflict.

**SECTION 4:** Severability. If any provision of this Ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect the other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

**SECTION 5:** This section shall be in full force and effect after its passage and publication in pamphlet form by the City Clerk.

**PASSED** this 22<sup>nd</sup> day of April 2024.

**VOTING AYE:**

Alan Evans

[Signature]

Susan Kowalski

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David Coyard

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**VOTING NAY:**

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**ABSENT:**

Tim Palen

Danny Beard Jr

**ABSTAINED:**

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APPROVED this 22<sup>nd</sup> day of April 2024.

Karen Heilig  
Karen Heilig, President

ATTESTED, Filed in my office,  
And published in pamphlet form  
This 23<sup>rd</sup> day of April 2024.

Loni Hensler  
Loni Hensler, Village Clerk

# Village of Pocahontas – Residential Rental Occupancy Inspection Checklist

The items below are the primary Life Safety items checked during the rental occupancy inspections.

Any questions should be addressed to the city building inspector.

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

Occupancy Determination: Pass \_\_\_\_\_ Fail \_\_\_\_\_

Notes: \_\_\_\_\_  
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## General Requirements EXTERIOR PROPERTY AREAS

Pass Fail N/A Sanitation. Exterior areas shall be clean and free of rubbish and garbage.

Pass Fail N/A Grading and drainage. Stagnant water and erosion; water running into basement or crawl space.

Pass Fail N/A Sidewalks and driveways. Hazards to pedestrians.

Pass Fail N/A Weeds. Weeds or plant growth in excess of 10 inches.

Pass Fail N/A Rodent harborage. Extermination of all rodents.

Pass Fail N/A Detached buildings, garages, sheds, etc., must be maintained like other structures.

Pass Fail N/A Motor Vehicles. No inoperable or unlicensed vehicles are permitted on the property.

Pass Fail N/A Defacement of property. Graffiti, carving, and damage must be removed or maintained.



## SWIMMING POOLS, SPAS, AND HOT TUBS

Pass Fail N/A Swimming Pools. Shall be maintained in a clean, sanitary, and repaired condition.

Pass Fail N/A Enclosures. Greater than 24-inch depth requires a 48-inch-high fence with locking gates that must swing out away from the structure, Vertical balusters that are no more than 4 inches apart, all doors going from the interior of the home to the enclosed area must have operable alarms on them, no more than 3 inches of clearance between the bottom of the fence and the ground.

## EXTERIOR STRUCTURE

Pass Fail N/A Unsafe conditions. Defects in structural members, floor and wall anchors, siding and masonry joints, rot, or deterioration of structural members, cracked or falling foundations, walls including holes and cracks, roofing that admits rain, flooring and flooring components, anchoring for exterior trim, overhang extensions, stairs, decks, porches, balconies, and chimneys.

Pass Fail N/A Protective treatment. Peeling, flaking, and chipped paint.

Pass Fail N/A Premises identification. Street numbers 4 inches or more in height visible from the street.

Pass Fail N/A Handrails and guards. Every handrail and guard shall be firmly fastened, capable of supporting normally imposed loads, and maintained in good condition.

Pass Fail N/A Window, skylight and door frames. Every window, skylight, door, and frame shall be kept in sound condition,

Pass Fail N/A Glazing materials shall be maintained free from cracks and holes.

Pass Fail N/A Glazing. Openable windows. **Other than a fixed window, every window shall be easily operable and capable of being held in position by the manufacturers window hardware.**

Pass Fail N/A Every door, window, and other outside openings required for ventilation shall be supplied with tightly fitting screens.

Pass Fail N/A Exterior doors and hardware shall be maintained and in proper working condition. Locks on means of egress doors shall be able to operate using only one hand.

Pass Fail N/A Every basement hatchway shall be maintained to prevent the entrance of rodents, rain, and surface drainage water.

Pass Fail N/A All basement windows will be able to open properly.

Pass Fail N/A Doors providing access to a dwelling unit shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is made without needing keys, special knowledge, or effort.



Pass Fail N/A Operable windows located in whole or in part within 6 feet above ground level or a walking surface below that provide access to a dwelling unit shall be equipped with a window sash locking device. HUD regulation.

Pass Fail N/A Basement hatchways that provide access to a dwelling unit shall be equipped with devices that secure the units from unauthorized entry.

Pass Fail N/A Exterior gates shall be maintained in good condition.

## **INTERIOR STRUCTURE**

Pass Fail N/A General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound, and in a sanitary condition. Occupants shall keep that part of the structure they occupy or control clean and sanitary.

Pass Fail N/A Windows and doors shall be maintained in a good, clean, and sanitary condition. Peeling, chipping, flaking, or abraded paint shall be repaired, removed, or covered. Cracked or loose plaster, decayed wood, and other defective surface conditions shall be corrected.

Pass Fail N/A Every stair, ramp, landing, balcony, porch, deck, or other walking surface shall be maintained in sound condition and in good repair.

Pass Fail N/A Every handrail and guard shall be firmly fastened, graspable, capable of supporting normally imposed loads and maintained in good condition.

Pass Fail N/A Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed.

## **COMPONENT SERVICEABILITY**

Pass Fail N/A Every exterior and interior flight of stairs having more than four or more risers will have a handrail on one side of the stairs. Every open portion of a stair, landing, balcony, porch, deck, ramp, or more than 30 inches above the floor or grade below shall have guards. All doors must open over a landing, not over an open step.

## **RUBBISH AND GARBAGE**

Pass Fail N/A Accumulation of rubbish or garbage on the exterior of the property or the interior is strictly prohibited.

Pass Fail N/A Refrigerators and similar equipment not in operation shall not be discarded, abandoned, or stored on premises without first removing the doors.

Pass Fail N/A The property must be clear of all tires, buckets, barrels, or any other non-natural items that can become mosquito breeding areas.





## **PEST ELIMINATION**

Pass Fail N/A Structures shall be kept free from insect and rodent infestation. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.

## **Light, Ventilation, and Occupancy Limitations**

Pass Fail N/A Every habitable space of 70 square feet or more shall have not less than one window of approved size facing directly to the outdoors or to a court.

Pass Fail N/A Every common hall and stairway in residential occupancies, other than in one and two-family dwellings, shall be lighted at all times with not less than a 60-watt standard incandescent light bulb for each 200 square feet of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet.

Pass Fail N/A All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions and the safe occupancy of the space and utilization of the appliances, equipment, and fixtures.

## **VENTILATION**

Pass Fail N/A Every bathroom and toilet room will have a window or fan that vents to the exterior.

Pass Fail N/A Clothes dryer exhaust systems shall be independent of all other systems and be exhausted outside the structure per the manufacturer's instructions. All vent pipes will be metal plastic is not allowed.

## **OCCUPANCY LIMITATIONS**

Pass Fail N/A Habitable room, other than a kitchen, shall be not less than 7 feet in any plan dimension. Kitchens shall have a minimum clear passageway of 3 feet between counter fronts and appliances or counter fronts and walls.

Pass Fail N/A Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a minimum clear ceiling height of 7 feet.

Pass Fail N/A Every living room shall contain not less than 120 square feet and every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of visible floor.

Pass Fail N/A Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces.

Pass Fail N/A Every bedroom shall have access to not less than one water closet and one lavatory in the same or adjoining story without passing through another bedroom.



Pass Fail N/A Kitchens and non-habitable spaces shall not be used for sleeping purposes.

Pass Fail N/A Dwelling units shall not be occupied by more occupants than permitted.

Pass Fail N/A All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food waste and refuse, including facilities for temporary storage.

### **Plumbing Facilities and Fixture Requirements**

Pass Fail N/A Dwelling units. Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet, and kitchen sink that shall be maintained in a sanitary, safe working condition.

Pass Fail N/A Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space or to the exterior. A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms in a multiple dwelling.

Pass Fail N/A In other than dwelling units, every toilet room floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept clean and sanitary.

### **PLUMBING SYSTEMS AND FIXTURES**

Pass Fail N/A Plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. Plumbing fixtures shall be maintained in a safe, sanitary, and functional condition.

Pass Fail N/A Plumbing fixtures shall have adequate clearances for usage and cleaning.

Pass Fail N/A Where it is found that a plumbing system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, inadequate venting, cross connection, back siphonage, improper installation, deterioration or damage or for official shall require the defects to be corrected to eliminate the hazard.

### **WATER SYSTEM**

Pass Fail N/A Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public or an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs, and showers shall be supplied with hot or tempered and cold running water in accordance with the Illinois Plumbing Code.

Pass Fail N/A Water heating facilities shall be properly installed, maintained, and capable of providing adequate water to be drawn at every required sink, lavatory, bathtub, shower, and laundry facility at a minimum temperature of 110°F. A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom, or other occupied room normally kept closed, unless adequate combustion air is provided. An approved combination temperature and pressure-



relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters. All water heaters will have an expansion tank on them.

## **SANITARY DRAINAGE SYSTEM**

Pass Fail N/A General. Plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.

Pass Fail N/A Every plumbing stack, vent, waste, and sewer line shall function properly and be kept free from obstructions, leaks, and defects.

## **STORM DRAINAGE**

Pass Fail N/A General Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance or onto the public way.

## **Mechanical and Electrical Requirements**

Pass Fail N/A Residential Occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms, bathrooms and toilet rooms.

## **MECHANICAL EQUIPMENT**

Pass Fail N/A Fireplaces, solid fuel-burning appliances, cooking appliances, and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.

Pass Fail N/A Fuel-burning equipment and appliances shall be connected to an approved chimney or vent.

Pass Fail N/A Required clearances to combustible materials shall be maintained.

Pass Fail N/A Safety controls for fuel-burning equipment shall be maintained in effective operation. All fuel-burning equipment will have a shut-off valve in the same room and within 3 feet of the equipment.

Pass Fail N/A A supply of air for the complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment.

## **ELECTRICAL FACILITIES**

The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with NFPA 70. Dwelling units shall be served by a three-wire, 120/240 volt, and single-phase electrical service having a minimum rating of 100 amperes.



Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure because of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the city building inspector shall require the defects to be corrected to eliminate the hazard.

## **ELECTRICAL EQUIPMENT**

Pass Fail N/A Installation. Electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner.

Pass Fail N/A Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets.

Pass Fail N/A All 110 receptacles in a kitchen including islands, bathrooms, laundry rooms, basement including sump pumps and ejector pumps, garages including ceilings, and exteriors shall have GFCI protection.

Pass Fail N/A Every habitable space in a dwelling shall contain not less than two separate receptacles. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain not less than one receptacle.

Pass Fail N/A Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room, and furnace room shall contain not less than one electric luminaire. Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.

Pass Fail N/A Extension cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.

## **DUCT SYSTEMS**

Pass Fail N/A Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

## **Fire Safety Requirements MEANS OF EGRESS**

Pass Fail N/A A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the International Fire Code.

Pass Fail N/A Locked doors. Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge, or effort, except where the door hardware conforms to that permitted by the International Building Code.

## **FIRE RESISTANCE RATINGS**

Pass Fail N/A All walls and ceilings in a garage with livable space on the other side will have ½ inch drywall, with all seams sealed with a minimum of one coat of drywall tape and joint





compound. All attic access will have fire-rated material over them. All doors from a garage to living quarters shall be fire-rated doors.

Pass Fail N/A A minimum of one working smoke alarm per floor, including unfinished basements, one inside every bedroom and one within 15 feet outside of every bedroom door.

Pass Fail N/A A minimum of one working carbon monoxide detector per floor, including unfinished basements and within 15 feet of all bedroom doors. This includes all-electric homes that have an attached garage.

