

2018

RESIDENTIAL RENTAL HOUSING MANUAL

EFFECTIVE May 1, 2018



Addison

Village of Addison

COMMUNITY DEVELOPMENT DEPARTMENT

1 FRIENDSHIP PLAZA

Addison, IL 60101

TABLE OF CONTENTS

Preface	2
Chapter 1 – Scope and Administration	3
Chapter 2 – Definitions	11
Chapter 3 – General Requirements	17
Chapter 4 – Light, Ventilation and Occupancy Limitations	31
Chapter 5 – Plumbing Facilities and Fixture Requirements	35
Chapter 6 – Mechanical and Electrical Requirements	39
Chapter 7 – Fire Safety Requirements	43
Appendix A – Licenses, Inspections, Procedures and Standards	49
Appendix B – Forms, Applications and Reports	59
Appendix C – Crime Free Multi-Housing Program	75
Appendix D – Telephone Numbers	83
Index	85

PREFACE

This manual becomes effective May 1, 2018.

This manual will remain in effect until either a new manual is published or addendums are provided to all property owners in the residential rental program.

Brackets [] indicate a local ordinance or amendment. Appendices A, B, and C are also Village of Addison standards. All other listed code standards are adopted from the 2018 International Codes or as otherwise indicated.

The intent of this manual is to identify the procedures, codes, standards and requirements for all sites included in the Residential Rental Program. THIS DOCUMENT IS NOT A CODE.

Questions or comments should be directed to the:

Village of Addison,

Community Development Department.

1 Friendship Plaza,

Addison, IL. 60101-2786, Phone: 630 693 7530

Fax: 630 543 3967

E-Mail: Rentals@Addison-IL.org

Additional copies of this manual may be purchased at the cost of \$15.00 each.

CHAPTER 1 SCOPE AND ADMINISTRATION

SECTION 101 - GENERAL

101.1 Title. These regulations shall be known as the Property Maintenance Code of [The Village of Addison, Illinois], hereinafter referred to as "this code."

101.2 Scope. The provisions of this book shall apply to all existing [residential rental properties, excluding hotels, motels, and individual rooms rented in an owner occupied residence] and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable level of sanitary maintenance; the responsibility of owners, an owner's authorized agent, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.

101.3 Intent. This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare in so far as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein.

[A single copy of these standards shall be provided to each property owner for each site owned and licensed under the provisions of the Village of Addison Residential Rental License Program.]

101.4 Severability. If a section, subsection, sentence, clause or phrase of this code is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 102 - APPLICABILITY

102.1 General. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall govern. Where differences occur between provisions of this code and the referenced standards, the provisions of this code shall apply. Where, in a specific case, different sections of this code specify different requirements, the most restrictive shall govern.

102.2 Maintenance. Equipment, systems, devices and safeguards required by this code or a previous regulation or code under which the structure or premises was constructed, altered or repaired shall be maintained in good working order. An owner, owners authorized agent, operator or occupant shall not cause any service, facility, equipment or utility that is required under this section to be removed from, shut off from or discontinued for any occupied dwelling, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this code are not intended to provide the basis for removal or abrogation of fire protection and safety systems and devices in existing structures. Except as otherwise specified herein, the owner or the owner's authorized agent shall be responsible for the maintenance of buildings, structures and premises.

102.3 Application of Other Codes. [Repairs, additions or alterations to a structure or changes of occupancy shall be done in accordance with the procedures and provisions of the adopted International Building Code, International Existing Building Code, International Fire Code, International Residential Code, International Fuel Gas Code, International Mechanical Code, International Energy Conservation Code, NFPA 70, Illinois Plumbing Code, the Illinois Accessibility Code and the Addison Village Code, Zoning Ordinance, and Subdivision Control Ordinance. With respect to property maintenance, the following provisions of the Addison Village Code set forth additional regulations applicable to properties within the Village: Nuisances: Chapter 12, Drainage: Chapter 9; Chapter 20, Article III, Animals: Chapter 4; Rental Licenses: Chapter 10, Article VIII, Parking: Chapter 11, Article VI Garbage: Chapter 15, Article V, Signs; Chapter 27.]

102.4 Existing remedies. The provisions in this code shall not be construed to abolish or impair existing remedies of the jurisdiction or its officers or agencies relating to the removal or demolition of any structure that is dangerous, unsafe and insanitary.

102.5 Workmanship. Repairs, maintenance work, alterations or installations that are caused directly or indirectly by the enforcement of this code shall be executed and installed in a workmanlike manner and installed in accordance with the manufacturer's instructions.

102.8 Requirements not covered by code. Requirements necessary for the strength, stability or proper operation of an existing fixture, structure or equipment, or for the public safety, health and general welfare, not specifically covered by this code, shall be determined by the code official.

SECTION 103 - DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION

103.1 General. The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the code official. [The term "Department of Property Maintenance Inspections," as used in this Chapter shall mean and refer to the Department of Community Development of the Village of Addison.]

103.3 Deputies. In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the code official shall have the authority to appoint a deputy code official, other related technical officers, inspectors and other employees.

103.4 Liability. The code official or employee charged with the enforcement of this code, while acting for the jurisdiction, in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered civilly or criminally liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of an act or omission in the discharge of official duties

103.4.1 Legal defense. Any suit or criminal complaint instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by the legal representative of the jurisdiction until the final termination of the proceedings. The code official or any subordinate shall not be liable for costs in an action, suit or proceeding that is instituted in pursuance of the provisions of this code.

SECTION 104 - DUTIES AND POWERS OF THE CODE OFFICIAL

104.1 General. The code official is hereby authorized and directed to enforce the provisions of this code. The code official shall have the authority to render interpretations of this code and to adopt policies and procedures; in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

104.2 Inspections. The code official shall make all of the required inspections or shall accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The code official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority. [All inspections shall be scheduled and conducted as indicated in Appendix A.]

104.3 Right of entry. Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the code official has reasonable cause to believe that there exists in a structure or upon a premises a condition in violation of this code, the code official is authorized to enter the structure or premises at reasonable times to inspect or perform the duties imposed by this code, provided that if such structure or premises is occupied the code official shall present credentials to the occupant and request entry. If such structure or premises is unoccupied, the code official shall first make a reasonable effort to locate the owner, owner's authorized agent or other person having charge or control of the structure or premises and request entry. If entry is refused, the code official shall have recourse to the remedies provided by law to secure entry.

104.4 Identification. The code official shall carry proper identification when inspecting structures or premises in the performance of duties under this code.

104.5 Notices and orders. The code official shall issue all necessary notices or orders to ensure compliance with this code.

104.6 Department records. The code official shall keep official records of all business and activities of the department specified in the provisions of this code. Such records shall be retained in the official records for the period required for retention of public records. [All rental licenses shall be applied for and processed as indicated under Appendix A.]

SECTION 105 - APPROVAL

105.1 Modifications. Whenever there are practical difficulties involved in carrying out the provisions of this code, the code official shall have the authority to grant modifications for individual cases, upon application of the owner or owner's authorized agent, provided that the code official shall first find that special individual reason makes the strict letter of this code impractical, the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the department files.

105.2 Alternative materials, design and methods of construction and equipment.

The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been approved. An alternative material, design or method of construction shall be approved where the code official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety. Where the alternative material, design or method of construction is not approved, the code official shall respond in writing, stating the reasons why the alternative was not approved.

105.3 Required testing. Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the code official shall have the authority to require tests to be made as evidence of compliance without expense to the jurisdiction.

105.3.1 Test methods. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the code official shall be permitted to approve appropriate testing procedures performed by an approved agency.

105.3.2 Test reports. Reports of tests shall be retained by the code official for the period required for retention of public records.

105.4 Used material and equipment. Materials that are reused shall comply with the requirements of this code for new materials. Materials, equipment and devices shall not be reused unless such elements are in good repair or have been reconditioned and tested where necessary, placed in good and proper working condition and approved by the code official.

SECTION 106 - VIOLATIONS

106.1 Unlawful acts. It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of this code.

106.2 Notice of violation. The code official shall serve a notice of violation (e-mail, letter, written service request or a written inspection report) or order in accordance with Section 107.

106.3 Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed guilty of a misdemeanor or civil infraction as determined by the local municipality, and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

106.4 Violation penalties. Any person, who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. [The responsible owner, operator or occupant shall be subject to a fine of not less than one hundred fifty dollars (\$150.00) nor more than one thousand dollars (\$1,000.00) for each uncorrected violation, and each day such violation exists after expiration of the time specified for correction, if any, shall be deemed a separate offense.]

106.5 Abatement of violation. The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises.

SECTION 107 - NOTICES AND ORDERS

107.1 Notice to person responsible. Whenever the code official determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice shall be given in the manner prescribed in Sections 107.2 and 107.3 to the person responsible for the violation as specified in this code. Notices for condemnation procedures shall comply with Section 108.3.

107.2 Form. Such notice prescribed in Section 107.1 shall be in accordance with all of the following:

1. Be in writing.
2. Include a description of the real estate sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.
4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this code.
5. Inform the property owner or owner's agent of the right to appeal.
6. Include a statement of the right to file a lien in accordance with Section 106.3.

107.3 Method of service. Such notice shall be deemed to be properly served if a copy thereof is:

1. Delivered personally;
2. Sent by certified or first-class mail addressed to the last known address; or
3. If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice.

107.4 Unauthorized tampering. Signs, tags or seals posted or affixed by the code official shall not be mutilated, destroyed or tampered with or removed without authorization by the code official. [Such Posting can only be removed by the Code Official.]

107.5 Penalties. Penalties for noncompliance with orders and notices shall be as set forth in Section 106.4.

107.6 Transfer of ownership. It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner or the owner's authorized agent shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

SECTION 108 - UNSAFE STRUCTURES AND EQUIPMENT

108.1 General. When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

108.1.1 Unsafe structures. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

108.1.2 Unsafe equipment. Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure that is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structure.

108.1.3 Structure unfit for human occupancy. A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, [electricity, water, equipment including but not limited to elevators and moving stairways], sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure, [and the contents within] constitutes a hazard to the occupants of the structure or to the public.

108.1.4 Unlawful structure. An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered or occupied contrary to law.

108.2 Closing of vacant structures. If the structure is vacant and unfit for human habitation and occupancy, and is not in danger of structural collapse, the code official is authorized to post a placard of condemnation on the premises and order the structure closed up so as not to be an attractive nuisance. Upon failure of the owner or owner's authorized agent to close up the premises within the time specified in the order, the code official shall cause the premises to be closed and secured through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate and shall be collected by any other legal resource.

108.3 Notice. Whenever the code official has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner, owner's authorized agent or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall also be placed on the condemned equipment. The notice shall be in the form prescribed in Section 107.2.

108.4 Placarding. Upon failure of the owner, owner's authorized agent or person responsible to comply with the notice provisions within the time given, the code official shall post on the premises or on defective equipment a placard bearing the word "Condemned" and a statement of the penalties provided for occupying the premises, operating the equipment or removing the placard.

108.4.1 Placard removal. The code official shall remove the condemnation placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes a condemnation placard without the approval of the code official shall be subject to the penalties provided by this code.

108.5 Prohibited occupancy. Any occupied structure condemned and placarded by the code official shall be vacated as ordered by the code official. Any person who shall occupy a placarded premise or shall operate placarded equipment, and any owner, owner's authorized agent or person responsible for the premises who shall let anyone occupy a placarded premises or operate placarded equipment shall be liable for the penalties provided by this code.

SECTION 109 - EMERGENCY MEASURES

109.1 Imminent danger. When, in the opinion of the code official, there is imminent danger of failure or collapse of a building or structure that endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building occupants or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or dangerous equipment, the code official is hereby authorized and empowered to order and require the occupants to vacate the premises forthwith. The code official shall cause to be posted at each entrance to such structure a notice reading as follows: "This Structure Is Unsafe and Its Occupancy Has Been Prohibited by the Code Official." It shall be unlawful for any person to enter such structure except for the purpose of securing the structure, making the required repairs, removing the hazardous condition or of demolishing the same.

109.2 Temporary safeguards. Notwithstanding other provisions of this code, whenever, in the opinion of the code official, there is imminent danger due to an unsafe condition, the code official shall order the necessary work to be done, including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the code official deems necessary to meet such emergency.

109.3 Closing streets. When necessary for public safety, the code official shall temporarily close structures and close, or order the authority having jurisdiction to close, sidewalks, streets, public ways and places adjacent to unsafe structures, and prohibit the same from being utilized.

109.4 Emergency repairs. For the purposes of this section, the code official shall employ the necessary labor and materials to perform the required work as expeditiously as possible.

109.5 Costs of emergency repairs. Costs incurred in the performance of emergency work shall be paid by the jurisdiction. The legal counsel of the jurisdiction shall institute appropriate action against the owner of the premises or owner's authorized agent where the unsafe structure is or was located for the recovery of such costs.

109.6 Hearing. Any person ordered to take emergency measures shall comply with such order forthwith. Any affected person shall thereafter, upon petition directed to the appeals board, be afforded a hearing as described in this code.

SECTION 111 - MEANS OF APPEAL

[111.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the Code Enforcement Supervisor, provided that a written application for appeal is filed within 10 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

Such application shall identify the location of the property, the applicant's name, address, day time phone number, the code requirement or notice being questioned and the basis for the appeal. Such appeals must be directed to the Code Enforcement Supervisor. If not approved by the Code Enforcement Supervisor; the initial appeal and the Code Enforcement Supervisor's written comments will be forwarded to the Assistant Director of Community Development for further consideration and a written response to the initial applicant may be provided if the appeal is agreed to. If not, the matter will be forwarded to the Director of Community Development for a final decision.

Appeals of notice and orders (other than Imminent Danger notices) shall stay the enforcement of the notice and order until a response to the applicant has been issued.]

SECTION 112 - STOP WORK ORDERS

112.1 Authority. Whenever the code official finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the code official is authorized to issue a stop work order.

112.2 Issuance. A stop work order shall be in writing and shall be given to the owner of the property, to the owner's authorized agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.

112.3 Emergencies. When an emergency exists, the code official shall not be required to give written notice prior to stopping the work.

112.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than [\$150.00] or more than [\$1,000.00].

CHAPTER 2 DEFINITIONS

SECTION 201 - GENERAL

201.1 Scope. Unless otherwise expressly stated, the following terms shall, for the purposes of this code, have the meanings shown in this chapter.

201.2 Interchangeability. Words stated in the present tense include the future; words stated in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural, the singular.

201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the International Building Code, International Existing Building Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Residential Code, National Electrical Code [Illinois Plumbing Code, Village of Addison Municipal Code, Village of Addison Zoning Ordinance, Village of Addison Building Code or the Village of Addison Subdivision Ordinance], such terms shall have the meanings ascribed to them as stated in those codes.

201.4 Terms not defined. Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

201.5 Parts. Whenever the words “dwelling unit,” “dwelling,” “premises,” “building,” “rooming house,” “rooming unit” “housekeeping unit” or “story” are stated in this code, they shall be construed as though they were followed by the words “or any part thereof.”

SECTION 202 - GENERAL DEFINITIONS

[ACCESSORY STRUCTURE. A subordinate building, the use of which is incidental to and customary in connection with the principal building or use and which is located on the same lot with such principal building or use and is under the same ownership.]

ANCHORED. Secured in a manner that provides positive connection.

[ANNUAL INSPECTION. A compliance assessment of all outdoor areas and structures, the exterior of all buildings, the dwelling units and all other interior common areas under the ownership of the property owner or as otherwise described in this ordinance.]

APPROVED. Acceptable to the code official.

BASEMENT. That portion of a building that is partly or completely below grade.

BATHROOM. A room containing plumbing fixtures including a bathtub or shower.

BEDROOM. Any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit.

[BUILDING. (See Structure) For the purpose of this code the terms building and structure shall be interchangeable.]

CODE OFFICIAL. [The Director of Community Development charged with the administration and enforcement of this code and all associated ordinances. For the purpose of this ordinance, reference to the term code official shall also designate the Code Enforcement Officer, a Community Development Inspector, a Plan Examiner, the Building Division Supervisor or other designee as having the same authority identified.]

[**CODE STANDARDS.** Are those code issues which apply to all structures but are not used with the inspection process to determine an annual grade for a rental site. See; Inspection Issues.]

CONDEMN. To adjudge unfit for occupancy.

DETACHED. When a structural element is physically disconnected from another and that connection is necessary to provide a positive connection.

DETERIORATION. To weaken, disintegrate, corrode, rust or decay and lose effectiveness.

[**DWELLING.** Shall mean any enclosed space which is wholly or partly used or intended to be used rented, leased, let or hired out to be occupied, or that are occupied for living purposes.]

DWELLING UNIT. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

[**DWELLING UNIT, ABANDONED.** A dwelling unit which is unoccupied for at least a ninety (90) day period. An abandoned dwelling unit may also be classified as an attractive nuisance. However, just because a unit cannot be rented or the home sold would not in itself create an abandoned dwelling unit.]

EASEMENT. That portion of land or property reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement shall be permitted to be for use under, on or above said lot or lots.

EQUIPMENT SUPPORT. Those structural members or assemblies of members or manufactured elements, including braces, frames, lugs, snuggers, hangers, or saddles, that transmit gravity load, lateral load and operating load between the equipment and the structure.

EXTERIOR PROPERTY. The open space on the premises and on adjoining property under the control of owners or operators of such premises.

GARBAGE. The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

[**GROSS FLOOR AREA.** The sum of the gross horizontal areas of the several floors of a dwelling unit measured from the exterior faces of the exterior walls or from the centerline of walls separating dwelling units.]

GUARD. A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

[HABITABLE BASEMENT ROOM. Any room or enclosed floor space or rooming unit in a basement intended to be used for sleeping, living, cooking or cleaning purposes meeting the requirements for habitable space with respect to privacy, light, ventilation, egress, safety, floor area and ceiling heights. A basement room shall be deemed non-habitable for sleeping purposes if the finished floor level exceeds three feet six inches below the average exterior grade.]

HABITABLE SPACE. Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.

HOUSEKEEPING UNIT. A room or group of rooms forming a single habitable space equipped and intended to be used for living, sleeping, cooking and eating that does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

IMMINENT DANGER. A condition that could cause serious or life-threatening injury or death at any time.

INFESTATION. The presence, within or contiguous to, a structure or premises of insects, rodents, vermin or other pests.

INOPERABLE MOTOR VEHICLE. A vehicle that cannot be driven upon the public streets for reason including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.

[INSPECTION. Shall mean the annual inspection, semiannual inspection, a reinspection or an exterior only inspection.]

[INSPECTION ISSUES. Those issues listed in the Housing Manual which are noted as the basis of determining the annual grade or as an inspection issue for any additional or follow-up rental inspection.]

[INTERIOR COMMON AREA. Interior spaces not part of a dwelling unit, including all interior utility areas and all interior areas shared and/or accessed by the occupants of the building.]

LABELED. Equipment, materials or products to which have been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, approved agency or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items whose labeling indicates either that the equipment, material or product meets identified standards or has been tested and found suitable for a specified purpose.

[LEASE OR RENT. Shall mean the entry into a written or oral agreement embodying the terms and conditions concerning the use and occupancy of a dwelling by a tenant.]

LET FOR OCCUPANCY OR LET. To permit, provide or offer possession or occupancy of a dwelling, dwelling unit, rooming unit, building, premise or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

[MANAGING AGENT. Shall mean any person or firm, acting for another, with authority to rent, manage or make expenditures.]

NEGLECT. The lack of proper maintenance for a building or structure.

OCCUPANCY. The purpose for which a building or portion thereof is utilized or occupied.

OCCUPANT. Any individual living or sleeping in a building, or having possession of a space within a building.

OPENABLE AREA. That part of a window, skylight or door which is available for unobstructed ventilation and which opens directly to the outdoors.

OPERATOR. Any person who has charge, care or control of a structure or premises that is let or offered for occupancy.

OWNER. Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

[PARKING SPACE. A surfaced area, enclosed or unenclosed, not less than nine feet wide and eighteen feet long, together with a driveway connecting the parking space with a street, road or alley sufficient in size to store one automobile and permitting ingress and egress of that automobile without the necessity of moving any other automobile. Such parking space shall be improved with a hard surface, asphalt, concrete or other dustless material, in accordance with the applicable Village and State standards and requirements. Reserved Parking for the disabled, if provided, shall be installed and maintained in compliance with the Illinois Accessibility Standards.]

[PARKWAY. Is the area (excluding public sidewalks) between the property line and the back of curb. If there is no curbing, the edge of the pavement or gravel roadway.]

PERSON. An individual, corporation, partnership or any other group acting as a unit.

PEST ELIMINATION. The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food or water; by other approved pest elimination methods.

PREMISES. A lot, plot or parcel of land, easement or public way, including any structures thereon.

[PUBLIC NUISANCE. Includes the following:

- (1) The physical condition or use of any premises regarded as a public nuisance at common law.
- (2) Any physical condition, use or occupancy of any premises or its appurtenances considered an attractive nuisance to children, including, but not limited to, abandoned dwelling units, wells, shafts, basements, excavations, tree houses and unsafe fences or structures, abandoned vehicles, unsecured and unattended swimming pools, appliances, furniture or other such items.
- (3) Any premises which have unsanitary sewerage or plumbing facilities.
- (4) Any premises designated as unsafe for human habitation or use.
- (5) Any premises which are manifestly capable of being a fire hazard or are manifestly unsafe or unsecured as to endanger life, limb or property.

(6) Any premises from which the plumbing, heating and/or facilities required by this code have been removed, or from which utilities have been disconnected, destroyed, removed or rendered ineffective, or the required precautions against trespassers have not been provided.

(7) Any premises which are unsanitary, or which are littered with rubbish or garbage, or which have an uncontrolled growth of weeds.

(8) Any structure or building that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant or abandoned; damage by fire to the extent as not to provide shelter, in danger of collapse or failure and is dangerous to anyone on or near the premises.]

PUBLIC WAY. Any street, alley or other parcel of land that is open to the outside air; leads to a street; has been deeded, dedicated or otherwise permanently appropriated to the public for public use; and has a clear width and height of not less than 10 feet (3048mm).

[**REINSPECTION.** A reinspection will include the inspection of all areas previously found in violation of the applicable codes. Reinspections may also identify new violations that have since developed or were not identified during the previous inspection.]

[**RENTAL DWELLING.** Shall mean any dwelling unit which is not owner occupied and which is either rented, leased, available for rent or lease, or otherwise compensated for by others to the property owner or his/her agent. The rental of a single room or the sharing of a dwelling unit between the property owner of the dwelling unit and others shall not constitute a rental dwelling.]

[**RENTAL UNIT.** Any dwelling or dwelling unit leased, rented or otherwise arranged for use as a residential dwelling unit and for which compensation is received shall be deemed a rental unit.]

[**RESIDENTIAL RENTAL LICENSE YEAR.** The Residential License Year shall be from May 1 to April 30 of the following year (typically 365 continuous calendar days).]

ROOMING HOUSE. A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one- or two-family dwelling.

ROOMING UNIT. Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

RUBBISH. Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

[**SEMI-ANNUAL INSPECTION.** Shall mean a second annual inspection of all outdoor areas and structures, the exterior of all buildings, the dwelling units and all other interior common areas subject to this Article VIII, which are under the ownership of the property owner to assess compliance with the applicable Village Code standards governing rental dwellings.]

SLEEPING UNIT. A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.

STRICT LIABILITY OFFENSE. An offense in which the prosecution in a legal proceeding is not required to prove criminal intent as a part of its case. It is enough to prove that the defendant either did an act which was prohibited, or failed to do an act which the defendant was legally required to do.

STRUCTURE. That which is built or constructed.

[**SUPPLIED.** Paid for, installed, furnished or provided by or under the control of the owner or operator at his own expense.]

TENANT. A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.

[**TENANT NOTIFICATION OF HOUSING CODES.** A form developed and supplied by the Addison Community Development Department, to document that the primary occupant is aware of his or her responsibilities. The notification to the tenant is the responsibility of the landlord or manager.]

TOILET ROOM. A room containing a water closet or urinal but not a bathtub or shower.

VENTILATION. The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

WORKMANLIKE. Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.

YARD. An open space on the same lot with a structure.

CHAPTER 3 GENERAL REQUIREMENTS

SECTION 301 - GENERAL

301.1 Scope. The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and exterior property.

301.2 Responsibility. The owner of the premises shall maintain the structures and exterior property in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy premises that are not in a sanitary and safe condition and that do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises which they occupy and control.

[301.2.1 Owner's compliance with duties.

(A) Every owner or operator of a rental dwelling or dwelling unit shall on renting the same shall have a tenant of each unit read a copy of the "Tenant Notification of Housing Codes".

(B) Every owner or operator shall apply for and receive a Residential Rental License on a yearly basis. In the event that the owner cannot make a scheduled inspection/reinspection, one of the listed contact persons on the application or other responsible party is expected to keep the appointment on the owner's behalf.

(C) No owner shall suffer or permit a dwelling or dwelling unit to be maintained in a condition which constitutes a public nuisance or violates any other applicable code or ordinance of the Village.

(D) Accumulation of Debris and Storage of Goods. No owner shall suffer or permit any material which causes a fire hazard, otherwise endangers the life, health or safety of any occupants of such dwellings or constitutes a blighting or deteriorating influence on the premises or neighborhood, nor place in storage on the premises any furniture, equipment or material which harbors insects, rodents or other pests or is conducive to infestation.

(E) Occupancy. No owner shall permit any dwelling unit owned by him to be occupied so that any occupancy resulting therefrom violates any of the provisions of this Chapter 24.

(F) Below Grade Occupancy. No owner shall permit any space below grade to be occupied as a habitable space intended for living, sleeping, eating or cooking, which does not meet the requirements for habitable space with respect to privacy, light, ventilation, egress, safety, floor area and ceiling heights. Bedroom or sleeping areas shall not be permitted where the finished floor level exceeds three feet six inches below the average exterior grade.]

[301.2.2 Transfer of responsibility. A contract effective as between owner and operator or operator and occupant or owner and occupant with regard to compliance hereunder shall not relieve any party of his direct responsibility under this Chapter.]

301.3 Vacant structures and land. Vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

[301.4 Public nuisance. All public nuisances as herein defined are a deemed a violation and shall be rectified in compliance with the applicable codes and ordinances.]

[301.5 Public utilities. All public utilities passing through or serving the site shall be reported to the appropriate authority when found to be defective, in need of maintenance or inoperative.]

SECTION 302 - EXTERIOR PROPERTY AREAS

302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition. [Failure to remove dog excrement on the site, while a violation, will not be addressed through the Residential Rental Inspection process.]

302.2 Grading and drainage. Premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

Exception: Approved retention areas and reservoirs.

302.3 Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions. [All steps, driveways, parking spaces, similar paved areas, and private sidewalks shall be kept in proper repair and free of snow (within twelve (12) hours after the Director of Public Works has determined that the snowfall has reached a depth of four inches (4")) and ice and other debris. Pot holes in parking spaces or paved areas must be repaired with an all-weather, hard surface, dustless material in accordance with the Building and Zoning Codes.]

302.4 Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of six (6) inches. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. [It shall be unlawful for anyone to permit any weeds, grass or plants, other than trees, bushes, flowers, cultivated or ornamental plants, to grow to a height exceeding six (6) inches anywhere in the Village. Any such plants or weeds exceeding such height are hereby declared a nuisance. See, also, Section 12-15 of Chapter 12 of the Village Code.]

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

[302.4.1 Landscaping. Required landscaping shall be regularly maintained in a neat, clean and healthy condition. This shall include proper pruning, mowing of lawns, weeding, removal of litter, fertilizing, replacement of plants and grass when necessary, and the regular watering of all plants. All landscaping and trees will be properly maintained. Dead limbs and branches must be removed from all trees, bushes and shrubs. Dead trees and landscaping must be removed within a reasonable designated time frame as indicated in the notification by the inspector; remaining stumps may be no more than 36 inches above grade. Diseased trees that may possibly spread to other trees must be professionally treated or removed as if they were a dead tree. Damaged trees shall be properly treated to remove all dead or damaged areas. Cut branches and similar rubbish required to be disposed of in an approved container or other approved method. Citations may be issued if not removed within 48 hours after receiving notification.]

302.5 Rodent harborage. Structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

302.6 Exhaust vents. Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly on abutting or adjacent public or private property or that of another tenant.

302.7 Accessory structures. All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

[302.7.1 Accessory structure location. All accessory uses and structures shall be properly located in compliance with the Village of Addison Zoning requirements and the applicable building codes.]

302.8 Motor vehicles. Except as provided for in other regulations, inoperative or unlicensed motor vehicles shall not be parked, kept or stored on any premises, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth. [The parking of any vehicle shall be limited to areas specifically designated as parking spaces, and these designated areas shall be covered with a hard surface of asphalt, concrete or other dustless material. No parking will be allowed on unimproved parkways or sidewalks. Expired license plates, license plate tags or Village vehicle stickers, while a violation, will be not addressed through the Residential Rental Inspection process.]

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

302.9 Defacement of property. A person shall not willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti. It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

[302.10 Parkway maintenance. The property owner shall be responsible to ensure that all parkway areas immediately adjacent to a property will be maintained to the same standards as the private property. Above ground obstructions are prohibited in all parkways, except for mailboxes, municipal signs, street lights, municipal traffic control devices, utility equipment, trees, other approved landscaping, and fire hydrants. Branches for pickup may not be placed in the parkway any earlier than the Sunday of the week that branch pickup for the related site is scheduled. Trash for disposal or trash containers for pickup may not be placed in a parkway any earlier than 3:00 PM the day preceding the scheduled pickup. Empty containers must be removed from the curb no later than 12:00 midnight of the date of scheduled pickup by the Village-authorized Contractor.]

[302.11 Open excavations. All open excavations shall be secured with a minimum four foot high barrier enclosing the excavation and work area. Open excavations and work areas within a public right-of-way or within five feet of the same will be secured with a six foot high barrier.]

[302.12 Exterior storage. No storage of construction materials or equipment, landscaping materials or equipment (unless the preceding is being used for an approved project underway to be completed within a specific time frame), furniture other than what is intended for exterior use, vehicles parts, or similar items typically not stored outside a building or for items not weather resistant is allowed on any property used for residential purposes. Only outdoor furniture, holiday decorations properly displayed, plants and approved outdoor cooking grills shall be stored on balconies or decks or patios.]

[302.13 Existing parking lot lighting maintenance. The lighting shall be owned, maintained and operated by the owner of the property who shall be responsible for keeping clean the luminaries, replacing bulbs and other work associated with maintenance.

All multi-family parking lots containing four (4) or more parking spaces, or a parking lot containing less than four (4) parking spaces that when added to a contiguous parking lot will result in a total of four (4) or more parking spaces, shall be adequately lighted. This standard shall apply to both new and existing parking lots. Parking lot lighting systems shall be controlled in such a way that they will be turned on and off with a photo electric cell or an electric timer, motion detectors are not allowed. All parking lot lights are required to be on from dusk until dawn. All lights must be turned on at the time of an Annual, Semi-Annual and Exterior-Only Inspection.]

SECTION 303 - SWIMMING POOLS, SPAS AND HOT TUBS

303.1 Swimming pools. Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

303.2 Enclosures. Private swimming pools, hot tubs and spas, containing water more than 24 inches in depth shall be completely surrounded by a fence or barrier not less than 48 inches in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches from the gatepost. An existing pool enclosure shall not be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Spas or hot tubs with a safety cover that complies with ASTM F1346 shall be exempt from the provisions of this section.

SECTION 304 - EXTERIOR STRUCTURE

304.1 General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

304.1.1 Unsafe Conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code as required for existing buildings.

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight;
5. Structural members that have evidence of deterioration or that are not capable of safely supporting all nominal loads and load effects;
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;
7. Exterior walls that are not anchored to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;
8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage or are incapable of supporting all nominal loads and resisting all load effects;
9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of deterioration or fatigue, are not properly anchored or are incapable of supporting all nominal loads and resisting all load effects;
10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;

12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including guards and handrails, are not structurally sound, not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;

13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly anchored, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. Where substantiated otherwise by an approved method.
2. Demolition of unsafe conditions shall be permitted where approved by the code official.

304.2 Protective treatment. Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

304.3 Premises identification. [Except as hereinafter provided, each of the figures of every number assigned shall not be less than four (4) inches nor more than twelve (12) inches in height and of proportionate width. For structures setback more than 100 feet but less than 200 feet, the maximum height shall be twenty-four (24) inches in height and for structures setback 200 feet or more the maximum height shall be thirty-six inches in height. The color of the number shall sharply contrast with the background color. The numbers shall be affixed in plain view from the street. Such numbers shall be placed on, above or immediately to the side of the front door or at some other and more conspicuous location on the front of the building. The use of script numbers (the spelling of numbers) or roman numerals is not acceptable for the required address display. In addition to the required premise identification, all apartment doors opening into a hallway of a common area must have a unit number or letter posted on the door. The numbers or letters shall be alpha-numeric and a minimum of 3 inches in height.]

304.4 Structural members. Structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

304.5 Foundation walls. Foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

304.6 Exterior walls. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

304.7 Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

304.8 Decorative features. Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

304.9 Overhang extensions. Overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.10 Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

304.11 Chimneys and towers. Chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.12 Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition. [Where handrails or guard rails are required by the current codes and are not in place or are unsafe based on their height, location, design or strength and when the same cannot be verified as meeting the design standards or intent when the same had been installed, shall be replaced or installed to the current standards of the applicable code.]

304.13 Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

304.13.1 Glazing. All glazing materials shall be maintained free from cracks and holes.

304.13.2 Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

304.14 Insect screens. During the period from [May 1, to October 15], every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch and every [swinging] screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

304.15 Doors. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

[**304.15.1 Egress doors.** The blocking or barring of any required egress is prohibited. The elimination of any exterior door is only permitted when the exterior wall is altered to a color and material matching the existing adjacent wall areas and with an approved building permit.]

[**304.15.2 Door bells & mail boxes.** Whenever door bells or mail boxes are provided, they shall be maintained in proper working order; and where there is more than one at the same location, each shall be properly labeled with the unit number it is provided to service.]

304.16 Basement hatchways. Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water. Hatchways located on rental units shall be secured to prevent unauthorized entry.

304.17 Guards for basement windows. Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents.

304.18 Building security. Doors, windows or hatchways for dwelling units, room units or housekeeping units shall be provided with devices designed to provide security for the occupants and property within.

304.18.1 Doors. Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch. Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock. [Such security for sliding patio doors must be equal to a deadbolt lock.]

304.18.2 Windows. 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, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a window sash locking device.

304.18.3 Basement hatchways. Basement hatchways that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.

[**304.18.4 Exterior doors.** All exterior doors opening into a common interior area shall be self-closing and self-locking. The opening of such doors from the egress side shall not require the use of a key, any tools or any special knowledge. These doors must be kept closed and in a locked position at all times when the building is not being accessed through the doors. Also required shall be an exterior key box for emergency access (ingress) inspected and approved by the Addison Fire Protection District.]

[**304.18.5 Window guards.** All operable windows in units occupied or routinely visited by children under the age of 12 years old shall have guards or screens in place to safeguard against falling through the window.]

304.19 Gates. Exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.

[304.20. Building accessories and systems.]

304.20.1 Air conditioners. Window air conditioning units shall be maintained as original equipment. Side panels that are damaged, worn or missing shall be replaced with a part equal to that of the original equipment or a durable and weather resistant material that is the same color as the adjacent window and window trim.

304.20.2 Air conditioners. Window air conditioning units are prohibited from being located on the front of the building (closest to the street) or on the side of the building within 12 feet of the front wall between October 15 and May 1. See Section 702.4 Emergency escape openings, of the International Property Maintenance Code for additional code requirements.

304.20.3 Satellite dishes. Satellite dishes are prohibited from being located in a front yard, on the front of the building (closest to the street) or on the side of the building within 12 feet of the front wall, or on the roof of the building within 12 feet of the front wall.

304.20.4 Portable trash containers. All portable trash containers are prohibited from being stored outside in front of a building (closest to the street) or on the side of the building within 12 feet of the front wall except when the same are at the curbside for pickup during the appropriate hours.

304.20.5 Outdoor cooking grills. Outdoor cooking grills are prohibited from being located on the front of the building (closest to the street) or on the side of the building within 12 feet of the front wall except when in use or unless stored with an appropriate cover.

304.20.6 Transmission lines. All transmission cables for broadcast, satellite, and/or cable TV, ham radio, telephone, electrical service or other similar use shall be concealed and may not be exposed for more than a length of six (6) feet at areas of transition such as a roof to a wall or the receiving unit to the structure. When such cable is placed on the exterior of the building, excluding overhead lines, it shall be concealed in a conduit that shall be properly secured and well matched to the colors and materials in appearance to the surface it is attached to or concealed along or behind an existing feature of the wall it is attached to. Cables located on roofs shall be securely fastened in a workmanlike manner to ensure the cable has limited movement.

SECTION 305 - INTERIOR STRUCTURE

305.1 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 that they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

305.1.1 Unsafe Conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings.

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Structural members are incapable of supporting nominal loads and load effects;
5. Stairs, landings, balconies and all similar walking surfaces, including guards and handrails, are not structurally sound, not properly anchored or are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. Where substantiated otherwise by an approved method.
2. Demolition of unsafe conditions shall be permitted where approved by the code official.

305.2 Structural members. Structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

305.3 Interior surfaces. Interior surfaces, including windows and doors, shall be maintained in 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.

[305.3.1 Counter Tops. All counter tops shall be maintained so that they are easily cleanable and free of any major defects, including delamination, which would create a health or safety concern.]

305.4 Stairs and walking surfaces. Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

305.5 Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

305.6 Interior doors. Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

[305.7 Window treatments. All windows in every dwelling unit and in all common areas including hallways, stairways, laundry rooms, utility rooms or foyers are required to have a proper window treatment or no window treatment at all installed at the time the dwelling unit is occupied or after the common area has been approved for use. Sheets, towels, blankets, newspapers, window film, painting of the glass, polish covering the glass and other such coverings or similar applications are not acceptable.]

SECTION 306 - COMPONENT SERVICEABILITY

306.1 General. The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

306.1.1 Unsafe conditions. Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings.

1. Soils that have been subjected to any of the following conditions:

- 1.1. Collapse of footing or foundation system;
- 1.2. Damage to footing, foundation, concrete or other structural element due to soil expansion;
- 1.3. Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil;
- 1.4. Inadequate soil as determined by a geotechnical investigation;
- 1.5. Where the allowable bearing capacity of the soil is in doubt; or
- 1.6. Adverse effects to the footing, foundation, concrete or other structural element due to the ground water table.

2. Concrete that has been subjected to any of the following conditions:

- 2.1. Deterioration;
- 2.2. Ultimate deformation;
- 2.3. Fractures;
- 2.4. Fissures;
- 2.5. Spalling;
- 2.6. Exposed reinforcement; or
- 2.7. Detached, dislodged or failing connections.

3. Aluminum that has been subjected to any of the following conditions:

- 3.1. Deterioration;
- 3.2. Corrosion;
- 3.3. Elastic deformation;
- 3.4. Ultimate deformation;
- 3.5. Stress or strain cracks;
- 3.6. Joint fatigue; or
- 3.7. Detached, dislodged or failing connections.

4. Masonry that has been subjected to any of the following conditions:

- 4.1. Deterioration;
- 4.2. Ultimate deformation;
- 4.3. Fractures in masonry or mortar joints;
- 4.4. Fissures in masonry or mortar joints;
- 4.5. Spalling;
- 4.6. Exposed reinforcement; or

4.7. Detached, dislodged or failing connections.

5. Steel that has been subjected to any of the following conditions:

- 5.1. Deterioration;
- 5.2. Elastic deformation;
- 5.3. Ultimate deformation;
- 5.4. Metal fatigue; or
- 5.5. Detached, dislodged or failing connections.

6. Wood that has been subjected to any of the following conditions:

- 6.1. Ultimate deformation;
- 6.2. Deterioration;
- 6.3. Damage from insects, rodents and other vermin;
- 6.4. Fire damage beyond charring;
- 6.5. Significant splits and checks;
- 6.6. Horizontal shear cracks;
- 6.7. Vertical shear cracks;
- 6.8. Inadequate support;
- 6.9. Detached, dislodged or failing connections; or
- 6.10. Excessive cutting and notching.

Exceptions:

- 1. Where substantiated otherwise by an approved method.
- 2. Demolition of unsafe conditions shall be permitted where approved by the code official.

SECTION 307 - HANDRAILS AND GUARDRAILS

307.1 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches above the floor or grade below shall have guards. Handrails shall be not less than 30 inches in height or more than 42 inches in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exception: Guards shall not be required where exempted by the adopted building code.

SECTION 308 - RUBBISH AND GARBAGE

308.1 Accumulation of rubbish or garbage. Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

308.2 Disposal of rubbish. Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

308.2.1 Rubbish storage facilities. The owner of every occupied premise shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish.

308.2.2 Refrigerators. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors.

[308.2.3 Garbage and rubbish disposal. Refuse and garbage shall be properly disposed of in accordance with the provisions of Chapter 15 of the Village Code.]

308.3 Disposal of garbage. Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers.

308.3.1 Garbage facilities. The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leakproof, covered, outside garbage container.

308.3.2 Containers. The operator of every establishment producing garbage shall provide, and at all times cause to be utilized, approved leakproof containers provided with close-fitting covers for the storage of such materials until removed from the premises for disposal. [Such containers are required to be placed/stored on a hardened surface such as asphalt or concrete.]

[308.4 Removal by Village and placement of liens. The Village may provide for the removal of garbage and debris from private property when the owner of such property refuses or neglects to remove such garbage and debris, and may collect from such owners the reasonable cost thereof. This cost is a lien upon the real estate affected, superior to all subsequent liens and encumbrances, except tax liens. However, the lien shall not be valid as to any purchaser whose rights in and to such real estate have arisen subsequent to removal of the garbage and debris and prior to the filing of such notice, and the lien shall not be valid to any mortgage, judgment, creditor or other lien or whose rights in and to such real estate arise prior to the filing of such notice. Upon payment of the cost and expense by the owner of or persons interested in such property after notice of a lien has been filed, the lien shall be released by the Village of Addison and the release may be filed of record as in the case of filing notice of a lien.]

[308.4.1 Liens. The lien may be enforced by proceedings to foreclose as in case of mortgages or mechanics' liens. Suit to foreclose this lien shall be commenced within two years after the date of filing notice of the lien.]

SECTION 309 – PEST ELIMINATION

309.1 Infestation. 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.

309.2 Owner. [The owner of any structure or unit shall be responsible for exterminating within the structure prior to renting or leasing the structure or unit, and after the unit is occupied.]

309.3 Single Occupant. [The occupant of a one-family dwelling not rented or leased or of a single-tenant non-residential structure shall be responsible for extermination on the premises.]

CHAPTER 4

LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

SECTION 401 - GENERAL

401.1 Scope. The provisions of this chapter shall govern the minimum conditions and standards for light, ventilation and space for occupying a structure.

401.2 Responsibility. The owner of the structure shall provide and maintain light, ventilation and space conditions in compliance with these requirements. A person shall not occupy as owner-occupant, or permit another person to occupy, any premises that does not comply with the requirements of this chapter.

401.3 Alternative devices. In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the International Building Code shall be permitted.

SECTION 402 – LIGHT

402.1 Habitable spaces. Every habitable space shall have not less than one window of approved size facing directly to the outdoors or to a court. The minimum total glazed area for every habitable space shall be 8 percent of the floor area of such room. Wherever walls or other portions of a structure face a window of any room and such obstructions are located less than 3 feet (914 mm) from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

Exception: Where natural light for rooms or spaces without exterior glazing areas is provided through an adjoining room, the unobstructed opening to the adjoining room shall be not less than 8 percent of the floor area of the interior room or space, or not less 25 square feet (2.33 m²), whichever is greater. The exterior glazing area shall be based on the total floor area being served.

402.2 Common halls and stairways. Every common hall and stairway in residential occupancies, other than in one- and two-family dwellings, shall be lighted at all times not less than a 60-watt standard incandescent light bulb for each 200 square feet (19 m²) of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet (9144 mm). In other than residential occupancies, interior and exterior means of egress, stairways shall be illuminated at all times the building space served by the means of egress is occupied with not less than 1 foot-candle (11 lux) at floors, landings and treads.

402.3 Other spaces. 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.

SECTION 403 – VENTILATION

403.1 Habitable spaces. Every habitable space shall have not less than one openable window. The total openable area of the window in every room shall be equal to not less than 45 percent of the minimum glazed area required in Section 402.1.

Exception: Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall not be less than 8 percent of the floor area of the interior room or space, but not less than 25 square feet (2.33 m²). The ventilation openings to the outdoors shall be based on a total floor area being ventilated.

403.2 Bathrooms and toilet rooms. Every bathroom and toilet room shall comply with the ventilation requirements for habitable spaces as required by Section 403.1, except that a window shall not be required in such spaces equipped with a mechanical ventilation system. Air exhausted by a mechanical ventilation system from a bathroom or toilet room shall discharge to the outdoors and shall not be recirculated.

403.5 Clothes dryer exhaust. Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions.

Exception: Listed and labeled condensing (ductless) clothes dryers.

[**403.6. Vent Covers.** All vent covers and vent screens shall be properly maintained, kept clean, properly secured to operate effectively and to prevent insects or debris from entering or passing through the same.]

SECTION 404 - OCCUPANCY LIMITATIONS

404.1 Privacy. Dwelling units shall be arranged to provide privacy and be separate from other adjoining spaces.

404.2 Minimum room widths. A habitable room, other than a kitchen, shall not be less than 7 feet in any plan dimension. Kitchens shall have a clear passageway of not less than 3 feet between counter fronts and appliances or counter fronts and walls.

404.4 Bedroom and living room requirements. Every bedroom and living room shall comply with the requirements of Sections 404.4.1 through 404.4.5.

404.4.1 Room area. Every living room shall contain at least 120 square feet (11.2m²) and every bedroom shall contain at least 70 square feet (6.5 m²).

404.4.2 Access from bedrooms. 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.

Exception: Units that contain fewer than two bedrooms.

404.4.3 Water closet accessibility. Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to at least one water closet and lavatory located in the same story as the bedroom or an adjacent story.

404.4.4 Prohibited occupancy. [No space other than a bedroom may be used for sleeping purposes. Bedrooms in basements having an average finished floor elevation more than three feet (3) six (6) inches below the average outside grade are prohibited. Basement sleeping areas shall meet all of the applicable standards for a habitable area and sleeping area to be allowed. Sleeping in a living room or any other habitable space as a convenience to the permitted occupant is allowed. An expansion to the existing sleeping areas is prohibited.]

404.4.5 Other requirements. Bedrooms shall comply with the applicable provisions of this code including, but not limited to, the light, ventilation, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of Chapter 5; the heating facilities and electrical receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7.

404.4.6 Area for sleeping. Every bedroom occupied by one person shall contain at least seventy (70) square feet of floor area (excluding closets) and every bedroom occupied by more than one person shall contain an additional fifty (50) square feet (excluding closets) for each additional occupant or twenty-five (25) square feet for each additional half occupant. For purposes of this subsection, a person under one year of age shall not be considered an occupant and persons more than one year of age but less than twelve (12) years of age shall be considered as a half occupant.

404.5 Overcrowding. [Every dwelling unit shall contain at least two hundred (200) square feet of habitable floor area for the first occupant thereof and at least one hundred (100) additional square feet of habitable floor area for every additional occupant thereof. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces. Every bedroom shall contain at least seventy (70) square feet of floor area (excluding closets) for the first occupant and at least fifty (50) square feet of floor area (excluding closets) for every additional occupant thereof. For the purpose of this subsection, a person under one (1) year of age shall not be considered an occupant and a person under the age of twelve (12) shall be considered a half occupant and require only half the floor area required by this subsection. An additional half occupant shall require twenty five (25) additional square feet until they reach the age of twelve (12) years old. Failure to meet these limitations shall be considered overcrowding.]

404.6 Efficiency unit. Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:

1. A unit occupied by not more than one occupant shall have a minimum clear floor area of 120 square feet (11.2 m²). A unit occupied by not more than two occupants shall have a minimum clear floor area of 220 square feet (20.4 m²). A unit occupied by three occupants shall have a minimum clear floor area 320 square feet (29.7m²). These required areas shall be exclusive of the areas required by Items 2 and 3.
2. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a minimum clear working space of 30 inches (762 mm) in front. Light and ventilation conforming to this code shall be provided.
3. The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower.
4. The maximum number of occupants shall be three.

404.7 Food preparation. 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 wastes and refuse, including facilities for temporary storage.

CHAPTER 5 PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

SECTION 501 - GENERAL

501.1 Scope. The provisions of this chapter shall govern the minimum plumbing systems, facilities and plumbing fixtures to be provided.

501.2 Responsibility. The owner of the structure shall provide and maintain such plumbing facilities and plumbing fixtures in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any structure or premises that does not comply with the requirements of this chapter.

SECTION 502 - REQUIRED FACILITIES

502.1 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. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.

SECTION 503 - TOILET ROOMS

503.1 Privacy. 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 [and all single user bathrooms or toilet rooms regardless of occupancy.]

503.4 Floor surface. 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 in a clean and sanitary condition.

SECTION 504 - PLUMBING SYSTEMS AND FIXTURES

504.1 General. 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.

504.2 Fixture clearances. Plumbing fixtures shall have adequate clearances for usage and cleaning.

504.3 Plumbing system hazards. 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 similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

SECTION 505 - WATER SYSTEM

505.1 General. Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to 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 State Plumbing Code.]

505.2 Contamination. The water supply shall be maintained free from contamination, and all water inlets for plumbing fixtures shall be located above the flood-level rim of the fixture. Shampoo basin faucets, janitor sink faucets and other hose bibs or faucets to which hoses are attached and left in place, shall be protected by an approved atmospheric-type vacuum breaker or an approved permanently attached hose connection vacuum breaker.

505.3 Supply. The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks.

505.4 Water heating facilities. Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature of not less than 110°F (43°C). 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, [metallic] and maintained on water heaters.

505.5 Nonpotable water reuse systems. Nonpotable water reuse systems and rainwater collection and conveyance systems shall be maintained in a safe and sanitary condition. Where such systems are not properly maintained, the systems shall be repaired to provide for safe and sanitary conditions, or the systems shall be abandoned in accordance with Section 505.5.1.

505.5.1 Abandonment of systems. Where a nonpotable water reuse system or a rainwater collection and distribution system is not maintained or the owner ceases use of the system, the system shall be abandoned in accordance with Section 1301.10 of the International Plumbing Code.

SECTION 506 - SANITARY DRAINAGE SYSTEM

506.1 General. Plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.

506.2 Maintenance. Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

SECTION 507 - STORM DRAINAGE

507.1 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.

[507.2 Gutters and Downspouts. No downspout shall be connected to a sanitary sewer. Downspouts emptying onto the ground shall be provided with splash blocks or similar devices. Downspout discharge cannot be more than five (5) feet from the foundation wall. Downspouts may not be eliminated from a roof that discharges on to expansive or collapsible soils within five feet of the building foundation. No sump pump discharge of storm or ground water shall be connected to the sanitary sewer system. The discharge of rainwater or snow removal shall not be directed or placed as to be detrimental to adjacent properties or a public way.]

CHAPTER 6 MECHANICAL AND ELECTRICAL REQUIREMENTS

SECTION 601 - GENERAL

601.1 Scope. The provisions of this chapter shall govern the minimum mechanical and electrical facilities and equipment to be provided.

601.2 Responsibility. The owner of the structure shall provide and maintain mechanical and electrical facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that does not comply with the requirements of this chapter. [Causes Beyond Control of Owner or Operator: Failure to furnish the heat required by this Section shall not constitute an offense where it is due to a breakdown of the heating plant, unless such breakdown has been caused by a violation of this Chapter, nor where it is due to strikes, to a general shortage of fuel, to any act of the occupant who makes the complaint. For the purpose of this Section, an emergency shall be construed as any equipment failure which could constitute a threat to health or safety of the occupants of the building. When multiple gas meters are provided in a bank, each meter shall be identified with the unit number or area to which it is providing power.]

SECTION 602 - HEATING FACILITIES

602.1 Facilities required. Heating facilities shall be provided in structures as required by this section.

602.2 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 based on the winter outdoor design temperature for the locality indicated in Appendix D of the International Plumbing Code. Cooking appliances shall not be used to provide space heating to meet the requirements of this section.

[602.2.1. Prohibited heat sources. Cooking appliances shall not be used to provide space heating to meet the requirements of this section. Portable heaters using propane or kerosene are prohibited.]

602.3 Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from [October 15 to May 1] to maintain a temperature of not less than 68°F in all habitable rooms, bathrooms, and toilet rooms.

602.5 Room temperature measurement. The required room temperatures shall be measured 3 feet above the floor near the center of the room and 2 feet inward from the center of each exterior wall.

[602.6 Boilers. All hot water supply boilers in multifamily buildings having six or more dwelling units and a heat input of 200,000 BTUs or more shall be inspected and approved by the office of the Illinois State Fire Marshal, in conjunction with the Illinois Boiler and Pressure Vessel Safety Act. A current certificate of inspection (approval) shall be displayed in the room containing the boiler, so that it is readily visible for confirmation.]

SECTION 603 - MECHANICAL EQUIPMENT

603.1 Mechanical equipment and appliances. Mechanical equipment, appliances, 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.

603.2 Removal of combustion products. Fuel-burning equipment and appliances shall be connected to an approved chimney or vent.

Exception: Fuel-burning equipment and appliances that are labeled for unvented operation.

603.3 Clearances. Required clearances to combustible materials shall be maintained.

603.4 Safety controls. Safety controls for fuel-burning equipment shall be maintained in effective operation.

603.5 Combustion air. A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment.

603.6 Energy conservation devices. Devices intended to reduce fuel consumption by attachment to a fuel-burning appliance, to the fuel supply line thereto, or to the vent outlet or vent piping therefrom, shall not be installed unless labeled for such purpose and the installation is specifically approved.

SECTION 604 - ELECTRICAL FACILITIES

604.1 Facilities required. Every occupied building shall be provided with an electrical system in compliance with the requirements of this section and Section 605.

[604.1.1 Multiple Electrical Meters. When multiple electrical meters are provided in a bank, each meter shall be identified with the unit number or area to which it is providing power.]

604.2 Service. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with the National Electrical Code. Dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amperes.

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

SECTION 605 - ELECTRICAL EQUIPMENT

605.1 Installation. Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

605.2 Receptacles. Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. 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. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location. [Every kitchen shall have at least one electrical receptacle. Electrical receptacles that are located along a counter top and installed as new or as a replacement shall be equipped with ground fault interrupter protection. When the existing number of electrical receptacles is found to be inadequate for the number of connection desired or required, only power strips or similar devices equipped with built in circuit breakers or fuses are an allowable alternative.]

When the existing location of the electrical receptacles is found to be inadequate for the placement of an appliance, decoration or tool, extension cords are permitted. However, such use is only permitted for a temporary use and only then when the cord and the proper rating and design. Appliances such as television sets, refrigerators, or other similar appliances or devices are not allowed to be powered through the use of an extension cord.]

605.3 Luminaires. Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric luminaire. [All abandoned interior fixtures not required by this code shall be removed and properly capped. All abandoned exterior fixtures, not required by this code, shall be removed along with all abandoned conduit that is visible and each shall be properly capped. All lighting fixtures shall be in proper working order and have a working light, except for lights not required and located in a tenant space. These lighting fixtures, however, may not be left in place with an open socket, unless they are ceiling fixtures.]

605.4 Wiring. Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors or ceilings.

SECTION 606 - ELEVATORS, ESCALATORS AND DUMBWAITERS

606.1 General. Elevators, dumbwaiters and escalators shall be maintained in compliance with ASME A17.1. The most current certificate of inspection shall be on display at all times within the elevator or attached to the escalator or dumbwaiter, be available for public inspection in office of the building operator or be posted in a publicly conspicuous location approved by the code official. The inspection and tests shall be performed at not less than the periodical intervals listed in ASME A17.1, Appendix N, except where otherwise specified by the authority having jurisdiction.

606.2 Elevators. In buildings equipped with passenger elevators, not less than one elevator shall be maintained in operation at all times when the building is occupied.

Exception: Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing or servicing.

SECTION 607 - DUCT SYSTEMS

607.1 General. Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

CHAPTER 7 FIRE SAFETY REQUIREMENTS

SECTION 701 - GENERAL

701.1 Scope. The provisions of this Chapter shall govern the minimum conditions and standards for the fire safety relating to structures and exterior premises, including fire safety facilities and equipment to be provided.

701.2 Responsibility. The owner of the premises shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that do not comply with the requirements of this chapter.

SECTION 702 - MEANS OF EGRESS

702.1 General. 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.

702.2 Aisles. The required width of aisles in accordance with the International Fire Code shall be unobstructed.

702.3 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 Fire Code.

702.4 Emergency escape openings. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided that the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than which is required for normal operation of the escape and rescue opening. [No required emergency escape window shall be blocked or delayed access to or through, prohibiting the installation of window fans or air conditioning units in such windows.]

SECTION 703 - FIRE-RESISTANCE RATINGS

703.1 Fire-resistance-rated assemblies. The provisions of this chapter shall govern maintenance of the materials, systems and assemblies used for structural fire resistance and fire-resistance-rated construction separation of adjacent spaces to safeguard against the spread of fire and smoke within a building and the spread of fire to or from buildings.

703.2 Unsafe conditions. Where any components are not maintained and do not function as intended or do not have the fire resistance required by the code under which the building was constructed or altered, such components or portions thereof shall be deemed unsafe conditions in accordance with section 111.1.1 of the International Fire Code. Components or portions thereof determined to be unsafe shall be repaired or replaced to conform to that code under which the building was constructed or altered. Where the condition of components is such that any building, structure or portion thereof presents an imminent danger to the occupants of the building, structure or portion thereof, the fire code official shall act in accordance with Section 111.2 of the International Fire Code.

703.3 Maintenance. The required fire-resistance rating of the fire resistance-rated construction, including walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings and sprayed fire-resistant materials, applied to structural members and joint systems, shall be maintained.

703.4 Opening protectives. Opening protectives shall be maintained in an operative condition in accordance with NFPA 80. The application of field- applied labels associated with the maintenance of opening protectives shall follow the requirements of the approved third - party certification organization accredited for listing the opening protective. Fire doors and smoke barrier doors shall not be blocked or obstructed, or otherwise made inoperable. Fusible links shall be replaced whenever fused or damaged. Fire door assemblies shall not be modified.

703.4.3 Door operation. Swinging fire doors shall close from the full -open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially opened position. [All fire doors and doors required to have a fire rating shall be properly maintained. All rated doors opening into a common hallway or stairway shall be equipped with an approved door closer. Such doors shall close and latch when released from a 45 degree opening.]

SECTION 704 - FIRE PROTECTION SYSTEMS

704.1 Inspection, testing and maintenance. Fire detection, alarm and extinguishing systems, shall be maintained in accordance with the International Fire Code in an operative condition at all times, and shall be replaced or repaired where defective.

704.1.1 Installation. Fire protection systems shall be maintained in accordance with the original installation standards for that system. Required systems shall be extended, altered or augmented as necessary to maintain and continue protection where the building is altered or enlarged. Alterations to fire protection systems shall be done in accordance with applicable standards.

704.6 Single- and multiple-station smoke alarms. Single –and multiple-station smoke alarms shall be installed in existing group R occupancies in accordance with Sections 704.6.1 and 704.6.3.

704.6.1 Where required. Existing group R occupancies shall be provided with single-station smoke alarms in accordance with Sections 704.6.1.1 through 704.6.1.4. Interconnection and power sources shall be in accordance with Sections 704.6.2 and 704.6.3.

Exceptions:

1. Where the code that was in effect at the time of construction where required smoke alarms and smoke alarms complying with those requirements are already provided.

2. Where smoke alarms have been installed in occupancies and dwelling units that were not required have them at the time of construction, additional smoke alarms shall not be required provided that the existing smoke alarms comply with requirements that were in effect at the time of the installation.
3. Where smoke detectors connected to a fire alarm system have been installed as a substitute for smoke alarms.

704.6.1.2 Groups R-2, R-3 and R-4. Single- or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3 and R-4 regardless of the occupant load at of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of the bedrooms.
2. In each room used for sleeping purposes.
3. In each story of a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper floor shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

704.6.1.3 Installation near cooking appliances. Smoke alarms shall not be installed in the following locations unless this would prevent placement of a smoke alarm in a location required by Section 704.6.1.2.

1. Ionization smoke alarms shall not be installed less than 20 feet (6096 mm) horizontally from a permanently installed cooking appliance.
2. Ionization smoke alarms with an alarm-silencing switch shall not be installed less than 10 feet (3048 mm) horizontally from a permanently installed cooking appliance.
3. Photoelectric smoke alarms shall not be installed within 6 feet (1829mm) horizontally from a permanently installed cooking appliance.

704.6.1.4 Installation near bathrooms. Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by this Section 704.6.1.2.

704.6.2 Interconnection. Where more than one smoke alarm is required to be installed within and individual dwelling or sleeping unit, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

Exceptions:

1. Interconnection is not required in buildings that are not undergoing alterations, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for interconnection with the removal of interior finishes.

704.6.3 Power source. Single-station smoke alarms shall receive their primary power from the building wire provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms with integral strobes that are not equipped with battery backup shall be connected to an emergency electrical system. Smoke alarms shall emit a signal when batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for over-current protection.

Exceptions:

1. Smoke alarms are permitted to be solely battery operated in existing buildings where construction is not taking place.
2. Smoke alarms are permitted to be solely battery operated in buildings that are not served from a commercial power source.
3. Smoke alarms are permitted to be solely battery operated in existing areas of buildings undergoing alterations or repairs that do not result in the removal of interior walls or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for building wiring without the removal of interior finishes.

704.7 Single- or multiple- station smoke alarms. Single- and multiple- station smoke alarms shall be tested and maintained in accordance with the manufacturer's instructions. Smoke alarms that do not function shall be replaced. Smoke alarms installed in one-and two-family dwellings shall be replaced not more than 10 years from the date of manufacture marked on the unit, or shall be replaced if the date of manufacture cannot be determined.

[704.8 Smoke Detectors. Owners of existing apartments, condominiums, one- and two-family dwelling units and townhomes shall install or cause to be installed a minimum of one battery-powered smoke or ionization detector or one 110 volt continuous operation smoke or ionization detector with an auxiliary battery unit per living unit and in each room used for sleeping purposes that is permanently affixed to a wall or ceiling. The owner may determine which of these types of detectors to install. Approved detectors shall also be installed in all public egress routes including corridors, stairwells, storage areas, laundry rooms, etc. Only one smoke detector shall be required at the top of any open stairway. At the time of the Annual Residential Rental Inspection, it shall be the building owner's responsibility to have all smoke detectors in working condition. At all other times, it shall be the responsibility of the tenant to notify the building owner of any defect in the working condition of the smoke detector. All detectors required by this section shall be located per the manufacturer's recommendations; and shall be located within the immediate vicinity of all bedrooms or sleeping area, as well as in each bedroom or sleeping area. Battery-powered smoke or ionization detectors shall submit a signal when the batteries are low. Detectors being supplied by a commercial electrical power source shall be equipped with a "Power On" visible indicator.]

[704.9 Flammable liquid storage. Storage of gasoline or other similar flammable liquids or gasoline operated maintenance equipment is prohibited in any multi-family building unless a one (1) hour UL storage room or an approved container is provided and the NFPA Fire Codes are complied with.]

[704.10 Safety equipment. Extinguishers with a gross weight not exceeding forty (40) pounds should be installed so that the top of the extinguisher is not more than five (5) feet above the floor. Extinguishers with a gross weight greater than forty (40) pounds should be installed so that the top of the extinguisher is not more than three and one half (3-1/2) feet above the floor. In no case shall the clearance between the bottom of the extinguisher and the floor be less than four (4) inches.]

SECTION 705 - CARBON MONOXIDE ALARMS AND DETECTION

705.2 Carbon monoxide alarms and detectors. Carbon monoxide alarms and carbon monoxide detection systems shall be maintained in accordance with NFPA 720. Carbon monoxide alarms and carbon monoxide detectors that become inoperable or begin producing end-of-life signals shall be replaced.

[705.3 Carbon monoxide alarms and detectors. Owners of existing apartments, condominiums, one- and two-family dwelling units and townhomes shall install or cause to be installed a carbon monoxide alarm that is permanently affixed to a wall or ceiling or plugged into an electrical receptacle. The alarm type shall be either battery-powered, plug in with battery back-up or wired into the structure's AC power system with secondary battery back-up carbon monoxide alarm. The owner shall determine which of these types of alarm to install.

Approved detectors shall be installed within fifteen (15) feet of every room used for sleeping purposes, in accordance with the manufacturer's installation instructions. At the time of the Annual Housing Inspection, it shall be the building owner's responsibility to have all carbon monoxide alarms in working condition. At all other times, it shall be the responsibility of the tenant to notify the building owner of any defect in the working condition of the carbon monoxide alarm.]

Section 24-104. Enforcement.

The Police Department or the Code Official or his designee is authorized to serve citations upon any person violating any provision of this Chapter, at the time the violation is observed. If such defendant does not live within the corporate limits of the Village, the Village shall cause the "notice to appear" to be mailed to the defendant at his last known address by certified mail or first class mail. The Code Official or his designee is authorized to enforce any provision of this Chapter. He is further authorized to institute any legal proceeding in the name of the Village against any person, firm or corporation violating any of the provisions of this Chapter. If, after the expiration of thirty days notice to the property owner, such violation of this Chapter still exists, in addition to the penalties otherwise provided for, the Village shall have the option of taking affirmative action in maintaining such area in good order and shall have the right to withhold the authorization of Real Estate Transfer Stamps or to place a lien of record against the property to repay the Village for monies expended including courts costs and fees.

Section 24-105. Penalty.

Any person not in compliance with the provisions of this Chapter shall be considered in violation of such Chapter and shall be fined not less than one hundred fifty dollars (\$150.00) no more than one thousand dollars (\$1,000.00) for each offense. In addition, each day shall constitute a distinct and separate offense.

Appendix A
Licenses, Inspections, Procedures and Standards

Sec. 10-81. License Required.

- (A) No person shall allow a dwelling or dwelling unit under their ownership to be occupied or have the potential to be occupied by others, where rent is/will be charged unless a Residential Rental License is in effect therefore, as provided by this Chapter (excluding hotels, motels and dwelling units where the unit is co-occupied by the property owner). Licenses shall be issued for a period of up to one year. All licenses expire on April 30, unless sooner revoked.

If the rental license is not properly applied for, submitted and received by April 30, a late fee of \$50.00 will be assessed. In addition, if the license is not properly applied for, submitted and received prior to June 15, citations will be issued, subject to the fines associated with this Chapter.

Notwithstanding the foregoing, properties new to the rental program will not be required to pay a fee for the current license year when the subject property changes from being owner occupied to a rental property after January 31 of the current license year.

- (B) No license shall be transferable to another rental dwelling. If there is a lawful transfer of ownership and a Residential Rental License has been issued for the current license year, the license shall also be transferred at no additional charge to the new owner, subject to the completion and approval of a new application by the new owner.
- (C) Every owner shall fill out and submit a No Longer Renting form whenever a property no longer requires a rental license. This form shall include: the site address, the date, reason a license is no longer required and contact information of the property owner. At any time a dwelling or dwelling unit is rented and there is collection of rent, or the building is no longer vacant, the owner(s) is/are required to duly notify the Village of Addison Community Development Department and comply with Section 10-82.

Sec. 10-82. Application.

No Residential Rental License shall be issued except upon receipt of a completed Village of Addison, residential rental license application filed with the Village Clerk or his/her designee. Such applications for existing rentals shall be submitted to the Village Clerk or his/her designee no later than April 30 preceding the license year being applied for with the appropriate fees. The application shall set forth, but not be limited to, the following information.

- (A) Full name home address, day and evening phone numbers and date of birth of the legal owner; if owned by a trust, a trust disclosure is required. If owned by a business: the business name, designated representative and their date of birth, address, post office box (if applicable) and a daytime phone number is required.

- (B) The license application shall designate three contacts, their names, title and phone numbers for twenty-four hour contact in case of an emergency. Each contact shall have a different phone number from the other contact. The first contact shall be the property owner and each subsequent contact shall be two separate individuals different from the property owner. Each of such persons shall have the authority to address the issues necessary to resolve any and all problems and deficiencies that affect the safety and living conditions of the occupants, regardless of the time of day or day of the week. In the event that the owner cannot make a scheduled inspection/reinspection appointment, one of the listed contact persons is expected to keep the appointment on the owner's behalf.
- (C) Full name, address, day and evening phone number and date of birth of the applicant for the license.
- (D) If applicable, the authorization or refusal to allow the removal of graffiti by the Village.

Sec. 10-83. Reports.

The licensee shall report to the Department of Community Development any changes in the information provided on the application, within seven (7) days of said change. Any conveyance in the legal or equitable interest in the building shall be reported to the Department of Community Development within seven (7) days after the execution of the contract to convey and at least fifteen (15) days prior to said conveyance to allow ample time to verify the status of compliance for the building and property.

Sec. 10-84. Mandatory Crime Free Seminar.

- (A) Any owner of a property that is required to obtain a rental license shall attend and complete a Village of Addison Crime Free Multi-Housing Program Seminar (the "Seminar"). The owner, agent or designee shall attend the Seminar prior to obtaining or being issued a Village residential operator license. In the event such a Seminar is not offered prior to issuance of the Residential Rental License, a conditional license may be issued subject to the owner, agent or designee attending the Seminar within three months of the issuance of the license. In the event a Seminar is not attended within three months, the license shall be void.
- (B) A property manager shall be considered an agent of the owner. A new manager shall have 3 months from the date of hire to attend the Seminar. A new property owner shall have 3 months from the date of purchase of the property to attend the Seminar.
- (C) The Crime Free Multi-Housing Coordinator, as designated by the Director of Police, shall provide the Director of Community Development with a list of owners, agents and/or designees who have attended the Seminar, with the date of attendance and verification that the owner, agent or designee has complied with the provisions of this section and is eligible to obtain, maintain or renew the Residential Rental License.

- (D) Any owner or agent of a residential rental property or their designee is required to utilize a crime free lease addendum (see Appendix 10-84 to Chapter 10 of the Village Code) or to provide a clause in the lease similar to the crime free lease addendum for any lease executed after May 1, 2009. The Crime Free Multi-Housing Coordinator shall provide, at no cost, samples of the crime free lease addendum and shall submit such clauses within actual leases to the Village Attorney for review and approval. The clause is intended to consider criminal activity engaged by, facilitated by or permitted by the renter, member of the household, guest or other party under the control of the renter a lease violation. The landlord shall have authority under said clause to initiate an eviction proceeding as specified in the Illinois Forcible Entry and Detainer statutes. Proof of criminal violation shall be by a preponderance of the evidence. With respect to oral rental agreements, the crime-free lease addendum shall be deemed to be incorporated into such oral agreements as a matter of law.

Sec. 10-85. License Fees and Inspection Fees.

No license shall be issued until all applicable inspection fees, license fees and citation fines have been paid to the Village.

It shall further be unlawful for any owner of a rental dwelling to fail to pay promptly license fees and inspection fees for rental dwelling units, as hereinafter provided in this Article.

Sec. 10-85.1. Annual Residential Rental License Fees and Inspections.

The annual Residential Rental License Fees for the 2014 - 2015 Residential Rental License Year and all subsequent license years shall be \$75.00 per dwelling/dwelling unit plus:

\$50.00 for each building having 2 to 5 units;
\$75.00 for each building having 6 to 11 units;
\$100.00 for each building having 12 to 17 units;
\$125.00 for each building having 18 to 23 units; and
\$150.00 for each building having more than 23 units.

Single Family Homes shall be charged a dwelling unit fee of \$75.00 plus \$75.00 for the exterior, including all accessory structures used by the tenant, making the total license fee \$150.00.

Condominium units and townhomes shall be charged a dwelling unit fee but shall not incur a fee for the building unless the building is maintained directly by the owner of one or more of the condominium units or of the townhome.

- (A) The annual Residential Rental License fee includes the fee for a complete annual inspection but does not include any charges for rescheduling, reinspection, semi-annual or exterior only inspections.

- (B) The annual rental inspection shall be scheduled to inspect 20% of the dwelling units in each building. When the calculation of 20% of the total units creates a fraction of a unit it shall be increased (rounded up) to the next full whole number of units to be inspected. The units selected to be inspected shall be a random choice made by the inspector. Annual inspection shall include the inspection of all exterior areas and structures, 20% of all dwelling units and all other common interior areas. If any unit is found to be infested during an annual inspection all rental units in the building are subject to the inspection process, except for those units approved to be work in progress. No new leases or rental agreements for any unit in such violation may be entered into until the violations noted for the same unit have been resolved and approved. If additional units are required to be inspected as a result of the annual inspection and another time or date may be required, the annual rental inspection shall not be graded until all of the units are inspected.
- (C) The building official shall make annual inspections of all dwellings or dwelling units required to have a rental license. Additional inspections may be required based on the results of the initial annual inspection, semiannual or exterior inspections. Property owners have an affirmative obligation to allow such inspections.

Every building inspected shall receive an inspection grade based on the results of the annual inspection. Only those issues identified in the Housing Manual as inspection issues shall be used to determine the grades of the annual inspection. Based on this inspection grade, the schedule of the next annual, semiannual and/or exterior inspection shall be determined, as provided in Section 10-85.2 below.

- (D) The total number of dwelling units (excluding vacant units defined as a “work in progress” or owner occupied) inspected in the building, plus one for interior common areas and plus one for the exterior common area of the building, including all accessory structures, shall determine the total number of inspection areas used in calculating the annual inspection grade. For those condominium units or townhomes (that do not have maintenance responsibility for the exterior or common interior areas) that are to be inspected, there shall only be one inspection area. No interior common area or exterior common area issues shall be inspected or graded as part of this program other than balconies, patios, decks, exterior screens and dwelling unit door closers for the unit being inspected. (Ord. 10-26)
- (E) Vacated units may be inspected by the Village as part of the annual or semiannual inspection process. A vacant unit deemed a work in progress shall be exempt from the annual and semiannual inspection process and the grading system for the building, if such unit is in compliance with the requirements for a Work In Progress. To qualify as a work in progress the unit shall be identified as either having ongoing remodeling, repair or new construction or proposed to correct a code violation and shall be vacant and unoccupied. Additionally, the request for such units to be exempted shall be requested in writing by the property owner or his designee and verified both visually and in writing by the inspector. Qualifying units shall be inspected before the unit is occupied and is subject to all fees and reinspections that are otherwise deemed applicable. No such unit may be rented if any safety or health issues are identified through the inspection process. Failure to request and have an inspection approved before allowing the unit to be occupied or furnished (any personal effects) by the tenant is prohibited and is subject to a citation being issued to the property owner, manager or landlord. Failure to complete the work that qualified the unit for the exemption shall be charged a \$100.00 administrative fee to adjust the results of the inspection and the change of the grade if applicable. Inspections for “work in progress” shall be scheduled a minimum of seven working days before the use of the unit is anticipated. Vacant units that are approved as a “work in progress” are limited as such for a period not to exceed 90 calendar days.

Sec. 10-85.2. Inspection Grading System.

- (A) Each property required to have a Residential Rental License shall be given an inspection grade at the conclusion of any annual inspection. The total number of violations and deficiencies observed at the time of the annual inspection divided by the total number of inspection areas shall determine the inspection grade of the building. A building having two separate entrances, each with a different address, shall be considered two buildings when the interior common area is not continuous throughout the building. If the building has two entrances, each with a separate address with the interior common hallway allowing for passage from one entrance to the other, only one Residential Rental License shall be issued.

If there are two licenses the exterior areas shall be divided accordingly by determining a reasonable center point between each entrance which shall act as a dividing line for the inspection areas. All exterior common areas and accessory structures shall be inspected based on the proximity of the area to each building being inspected and the related uses.

Exterior areas that extend beyond property lines that are not under direct ownership of the building owners shall be inspected as part of the building's exterior area by dividing the property in half based on the proximity of the next building.

- (B) Any building having, on average, one or less violations or deficiencies at the completion of an annual inspection shall receive an inspection grade of Very Good. An inspection grade of Very Good exempts the building from the next annual inspection process and the next annual Residential Rental License fee. However, the application for a new Residential Rental License shall still be submitted and approved and all reinspections and reinspection fees are still applicable. Should a reinspection be required based on the results of the annual inspection no reinspection fee shall be assessed for the annual inspection. In addition, no exterior only inspections shall be scheduled during the license year. These exceptions shall be invalidated if within the twelve months following the initial annual inspection, the respective building or site receives four or more valid service requests (complaints) that have not been corrected within seven (7) calendar days after being notified by the Village or is found guilty of a court citation regarding the housing program. This exemption shall not be approved if during the annual inspection, there is any violation relating to infestation or there are four or more violations in the common area or if the current rental license fee has not been paid on a timely basis as per Section 10-81 of the Village Code, in which case the building shall be graded as Satisfactory. Beginning with the 2008-2009 license year, by achieving and maintaining a Very Good grade on three (3) consecutive annual inspections, the building shall be exempted from the following two annual inspections and the following two residential rental license fees, if maintained under the same ownership. Achieving a Very Good on the next annual inspection shall again exempt the building for an additional two years from having any inspections or paying a license fee if maintained under the same ownership. If a rental license is not properly applied for before the beginning of the license year for the year of the waived status the waived status shall be withdrawn and the site shall be regarded as a Satisfactory, requiring both a license fee and the applicable inspections.

Any building having an average of more than one but not more than three violations or deficiencies per inspection area at the completion of an annual inspection shall receive a grade of Satisfactory. A grade of Satisfactory requires that one exterior only inspection is conducted during the same license year. A grade of Satisfactory also requires that for the next Village residential rental license year, a Residential Rental License shall be applied for, paid for and issued and that another annual inspection shall be conducted and all reinspections and reinspection fees shall be applicable.

Any building having an average of more than three violations or deficiencies per inspection area at the completion of an annual inspection shall receive a grade of Unsatisfactory. A grade of Unsatisfactory requires that a semiannual inspection be conducted. This inspection applies to all areas subject to an annual inspection. A grade of Unsatisfactory requires that two exterior only inspections be conducted during the same license year. In addition, for the next Village Residential Rental License Year, a Residential Rental License shall be applied for, paid for and issued, another annual inspection shall be conducted, and all reinspections and reinspection fees shall be applicable.

(C) Sites receiving a Very Good grade:

- (1) shall not be charged a reinspection fee for an annual inspection if such an inspection is required, and
- (2) shall not be scheduled for any exterior only inspections.

(D) Sites receiving a Satisfactory grade:

- (1) shall be charged for the reinspection at \$50.00 per unit where violations exist and/or the building fee if violations exist in interior common areas or the exterior of the building;
- (2) and shall be charged a fee for one exterior only inspection equal to the annual license fee less the per unit charge.

(E) Sites receiving an Unsatisfactory grade:

- (1) shall be charged for the reinspection at \$50.00 per unit where violations exist and/or the building fee if violations exist in interior common areas or the exterior of the building; and
- (2) shall be charged a fee for one semiannual inspection equal to the annual license fee; and
- (3) shall be charged a fee for two exterior only inspections equal to the annual license fee less the per unit charge, for each inspection.

Sec. 10-85.3. Semiannual Inspections.

Semiannual inspections shall be conducted when an annual inspection grade of Unsatisfactory is determined. Semiannual inspections shall require the duplication of the annual inspection process allowing again the random selection of units to inspect. A semiannual inspection shall not reduce the number of exterior only inspections that shall be required. The semiannual inspection fee shall be in the same amount as the annual inspection fee.

Sec. 10-85.4. Reinspections.

Reinspections shall be conducted on an as needed basis when a scheduled inspection identifies violations or code deficiencies. Reinspections may identify additional issues in addition to those already identified. The fee for each scheduled reinspection shall be \$50.00 per unit where violations exist and/or the building fee if violations exist in interior common areas or the exterior of the building.

Sec. 10-85.5. Exterior Only Inspections.

In addition to the annual rental inspection, each building (excluding single family residences, townhomes where the property is not directly maintained by the owner and condominiums) shall have up to two additional exterior only inspections during the same license year. Exterior only inspections shall include the inspection of all outdoor areas and structures, the exterior of the building, including the operation of all the exterior doors opening into common areas, to verify code compliance. These inspections shall be scheduled after the annual inspection has been conducted and repeated if necessary. The exterior only inspection process shall be subject to reinspections and reinspection fees. However, the exterior only inspection process cannot generate a semiannual inspection. If the property owner, landlord, property manager or other designated individual is not present at the scheduled time for the exterior inspection, the inspector shall not conduct the inspection. (Ord. 10-26)

The fee for a scheduled exterior inspection shall be at the same rate as the annual license fee less the per unit charge. (Ord. 10-26)

Sec. 10-85.6. Payment of Certain Fees.

All reinspection fees shall be paid in full within thirty (30) days of the date the initial inspection was conducted or prior to the reinspection date whichever occurs first. Fees for all semiannual inspections shall be paid in full within thirty (30) days of the date the annual inspection was conducted or prior to the semiannual inspection date whichever occurs first. Fees for all exterior only inspections shall be paid in full within thirty (30) days of the date the annual inspection was conducted or prior to the first exterior only inspection date whichever occurs first. Fees for a reinspection and/or for any additional inspections shall be listed on the inspection report, no invoices or additional notices shall be provided for the payment of these fees.

Section 10-85.7. Scheduling Inspections.

The Code Official, or his authorized representative, is hereby authorized and directed to make inspections in order to determine the condition of the dwellings, dwelling units, rooming units and premises (collectively a dwelling located within the Village). The sole purpose of such inspections shall be to determine whether such dwellings comply with the provisions of this Article, Section 15.3E of Chapter 15, Section 17-32 of Chapter 17, Section 1206 of the Subdivision Control Ordinance, and Chapter 24. The scope of such inspections shall be strictly limited to those areas of the dwelling that are required to be in compliance with this Article and Chapter 24. For the purpose of making such inspections, the Code Official or his authorized representative is hereby authorized to enter, examine and survey all dwellings and related areas and uses in the Village.

If the dwelling is vacant, the Code Official shall inform the owner of the scheduled inspection and shall request permission to enter the dwelling for the purposes of the inspection.

If a dwelling is occupied by a tenant, the landlord shall inform the tenant of the scheduled inspection and shall request permission from the tenant that the inspector be permitted to enter the dwelling if the tenant is not home at the time of the inspection. Failure to be granted permission shall require the landlord to provide in writing, the tenant's name, unit number and phone number to the Code Official no later than 48 hours prior to the time of the scheduled inspection. Every inspection and reinspection shall be scheduled in writing.

The property owner or his/her designee has the responsibility to meet the inspector at the time of scheduled inspection. Failure to meet the inspector at the time of the scheduled inspection shall result in the imposition of a no-show fee equal to \$100.00 for buildings with 1-17 units and \$150.00 for buildings with 18 units or more for the first failure during a license year. Additional failures to be present on the prescribed date and time are subject to citations.

Requests to reschedule an inspection shall be subject to a rescheduling fee of \$50.00 unless a request to change the inspection date is received a minimum of twenty-one (21) days prior to the inspection date. The notification time frame for the rescheduled inspection may be reduced to no less than five (5) business days within the date of the scheduled inspection if mutually agreed upon by the inspector and property owner and will not require written notification.

Section 10-86. Inspection of Building, Violations, Suspensions and Revocation of License.

- (A) Whenever, upon inspection of the licensed rental dwelling or rental dwelling unit, it is determined by the appropriate officials of the Village of Addison that conditions or practices exist which are in violation of the provisions of this or any applicable ordinance of the Village of Addison, the official making the determination shall serve the owner or agent with a notice of violation. Such notice shall identify the specific violations and state that unless they are corrected within the time specified in the notice the operating license may be suspended. Notice pursuant to this section shall be sent by U. S. mail to or hand delivered to the party designated in the application to receive notices or process or their authorized representative.

Notwithstanding anything to the contrary set forth in this Article, valid complaints or service requests regarding a non-responsive licensee shall be processed as follows. After a tenant has notified the licensee or his designated representative of a code violation, the licensee has an obligation to resolve the matter within a reasonable timeframe. If the Village is notified of the failure of the licensee to comply, the Village shall notify the licensee and investigate the complaint. If the complaint is valid, and the licensee has not addressed the issue within seven (7) calendar days, the licensee shall be responsible for the payment of the inspection costs incurred by the Village and any subsequent reinspection costs. If it has been determined that the respective building has received four (4) or more valid service requests within twelve (12) months following the initial annual inspection, an additional inspection consisting of the building exterior, the interior common areas and all rental dwelling units shall be conducted and the building will be charged a fee the same as the initial license fee. The licensee shall pay said costs within fifteen (15) days of notification of such inspection or reinspection. Such notification shall be either by the service of an inspection report indicating the fee or of a letter either mailed or hand delivered. Should the licensee fail to pay said costs in a timely manner, said failure shall be a violation of this Article and the licensee shall be subject to additional penalties as hereinafter set forth. In addition, if the violation(s) found on the service request are not corrected within seven (7) calendar days after being notified by the Village, the valid service request shall be counted against the grade of the building as indicated in Subsection 10-85(B).

- (B) At the end of the time allowed for correction of any violation cited, the building shall be reinspected by the appropriate Village officials to verify compliance. If compliance has not been achieved or if significant progress has not developed, the Village of Addison may issue an order for suspending the operating license. Violations caused by the tenant shall not be considered grounds for suspension of license, if the licensee is diligent in achieving compliance.

- (C) Any person whose license to operate a rental dwelling or dwelling unit has been suspended shall be given the opportunity to be heard by the Village of Addison in connection with the violations. Within twenty-one (21) days following the issuance of an order of suspension, the Village shall schedule a hearing to determine whether the license shall be revoked. The Village, as a result of such hearing, may grant additional time or may revoke the license. Prior to revocation any person whose license has been suspended may request a reinspection upon showing that the violation cited in the notice has been corrected.
- (D) If the licensee is convicted by a Court of a violation of any applicable ordinance of the Village of Addison in connection with the licensed building, then the licensee shall be subject to revocation.
- (E) In the event a condition of extreme hazard to health or safety is found to exist, the Village of Addison may immediately suspend the license.
- (F) If, upon reinspection, it is determined by the appropriate Village officials that the violations cited in the notice have been corrected, the license shall be reinstated by the Village of Addison. A request for reinspection shall not exceed the twenty-one (21) day suspension period unless the official responsible for sending the violation notice so requests.
- (G) Each day a building continues to operate after a license has been revoked shall constitute a separate violation of this ordinance subject to fine, as provided for in this Code.
- (H) Whenever the Code Official, upon presentation of proper credentials and request for entry to inspect, is refused access to any building, dwelling, dwelling unit, rooming unit, or premises, the Code Official is authorized to petition any judge for the issuance of a search warrant authorizing the inspection of such building, dwelling, dwelling unit, rooming unit or premises for the purpose of making such inspections as shall be necessary to the enforcement of the provisions of this Chapter or Chapter 24.

Sec. 10-86.1. Nuisance Residential Rental Property.

It is hereby declared a nuisance and against the health, peace and comfort of the Village and its residents for any property owner, agent or manager to suffer or permit the following: (1) rental of a residential unit or residential building within an apartment community or governed by a homeowner's association to a tenant who allows any of the following offenses to occur relating to the tenant, member of the tenant's household, guest or other party under control of the tenant to occur: murder, kidnapping, aggravated kidnapping, prostitution, solicitation of prostitution, pandering, obscenity, child pornography, sale of obscene publication, criminal housing management, possession of explosives, unlawful use of weapons, sale of firearms, gambling, keeping a gambling place, concealing a fugitive, violation of the Illinois Controlled Substances Act, violation of the Cannabis Control Act, or commission of any two or more of any other felonies or Class A misdemeanors under the laws of the State of Illinois or the federal government not specifically listed above; or (2) rental of a residential unit or residential building within an apartment community or governed by a homeowner's association to a tenant who allows any of the following offenses to occur relating to the tenant, member of the tenant's household, guest or other party under control of the tenant to occur: commission of three or more Village ordinance violations in a six month period or an unreasonably high number of calls for police service, including, but not limited to, calls that may fall within the descriptions listed above that, when compared to other properties in the Village of similar type, reasonably indicate that the activity at the property is out of character for the area and is impacting the quality of life of those in the area.

Sec. 10-87. Tenant Responsibility/Notification by Landlord.

- (A) No tenant shall commit vandalism in the building in which the tenant's dwelling unit is located, and no tenant shall permit vandalism to occur or shall violate any of the provisions of the ordinances of the Village of Addison in the dwelling unit leased by the tenant.
- (B) Each tenant shall be notified of the Tenant Notification of Housing Codes, as provided in Chapter 24, before occupying a rental dwelling. The landlord shall notify the tenant of this requirement.

Sec. 10-88. Penalty.

- (A) Any person not in compliance with the provisions of this Chapter as a result of failure to obtain a required rental license and any person who violates any other provision of this Chapter shall be fined not less than one hundred fifty dollars (\$150.00) nor more than one thousand dollars (\$1,000.00) for each offense. In addition, each day shall constitute a distinct and separate offense.
- (B) The imposition of any fine or other penalty pursuant to this Chapter or Chapter 24 shall not preclude the Village from instituting an appropriate action or proceeding in a court of proper jurisdiction to prevent an unlawful repair or maintenance; to restrain, correct or abate a violation; to prevent the occupancy of a building, dwelling, dwelling unit; to require compliance with the provisions of this Chapter or other applicable laws, ordinances, rules or regulations or the orders and determination of the Director of Community Development.

Appendix B
Forms, Applications and Reports



Village of Addison

1 Friendship Plaza, Addison, Illinois 60101-2786
Tel.: 630 693-7530 Fax: 630 543-3967 E-Mail: Rentals@Addison-IL.org
Community Development Department

OFFICE USE

___ I.S.
___ D.B.
___ E.C.
___ M.M.
___ R.F.

RESIDENTIAL RENTAL LICENSE APPLICATION LICENSE YEAR 2018 - 2019

Approval of this application authorizes the following property to operate as a rental from May 1, 2018 through April 30, 2019.

(PRINT OR TYPE) * ITEMS ARE OPTIONAL

Building Address: _____ Number of Rental Units _____

Type: ☐ Apartment ☐ Condo Unit # _____ ☐ Single Family Detached ☐ Single Family Attached (Townhouse) ☐ Duplex / 2 Flat

THE REQUIRED LICENSE FEE MUST ACCOMPANY THE SUBMISSION OF THIS APPLICATION. INCOMPLETE FORMS WILL NOT BE ACCEPTED. THE RENTAL OF RESIDENTIAL PROPERTY WITHOUT A LICENSE IS A VIOLATION OF THE ADDISON MUNICIPAL CODE.

NOTE: IF THIS PROPERTY IS IN A TRUST, A TRUST DISCLOSURE IS ALSO REQUIRED. MAKE CHECKS PAYABLE TO: VILLAGE OF ADDISON.

IN THE EVENT OF A PROBLEM OR AN EMERGENCY, CONTACT No.1 WILL BE THE FIRST CALLED. IN ADDITION, THERE MUST BE TWO OTHER CONTACTS LISTED. EACH CONTACT MUST HAVE A DIFFERENT PHONE NUMBER TO ACT AS A BACKUP FOR THE OTHER. POST OFFICE BOX NUMBERS CANNOT BE USED AS THE ADDRESS

Property Owner Emergency Contact #1	Last Name or Business Name		*M. I.	First Name	Home/Business Address, City & State	
	Post Office Box #, City, State and Zip Code (If Applicable)					Date of Birth
	Day Time Phone		Evening Phone		*E-Mail Address	*Mobile Phone

Emergency Contact # 2	Last Name		*M. I.	First Name	Title (Owner, Manager, Tenant, Relative)	
	Day Time Phone					Date of Birth
	Day Time Phone		Evening Phone		*E-Mail Address	*Mobile Phone

Emergency Contact # 3	Last Name		*M. I.	First Name	Title (Owner, Manager, Tenant, Relative)	
	Day Time Phone					Date of Birth
	Day Time Phone		Evening Phone		*E-Mail Address	*Mobile Phone

HAVING THE AUTHORITY TO DO SO, I HEREBY ACKNOWLEDGE THAT ALL OF THE INFORMATION PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE, ANY CHANGES TO THE PRECEDING WILL BE REPORTED TO THE ADDISON'S DEPARTMENT OF COMMUNITY DEVELOPMENT. HAVING READ AND UNDERSTOOD CHAPTER 10 AND 24 OF THE VILLAGE CODE, COMMONLY REFERRED TO AS THE LICENSE AND HOUSING CODE, I HEREBY AGREE TO COMPLY WITH THE APPLICABLE STANDARDS AND CODE REQUIREMENTS AS THEY RELATE TO THIS PROPERTY. IN ADDITION, I AGREE THAT EACH NEW RENTAL OR RENTAL RENEWAL WILL INCLUDE A VILLAGE OF ADDISON LEASE ADDENDUM AND THAT EACH OCCUPANT WILL BE NOTIFIED OF THE TENANT COMPLIANCE STANDARDS. I WILL CONTACT THE VILLAGE IF I CHOOSE TO PARTICIPATE IN THE VILLAGE OF ADDISON GRAFFITI REMOVAL PROGRAM AND THE VILLAGE OF ADDISON LOITERING PROGRAM.

Applicant's Signature _____ Title (Owner, Manager, Tenant, Trust Officer, Etc.) _____ Date _____

Applicant's Last Name (print) _____ M. I. _____ First Name _____ Date of Birth _____

Applicant's Home Address, City, State, Zip _____ Day Time Phone _____ Evening Phone _____ *E-Mail Address _____

Post Office Box #, City, State and Zip Code (if Applicable) _____

OFFICE USE ONLY Proof of _____ \$ _____ 340
Compliance when completed. Date Received _____ Received By _____ License No. _____ Payment Type _____ License Fee (Amount Paid)

White - Office Yellow - Applicant Pink - Finance

DO NOT SEPARATE THIS FORM.

This site must ☐ submit the completed application form by April 30, 2018, no license fee is required.
☐ submit the completed application form by April 30, 2018, with the required license fee. See Reverse Side.
☐ submit the completed application form by April 30, 2018, and the fees as listed on the attachment.
☐ complete the Crime Free Multi-Housing class by April 30, 2018. Contact Andrea (630 693 7904) for information.

2018 - 2019 Rental Inspection and Fees

LICENSE FEES

Apartment Buildings with 2 to 5 units	= \$50.00 plus \$75.00 per unit.
Apartment Buildings with 6 to 11 units	= \$75.00 plus \$75.00 per unit.
Apartment Buildings with 12 to 17 units	= \$100.00 plus \$75.00 per unit.
Apartment Buildings with 18 to 23 units	= \$125.00 plus \$75.00 per unit.
Apartment Buildings with more than 23 units	= \$150.00 plus \$75.00 per unit.
Single Family Homes	= \$150.00.
Condominiums or Single Unit Townhomes	= \$75.00, assuming there is no exterior property to inspect.

Rental Licenses must be applied for and paid for prior to the beginning of the license year. Late rental licenses will be charged a \$50.00 late fee; in addition, after June 14 citations will be issued.

INSPECTIONS AND FEES

Annual Inspections are paid for through the license fee and are the basis for the inspection grades.

Very Good Grade: If an annual reinspection is required it will be scheduled but not be charged a fee.

Satisfactory Grade: Annual reinspections will be scheduled and charged \$50.00 per unit where violations exist and/or the building fee if violations exist in the common interior areas or the exterior of the building. One Exterior Only Inspection will be required and charged at the same rate as the Rental License excluding the per unit charge. Reinspections for an Exterior Only Inspection, if required, will be charged at the same rate as the initial Exterior Only Inspection.

Unsatisfactory Grade: Annual reinspections will be scheduled and charged \$50.00 per unit where violations exist and/or the building fee if violations exist in the common interior areas or the exterior of the building. Two Exterior Only Inspections will be required and each will be charged at the same rate as the Rental License excluding the per unit charge. Reinspections for an Exterior Only Inspection, if required, will be charged at the same rate as the initial Exterior Only Inspection. One Semi-Annual Inspection will be required and charged at the same rate as the Rental License. Reinspections for a Semi-Annual Inspection, if required, will be charged \$50.00 per unit where violations exist and/or the building fee if violations exist in the common interior areas or the exterior of the building.

NO-SHOW / RESCHEDULING FEES:

Failure to meet for a scheduled inspection shall impose a no-show fee of \$100.00 for buildings with 1-17 units and \$150.00 for buildings with 18 units or more. Additional failures to meet will result in citations. Requests to reschedule shall impose a \$50.00 fee, unless the request was made 21 days prior to the scheduled inspection.

PAYMENT OF FEES

All reinspection fees, exterior-only inspection fees and semi-annual fees must be paid in full, within thirty (30) days of the date the fees were assessed or prior to the reinspection date or semi-annual inspection date, whichever occurs first. No invoices or additional statements will be provided unless payment is not received within the required time frames. If payment is not received within the time frames required, citations may be issued for violating the code standard.

INSPECTION FORMULA

Buildings with 1 to 5 units	= 1 unit and the common areas will be inspected.
Buildings with 6 to 10 units	= 2 units and the common areas will be inspected.
Buildings with 11 to 15 units	= 3 units and the common areas will be inspected.
Buildings with 16 to 20 units	= 4 units and the common areas will be inspected.
Buildings with 21 to 25 units	= 5 units and the common areas will be inspected.
Buildings greater than 25 units	= 20% of the units & common areas will be inspected, decimals will be rounded up.

Licenses pay for an Annual Inspection, not for the Exterior Only Inspections or reinspections.

Semi-Annual Inspections are based on the results of the Annual Inspection.

Reinspections are based on the results of the prior inspection.

Additional or replacement Housing Manuals are available for \$15.00 each.

AVOID PAYING ADDITIONAL FEES BY MAINTAINING YOUR PROPERTY
AND PROPERLY APPLYING FOR YOUR RENTAL LICENSE BY APRIL 30, 2018.

TENANT NOTIFICATION OF HOUSING CODES

The following standards are identified as issues for each tenant to be aware of and complied with to the best of their ability. While certain issues may not be the tenant's responsibility to maintain or repair, such issues need to be brought to the attention of the landlord or property owner to address. If you have any questions regarding these standards, contact the Addison Department of Community Development.

CLEANLINESS / MAINTENANCE.

1. Any trash, garbage, rubbish or the storage of goods on the premises, which would cause a fire hazard, otherwise endanger the life, health or safety of any occupants of this dwelling or constitute a blighting or deteriorating influence, is prohibited.
2. The dwelling unit must be maintained without mold or infestation. Appliances, windows, screens, vents, grills and all interior surfaces in or for the unit must be kept operational and free from the accumulation of grease, dirt, dust, grime or damage.

USE OF THE PREMISES

1. No occupancy of the dwelling unit will be permitted, unless it is in complete compliance of the provisions of this Chapter 24 of the Addison Municipal Code. Sleeping is only permitted in the designated bedrooms.
2. Window treatments/coverings such as towels, blankets, newspapers or other non-typical materials are prohibited.
3. Gas or charcoal grills on or below wood decks and balconies are prohibited, except for single family residences and duplexes.
4. The placement of window air conditioners (from Oct 15 to May 1), satellite dishes or the storage of grills (unless covered) is prohibited in front of the building or within 12 feet of the front of the building or **visible from a public way**.
5. Storage on balconies or patios is prohibited except for traditional furnishings and decorations.
6. Natural Christmas trees are prohibited in apartment buildings unless the building has a fire suppression system. Holiday decorations are not permitted more than 45 days before the holiday or more than 45 days after the holiday.
7. The installation of any new or existing transmission lines on the exterior of the building serving your unit must be concealed.

ANIMALS.

1. No person, business association, or corporation may keep any dangerous or vicious animals, which include (a) any animal that poses a danger or hazard to humans; (b) any lion, tiger, leopard, ocelot, jaguar, cheetah, margay, mountain lion, Canada lynx, bobcat, jaguarondi, hyena or coyote or wolf; (c) certain primates (i.e., monkeys, chimpanzees, or gorillas); (d) reptiles, including constricting or poisonous snakes (such as pythons and boa constrictors), venomous snakes (such as cobras, rattlesnakes and water moccasins), any other species of snake exceeding two (2) feet in length, and reptiles in the alligator/crocodile family; (e) bears horses/ponies, sheep, poisonous insects, wild pigs, hunting birds (i.e., falcons, hawks), goats, fox, skunks, raccoons, opossums; (f) spiders, tarantulas or other insects; or (g) any other type of animal or fowl (chickens, ducks, geese, guinea hens, pigeons, or similar fowl) which is generally classified as an undomesticated animal or fowl in any place other than a properly maintained zoological park, circus, scientific or educational institution, research laboratory, veterinary hospital or animal refuge are prohibited.
2. Three or more animals, over the age of four months, owned, bred, boarded or offered for sale, at any given time in the same dwelling unit are ruled to be a kennel and are prohibited. Aquariums and bird cages used with the typical occupants of the same, that are not classified as dangerous or vicious by this code are exempt. All animals (cats and dogs) required to be licensed with the Village will have the current tags on the animal.

VEHICLES

1. No motor vehicles shall be parked or stored in any area other than those areas specifically designated as parking spaces, and these areas must be constructed with a hard surface; asphalt, concrete or other dustless material. The overnight parking of trucks and the storage of construction equipment and vehicles in excess of 3/4 ton with a gross vehicle weight in excess of 8,000 pounds and "B" license plates except vehicles registered as recreation vehicles under the Illinois Motor Vehicle Code is prohibited within any residential district. No towable contractor's equipment shall be stored parked on any lot in any residence district unless such equipment is being used in connection with a legitimate service actually being rendered for the benefit of such lot.
2. No unlicensed, expired license or inoperative vehicle is allowed unless kept in an enclosed structure, covers are not acceptable.

LIFE SAFETY

1. All smoke detectors and carbon monoxide detectors will be maintained in proper working order. Inoperative or defective units (**other than battery replacement**) should be reported to the owner/manager, in writing.
2. Furniture, storage or any obstruction is prohibited from being placed in front of an exit or an electrical panel.
3. Extension cords are prohibited, except for temporary usage, however, single power strips with a built-in circuit breaker are allowed. Open light sockets (missing light bulbs) are a violation, burnt out lights within a dwelling unit are not a violation.
4. All door closers must be maintained in proper working order. Inoperative or defective units should be reported to the owner/manager.

This form is for informational purposes only; each owner/manager is to distribute the same with each new rental or renewal.

VILLAGE OF ADDISON - RESIDENTIAL RENTAL INSPECTION REPORT - LICENSE YEAR 20__ - 20__

1 FRIENDSHIP PLAZA ADDISON, ILLINOIS, 60101-2786 TEL. 630 693-7530 FAX 630 543-3967 E-MAIL Rentals@Addison-IL.org

An Annual Inspection was conducted at _____ on _____ at _____ AM/PM.

There were _____ inspections areas, a total of _____ violations, for an average of _____, resulting in a grade of:

☐ **VERY GOOD:** requiring

☐ a no fee annual reinspection.

☐ no annual reinspection

☐ **SATISFACTORY:** requiring

an annual reinspection \$ _____ .00

\$50.00 per unit where violations exist and/or the building fee if violations exist in the interior common areas or the exterior of the building.

exterior-only inspection \$ _____ .00

same as the initial license fee, minus the per unit charge.

Total Fees Due \$ _____ .00

☐ **UNSATISFACTORY:** requiring

an annual reinspection \$ _____ .00

\$50.00 per unit where violations exist and/or the building fee if violations exist in the interior common areas or the exterior of the building.

a semi-annual inspection \$ _____ .00

same as the initial license fee.

initial exterior-only inspection \$ _____ .00

same as the initial license fee, minus the per unit charge.

second exterior only-inspection \$ _____ .00

same as the initial license fee, minus the per unit charge.

Total Fees Due \$ _____ .00

☐ An Annual Reinspection will be conducted on _____ 20__ at _____ AM/PM.

SAMPLE FORM
DO NOT USE

This report shall be the only notification provided for the payment of fees listed above and the annual reinspection, if required. Notices will be mailed for the scheduling of semi-annual and exterior only inspections. The payment for additional inspections is due prior to the annual reinspection date or within 30 days, whichever occurs first. Failure to pay on time or to correct any reported violation before the reinspection may result in a citation and is subject to fines up to \$1,000.00 for each day the violation exists. Failure to meet for any scheduled inspection is subject to a \$100.00 fee for buildings with 1-17 units and \$150.00 for buildings with 18 units or more for the first offense and citations for subsequent failures. In addition, liens may be filed against the property as per Chapter 24, Section 106.3 of the Addison Village Code. Appeals may be filed per Chapter 24, Section 111 of the Addison Village Code.

Page 1 of _____ Inspector _____ Received By _____ Title _____

VILLAGE OF ADDISON - RESIDENTIAL RENTAL INSPECTION REPORT - LICENSE YEAR 20__ - 20__

1 FRIENDSHIP PLAZA ADDISON, ILLINOIS, 60101-2786 TEL. 630 693-7530 FAX 630 543-3967 E-MAIL Rentals@Addison-IL.org

☐ Annual Inspection (continued) ☐ Reinspection ☐ Exterior Inspection # 1 ☐ Exterior Inspection # 2 ☐ Semi-Annual Inspection

The above listed inspection

was conducted at: _____ on _____ 20__ at _____ AM/PM.

☐ A Reinspection is required and it will be conducted on _____ 20__ at _____ AM/PM. Fee due is \$ _____.00

SAMPLE FORM
DO NOT USE

the reinspection date or within 30 days, whichever occurs first. Failure to pay on time or to correct any violation before the reinspection may result in a citation and is subject to fines up to \$1,000.00 for each day the violation exists. Failure to meet for any scheduled inspection is subject to a \$100.00 fee for buildings with 1-17 units and \$150.00 for buildings with 18 units or more for the first offense and citations for any subsequent failures. In addition, liens may be filed against the property as per Chapter 24, Section 106.3 of the Addison Village Code. Appeals may be filed per Chapter 24, Section 111 of the Addison Village Code.

Page ____ of ____ Inspector _____ Received By _____ Title _____



Village of Addison

Community Development Department

Telephone 630 693-7530 -- Fax 630 543-3967

GRAFFITI REMOVAL – HOLD HARMLESS AUTHORIZATION

As stated in the Village Code, the property owner shall be the responsible party for removing graffiti. The Village of Addison will assist you in removing such defacement, if you authorize the process and agree not to hold the Village responsible for any claims as stated herein and have a brick, masonry or block building, which is not painted nor has an applied surface.

Chapter 24, Section 302.9 Defacement of Property of the Village Code. No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti. It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

By submitting this completed form; the Village of Addison will attempt to remove graffiti when properly notified, at no charge to the property owner.

The undersigned, having the authority to do so, does hereby grant the Village of Addison permission to remove any graffiti from the aforesaid premises, in consideration thereof, the undersigned hereby agrees to release and hold harmless the Village, its agents, officers and employees from any claims, damages, judgments or causes of actions, of whatsoever nature occurring, arising from or related to the attempt to remove such graffiti.

Site Address: _____ Addison, Illinois 60101

Applicant's Signature _____ Applicant's Name (Print) _____ Position (owner, manager, etc.) _____

Applicant's Mailing Address _____ Date _____

Day Time Phone _____ Evening Phone _____ E-Mail Address _____

Note: This authorization will remain in effect until such time that (a) the property is sold, (b) the exterior wall surfaces no longer meet the requirements for Village participation or (c) the property owner/applicant withdraws his authorization in writing.



Village of Addison

Community Development Department

Telephone 630 693-7530 -- Fax 630 543-3967 -- Rentals@addison-il.org

NO LONGER RENTING

The following property is no longer a rental: _____

Property Type (circle one):

Apartment Building 2 Flat/Duplex Condo Townhouse Single Family Residence

Owner's Name: _____

First Name

Last Name

Owner's Address: _____

Street Address

City

State

Zip Code

Owner's Phone Number(s): _____

Daytime

Evening

Mobile (Optional)

Owner's Email Address (optional): _____

This property is no longer a rental because: _____

Having the authority to do so, I hereby acknowledge that all of the information provided is true and accurate to the best of my knowledge. If at any time there is a change and this property becomes rented in the future, I agree to comply with Sec. 10-81 (A) and obtain a residential rental license immediately. I understand failure to do so will result in citations and I will be subject to fines up to \$1,000.00 for each day I am not in compliance.

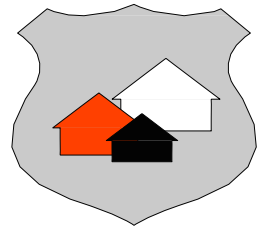
X _____

Owner's Signature

Appendix C
Crime Free Multi-Housing
Program



Addison Police Department **Crime Free Multi-Housing** **Program**



The Crime Free Multi-Housing Program was mandated in the Village of Addison on May 1st, 2009, amending the rental dwelling license ordinance, Chapter 10, section 10-84, of the Addison Village Code. This unique, 3 phase program combines the efforts of the Police Department, Community Development, and the owners and managers of rental properties to keep drugs and illegal activity off their property. The program is designed to be easy and direct, yet very effective in reducing the incident of crime in rental property. Per Ordinance No. 0-09-02, all owners of rental property are required to attend a Crime Free Seminar in order to hold a rental license within the Village of Addison. Property owners are provided with many valuable resources regarding important topics such as tenant screening, premise liability, evictions, and recognizing gang and drug activity. All owners are also required to utilize a Crime Free Lease Addendum. More information on this program can be found on the Police Department website, www.addisonpoliceillinois.org, or by contacting Andrea Lieberenz at 630-543-3080 or alieberenz@addison-il.org.

The Village has also adopted a Chronic Nuisance Property Abatement Ordinance (No. 0-09-03). If three or more nuisance activities occur within a 12 month period on a property, the property owner may be charged under this ordinance. If charges are filed, the owner is subject to appear before an Administrative Hearing Officer. If there is a determination that the property is a Chronic Nuisance Property, substantial fines and additional sanctions may be sought against the owner. There are 19 specific activities that are listed as Nuisance Activities, including but not limited to Unlawful Use of a Weapon, Possession or Manufacture of a Controlled Substance, Possession or Delivery of Cannabis, Assault or Battery, and Prostitution. The Addison Police Department works very closely with property owners to assist them in abating the nuisance. This ordinance is meant to reduce the occurrence of criminal activity on the property. More information on this ordinance can also be found on the website or by contacting Andrea Lieberenz.

Rental Property: _____

CRIME FREE LEASE ADDENDUM

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

- 1. Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in the Illinois Compiled Statutes).
- 2. Resident, any member of the resident's household or a guest or other person under the resident's control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near the said premises.
- 3. Resident or members of the household will not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest.
- 4. Resident, any member of the resident's household or a guest, or another person under the resident's control shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance, at any locations, whether on or near the dwelling unit premises or otherwise.
- 5. Resident, any member of the resident's household, or a guest or another person under the resident's control shall not engage in any illegal activity, including prostitution, criminal street gang activity, threatening or intimidating, assault, including but not limited to the unlawful discharge of firearms, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent or other tenant or involving imminent or actual serious property damage.
- 6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
- 7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
- 8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

_____ Resident Signature	Date: _____
_____ Resident Signature	Date: _____
_____ Property Manager's Signature	Date: _____
_____ Property Owner's Name	RP: _____ Rental Permit Number



Addison Police Department



TO: T. Hayden, Director of Police

FROM: _____

DATE: _____

RE: **LOITERING PROGRAM**

I, _____, owner/manager of the property located
at _____, Addison, DuPage County,
Illinois, do hereby request the Addison Police Department to enforce the Criminal Trespass
Ordinance of the Village of Addison (Chapter 13, Sections 13-12 and 13-13) in accordance with
this Private Property Loitering Program.

In the event a violation(s) occurs and an owner/manager is no longer on the property, I hereby
give the Addison Police Department the authority to act as my agent in the signing of complaints.

Signature: _____ Date: _____

Name (Printed): _____ Title: _____

Mailing Address: _____

Phone Number(s): Office: _____

Home: _____

Cell: _____

E-Mail: _____

Appendix D
TELEPHONE NUMBERS

Police Emergency	911
Fire Emergency	911
A T & T (Local Service)	630 495-2632
AT & T (Telephone)	800 244-4444
Boiler Inspections (State Fire Marshal, John Beckwith)	312 636-2632
Common Wealth Edison (Electric)	800 334-7661
DuPage County Health Department	630 682-7400
Fire Non-emergency	630 628-3100
Housing Inspections	630 693-7530
Nicor Gas (Natural Gas)	888 642-6748
Pace	847 364 7223
Police Non-emergency	630 543-3080
Republic Services	800 345-1408
To File a Complaint About Living or Building Conditions	630 693-7530
Village of Addison (Main Number)	630 543-4100
Village of Addison Rental Inspectors	630 693-7530

A

ACCESS

Emergency egress.....	702
From bedrooms.....	404.4.2
Plumbing fixtures, access for cleaning.....	504.2
To public way.....	702.1
Toilet room as passageway	503.1
Water closet.....	404.4.3

ACCESSORY STRUCTURE

Location.....	302.7.1
Maintenance.....	302.7

ADJACENT

Privacy (hotel units, rooming units).....	404.1
---	-------

ADMINISTRATION

Scope.....	101.2
------------	-------

AGENT (See also OPERATOR, OWNER)

Definition.....	202
-----------------	-----

AIR

Combustion air.....	603.5
---------------------	-------

AIR CONDITIONER

Maintenance.....	304.20.1
Prohibited.....	304.20.2

AISLES

Minimum width.....	702.2
--------------------	-------

ALTERATION

Application of other codes.....	102.3
Condemnation.....	108.1, 108.2
Inspection.....	104.2
Prosecution.....	106.3
Unlawful acts.....	106.1

ANCHOR

Architectural trim.....	304.8
Signs, marquees and awnings.....	304.9

APPEAL

Application.....	111.1
------------------	-------

APPLIANCE

Cooking.....	602.2
Heating.....	602.2, 603.1
Mechanical.....	603.1

APPLICATION

Other codes.....	102.3
------------------	-------

APPROVAL

Alternative materials, methods and equipment.....	105.2
Definition.....	202
Fireplaces.....	603.1
Garbage facilities.....	308.3.1
Modifications.....	105.1
Used materials and equipment.....	105.4

ARCHITECTURAL

Structural members.....	304.4
Trim.....	304.8

ARTIFICIAL

Lighting of habitable rooms.....	401.3
Lighting of other spaces.....	402.3

AUTOMOBILE

Motor vehicles.....	302.8
---------------------	-------

AWNING

Signs, marquees and awnings.....	304.9
----------------------------------	-------

B

BALCONY

Handrails and guardrails	305.5
--------------------------------	-------

BASEMENT

Definition.....	202
Hatchways.....	304.16
Windows.....	304.17

BATHROOM

Lighting.....	605.3
Locks.....	503.1
Outlets required.....	605.2
Privacy.....	503.1
Ventilation.....	403.2

BATHTUB

Required facilities.....	502.1
Sewage system.....	506.1
Water heating facilities.....	505.4
Water system.....	505.1

BEDROOM

Room area.....	404.4.1
----------------	---------

BOILER

Unsafe equipment.....	108.1.2
-----------------------	---------

C

CAPACITY

Heating facilities.....	602.2, 602.3
-------------------------	--------------

CAR (See AUTOMOBILE)

CARBON MONOXIDE ALARMS AND DETECTION

Carbon monoxide alarms and detection.....	705.3
Maintenance.....	705.2

CEILING

Fire-resistance ratings.....	703.1
Interior surfaces.....	305.3

CHANGE, MODIFY

Application of other codes.....	102.3
---------------------------------	-------

CHIMNEY

Exterior structure.....	304.11
Fireplaces.....	603.1

INDEX

CLEANING

Bathroom and kitchen floors.....	305.3, 503.4
Disposal of garbage.....	308.3
Disposal of rubbish.....	308.2
Interior sanitation.....	305.1
Interior surfaces.....	305.3
Plumbing facilities, maintained.....	504.1
Required plumbing facilities.....	502
Responsibility of persons.....	305.1
Trash containers.....	308.3.2
Vacant structures and land.....	301.3

CLEARANCE

Heating facilities.....	603.3
Plumbing fixtures.....	504.2

CLOSING

Streets.....	109.3
Vacant structures.....	108.2

CLOTHES DRYER

Exhaust.....	403.5
--------------	-------

CODE OFFICIAL

Condemnation.....	108.1
Department records.....	104.6
Duties.....	104
Emergency Measures.....	109
Enforcement authority.....	104.1
Identification.....	104.4
Inspections.....	104.2
Liability, relief of personal.....	103.4
Notice of violation.....	104.5, 107
Notices and orders.....	104.5
Personal liability.....	103.4
Placarding.....	108.4
Prosecution.....	106.3
Removal of placard.....	108.4.1
Right of entry.....	104.3
Rule-making authority.....	104.2
Transfer of ownership.....	107.6
Vacant structures.....	108.2

COLD WATER

Required facilities.....	502
Water system.....	505

COMBUSTION

Combustion air.....	603.5
---------------------	-------

COMPONENT SERVICEABILITY

General.....	306.1.1
--------------	---------

CONDEMNATION

Closing of vacant structures.....	108.2
General.....	108.1
Notices and orders.....	108.2, 108.3
Placarding.....	108.4
Removal of placard.....	108.4.1

CONFLICT

Violations.....	106.1
-----------------	-------

CONNECTION

Plumbing fixtures.....	504.1
------------------------	-------

Access for cleaning.....	504.2
Sewage system.....	506.1
Water heating.....	505.4
Water system.....	505.1

CONSTRUCTION

Existing structures.....	101.2
--------------------------	-------

CONTACT PERSON

Application.....	10-82
------------------	-------

CONTAINER

Garbage.....	308.3.2
Rubbish storage.....	308.2.1

CONTINUOUS

Egress.....	702.1
-------------	-------

CONTROL

Insect and rodent control.....	302.5, 304.5
Safety controls.....	603.4

COOLING

Cooling towers.....	304.11
---------------------	--------

CORRIDOR

Accumulation of rubbish.....	308.1
Light.....	402.2
Lighting fixtures.....	605.3
Ratings maintained.....	703
Toilet rooms, access.....	503.1

D

DAMP, DAMPNES

Roofs.....	304.7
Window, door frames.....	304.13

DANGEROUS, HAZARDOUS

Condemnation.....	108.1
Electrical hazards.....	604.3
Elevators.....	606.1
Existing remedies.....	102.4
Fire safety.....	701.1
Heating facilities.....	602, 603.1
Imminent danger.....	202
Unsafe structures and equipment.....	108

DECKS

Handrails and guardrails.....	304.12
Maintenance.....	304.2, 304.10

DECORATION

Exterior structure.....	304.8
-------------------------	-------

DEFINITIONS

General definitions.....	202
--------------------------	-----

DETECTORS

Carbon Monoxide.....	705
Smoke.....	704

DETERIORATION

Definition.....	202
Exterior walls.....	304.6

DIRECT

Egress.....702.1

DISPOSAL

Disposal of garbage.....308.3
Disposal of rubbish.....308.2

DOOR

Egress doors.....304.15.1, 702.3
Fire.....703.2
Hardware.....304.15
Insect screens.....304.14
Interior surfaces.....305.3
Locks.....304.15, 304.18.1, 702.3
Maintenance.....304.13, 304.15
Weather tight.....304.13
Window and door frames.....304.13

DRAIN, DRAINAGE

Basement hatchways.....304.16
Plumbing connections.....506
Storm drainage.....507

DUCT

Exhaust duct.....304.9
General.....607.1

DWELLING

Cleanliness.....305.1, 308.1
Definition.....202
Electrical.....604.1
Heating facilities.....602
Required facilities.....502

E

EASEMENT

Definition.....202

EGRESS

Aisles.....402.2
Locked doors.....702.3
Obstructions prohibited.....702.1
Stairs, porches and railings304.10, 305.4, 305.5, 307.1

EFFICENCY UNIT

General.....404.6

ELECTRIC, ELECTRICAL

Condemnation.....108.1
Facilities required.....604.1
General.....601.1
Hazards.....604.3
Installation.....605.1
Luminaires.....605.3
Multiple electric meters.....604.1.1
Receptacles.....604.3, 605.2
Responsibility.....601.2
Service.....604.2

ELEVATOR

Condemnation.....108.1
General.....606.1
Maintenance.....606.1, 606.2

EMERGENCY

Emergency measures.....109
Escape openings.....702.4
Imminent Danger.....109.1

ENFORCEMENT

Duties and powers.....104
Scope.....101.2

EQUIPMENT

Alternative.....105.2
Combustion air.....603.5
Condemnation.....108.1.2, 108.3
Electrical installation.....605.1
Emergency order.....109.1
Energy Conservation Devices.....603.6
Fire safety requirements, responsibility.....701.2
Flue.....603.2
Installation.....603.1
Interior structure.....305.1
Placarding.....108.3, 108.4, 108.4.1, 108.5
Prohibited occupancy.....108.5
Responsibility601.2
Safety controls.....603.4
Scope.....101.2
Scope, mechanical and electrical.....601.1
Unsafe.....108
Used.....105.4

EXCAVATIONS

Open excavations.....302.11

EXHAUST

Clothes dryer.....403.5
Exhaust ducts.....304.9

EXISTING

Remedies.....102.4
Scope.....101.2
Structural members.....304.1.1, 304.4
Structures.....101.3

EXTERIOR

Decorative features.....304.8
Egress.....702.1
Exterior structure.....304
Exterior walls.....304.6
Painting.....304.2, 304.6
Rodent harborage.....302.5, 304.5
Sanitation.....304.1
Scope.....301.1
Stair.....304.10
Storage.....302.12
Street numbers.....304.3
Weather tight.....304.13

EXTERMINATE (See PEST ELIMINATION)

Insect and rodent control.....302.5, 304.5, 304.14
Responsibility of owner.....301.2, 309.2
Responsibility of tenant-occupant.....309.3

INDEX

F

FAN

Exhaust vents.....302.6

FEES, EXPENSES, COST

Closing vacant structures.....108.2
Extermination.....309.2, 309.3
Relief from personal liability.....103.4
Responsibility, fire safety.....701.2

FENCE

Accessory.....302.7
Maintenance.....304.2

FIRE

Adoption of the IFC.....102.3
Detectors.....704.6, 704.6.1, 704.6.1.2,
.....704.6.1.3, 704.6.1.4, 704.7, 704.8
Fire-resistance ratings.....703.1, 703.2, 703.3
Fire and rated doors.....703.4, 703.4.3
Flammable liquid storage.....704.9
Inspection.....704.1
Installation.....704.1.1
Maintenance.....704.1
Responsibility, fire safety.....701.2
Scope101.2
Scope, fire safety.....701.1
Smoke alarms.....704.6, 704.8
Testing.....704.1
Unsafe conditions.....703.2

FLAMMABLE LIQUID

Containers.....108.1.2
Storage.....704.9

FLOOR, FLOORING

Area for bedrooms and living rooms.....404.4.1
Fire-resistance rating.....703.1
Interior surfaces.....305.1, 305.3
Space requirements.....404.4.1, 404.6

FOOD PREPARATION

Cooking equipment.....602.2
Sanitary condition.....305.1, 404.7

FOUNDATION

Condemnation.....108.1.1
Foundation walls.....304.5
Unsafe Conditions.....304.1.1, 305.1.1

FRAME

Window and door frames.....304.13

G

GARBAGE

Accumulation.....308.1
Containers.....308.3.2
Definition.....202
Disposal.....308.3
Garbage facilities.....308.3.1
Liens.....308.4

GAS

Energy Conservation Devices.....603.6
Exhaust vents.....302.6

GLAZING

Materials.....304.13.1

GRADE

Drainage.....302.2, 507

GRAFFITI

Defacement of property.....302.9

GUARD

Anchorage and maintenance.....304.12
Basement windows.....304.17
Definition.....202

H

HABITABLE

Definition.....202
Light.....402
Minimum room width.....404.2
Required plumbing facilities.....502
Residential heating facilities.....602.2, 602.3
Space requirements.....404.4.1
Ventilation.....403

HANDRAILS AND GUARDRAILS

Handrails.....304.12, 305.5, 307.1

HARDWARE

Door hardware.....304.15, 702.3
Openable windows.....304.13.2

HAZARDOUS (See DANGEROUS, HAZARDOUS)

HEAT, HEATING

Cooking equipment.....602.2
Energy conservation devices.....603.6
Fireplaces.....603.1
Heating.....603.1
Mechanical equipment.....603.1
Prohibited heat source.....602.2.1
Required capabilities.....602
Residential heating.....602.2, 602.3
Scope.....101.2
Supply.....602.3
Water heating facilities.....505.4
Water system.....505

HOUSEKEEPING UNIT

Definition.....202

HOT (See HEAT, HEATING)

I

IDENTIFICATION

Code official.....104.4

INFESTATION

Condemnation.....108.1.3
Definition.....202

Insect and rodent.....	302.5, 304.14, 309.1
INSECTS	
Extermination.....	309
Infestation.....	309.1
Insect screens.....	304.14
INSPECTIONS	
Exterior Only.....	10-85.5
Failure to show.....	10-85.7
Fees.....	10-85.1
General.....	104.2
Grading System.....	10-85.2
Nuisance Residential Rental Property.....	10-86.1
Payment of Certain Fees.....	10-85.6
Penalty.....	10-88
Reinspections.....	10-85.4
Right of entry.....	104.3
Scheduling.....	10-85.7
Semiannual.....	10-85.3
Violations.....	10-86
INSPECTOR	
Identification.....	104.4
Inspections.....	104.2
Records.....	104.6
INTENT	
Code.....	101.3
Rule-making authority.....	104.2
INTERIOR	
Interior structure.....	305
Interior surfaces.....	305.3
Means of egress.....	702
Sanitation.....	305.1
Unsafe conditions.....	305.1.1
J	
JURISDICTION	
Title.....	101.1
K	
KITCHEN	
Electrical outlets required.....	605.2
Minimum width.....	404.2
Prohibited use.....	404.4.4
Room lighting.....	605.3
Water heating facilities.....	505.4
L	
LANDING	
Handrails and guards.....	304.12, 305.4, 305.5, 306.1
Maintenance.....	304.10, 305.4
LANDSCAPING	
Maintenance.....	302.4, 302.4.1
LAUNDRY	
Room lighting.....	605.3
Water heating facilities.....	505.4

LAVATORY	
Required facilities.....	502
Sanitary drainage system.....	506
Water heating facilities.....	505.4
Water system.....	505
LEASE (SELL, RENT)	
Heat supplied.....	602.3
Transfer of ownership.....	107.6
LIEN	
Closing of vacant structures.....	108.2
LIGHT, LIGHTING	
Common halls and stairways.....	402.2, 605.3
General.....	402
Luminaires.....	605.3
Other spaces.....	402.3
Responsibility.....	401.2
Toilet rooms.....	605.3
LIVING ROOM	
Room area.....	404.4.1
LOAD, LOADING	
Elevators, escalators and dumbwaiters.....	606.1
Handrails and guards.....	304.12, 305.5
Live load.....	304.4, 305.2
Stairs and porches.....	304.10, 305.2
Structural members.....	304.4, 305.2

M

MAINTENANCE	
Required.....	102.2
MATERIAL	
Alternative.....	105.2
Used.....	105.4
MEANS OF EGRESS (See EGRESS)	
MECHANICAL	
Installation.....	603.1
Responsibility.....	601.2
Scope.....	601.1
Ventilation, general.....	403
Ventilation, toilet rooms.....	403.2
MINIMUM	
Room width.....	404.2
Scope.....	301.1
MODIFICATION	
Approval.....	105.1
MOTOR VEHICLES	
Inoperative.....	302.8
Painting.....	302.8
N	
NATURAL	
Lighting.....	401.3, 402
Ventilation.....	401.3, 403

INDEX

NOTICE

Appeal.....	111.1
Form.....	107.2
Method of service.....	107.3
Orders.....	107
Owner, responsible person.....	107.1
Penalties.....	107.5
Placarding of structure.....	108.4
Transfer of ownership.....	107.6
Unauthorized tampering.....	107.4
Vacating structure.....	108.2
Windows.....	304.13.2, 403.1

NOXIOUS

Weeds.....	302.4
------------	-------

NUISANCE

Closing of vacant structures.....	108.2
-----------------------------------	-------

O

OBSTRUCTION

Lighting.....	402.1
Right of entry.....	104.3

OCCUPANCY (See USE)

OPENABLE

Definition.....	202
Locked doors.....	702.3

OPERATOR

Definition.....	202
-----------------	-----

ORDER (See NOTICE)

ORDINANCE, RULE

Applicability.....	102
Application for appeal.....	111.1

OUTLET

Electrical.....	605.2
-----------------	-------

OUTDOOR COOKING GRILLS

Location.....	304.20.5
---------------	----------

OWNER

Closing of vacant structures.....	108.2
Definition.....	202
Extermination.....	309.2
Insect and rodent control.....	302.5, 309.2
Notice.....	107.1, 108.3
Placarding of structure.....	108.4
Responsibility.....	301.2
Responsibility, fire safety.....	701.2
Responsibility, light ventilation.....	401.2
Responsibility, mechanical and electrical.....	601.2
Responsibility, plumbing facilities.....	501.2
Right of entry.....	104.3
Rubbish storage.....	308.2.1
Scope.....	101.2
Transfer of ownership.....	107.6
Transfer of responsibility.....	301.2.2

P

PARKING LOT

Lighting.....	302.13
---------------	--------

PARKWAY

Maintenance.....	302.10
------------------	--------

PASSAGEWAY

Common hall and stairway.....	402.2
Interior surfaces.....	305.3
Toilet rooms, direct access.....	503.1

PENALTY

Failure to obtain a rental license.....	10-88
Notices and orders.....	107.5
Placarding of structure.....	108.4
Prohibited occupancy.....	108.5
Removal of placard.....	108.4.1
Scope.....	101.2
Violations.....	106.4

PEST ELIMINATION

Condemnation.....	108.1
Definition.....	202
Infestation.....	309.1
Insect and rodent control.....	302.5, 304.5, 304.14, 309.1
Owner's Responsibility.....	301.2, 309.2
Tenant's Responsibility.....	309.3

PLACARD, POST

Closing.....	108.2
Condemnation.....	108.1
Emergency, notice.....	109.1
Notice to owner.....	107.1, 108.3
Placarding of structure.....	108.4
Prohibited use.....	108.5
Removal.....	108.4.1

PLUMBING

Access.....	504.2
Clean and sanitary.....	504.1
Connections.....	505.1
Contamination.....	505.2
Fixtures.....	504.1
Required facilities.....	502
Responsibility.....	501.2
Sanitary drainage system.....	506
Scope.....	501.1
Storm drainage.....	507
Supply.....	505.3
Toilet Rooms.....	503
Water heating facilities.....	505.4

PORCH

Handrails.....	304.12
Structurally sound.....	304.10

PORTABLE (TEMPORARY)

Cooking equipment.....	603.1
Trash containers.....	304.20.4

PRESSURE

Water supply.....	505.3
-------------------	-------

PRIVATE, PRIVACY

Bathtub or shower.....	503.1
Occupancy limitations.....	404.1
Required plumbing facilities.....	502
Sewage system.....	506.1
Water closet and lavatory.....	503.1
Water system.....	505.1

PROPERTY, PREMISES

Cleanliness.....	304.1, 308.1
Condemnation.....	108
Definition.....	202
Emergency measures.....	109
Exterior areas.....	302
Extermination, multiple occupancy.....	302.5
Extermination, single occupancy.....	302.5, 309.3
Grading and drainage.....	302.2
Responsibility.....	301.2
Scope.....	301.1
Storm drainage.....	507
Vacant structures and land.....	301.3

PROTECTION

Basement windows.....	304.17
Fire-protection systems.....	704
Signs, marquees and awnings.....	304.9

PUBLIC

Cleanliness.....	304.1, 305.1
Egress.....	702.1
Sewage system.....	506.1
Toilet rooms.....	503
Vacant structures and land.....	301.3
Water system.....	505

PUBLIC WAY

Definition.....	202
-----------------	-----

R**RAIN**

Basement hatchways.....	304.16
Exterior walls.....	304.6
Grading and drainage.....	302.2
Roofs.....	304.7
Window and door frames.....	304.13

RECORD

Official records.....	104.6
-----------------------	-------

REHABILITATION

Intent.....	101.3
-------------	-------

RENTAL LICENSE

Additional Conditions.....	10-84
Application.....	10-82
Application of other codes.....	102.3
Department records.....	104.6
Fees.....	10-85, 10-85.1
Owner's compliance with duties.....	301.2.1
Penalty.....	10-88
Required.....	10-81
Reports.....	10-83

REPAIR

Application of other codes.....	102.3
Chimneys.....	304.11
Exterior structure.....	304.1
Maintenance.....	102.2
Public areas.....	302.3
Signs, marquees and awnings.....	304.9
Stairs and porches.....	304.10
Weather tight.....	304.13
Workmanship.....	102.5

REPORTS

Inspections.....	104.2
Test reports.....	105.3.2
Change in information.....	10-83

RESIDENTIAL

Extermination.....	309
Residential heating.....	602.2
Scope.....	101.2

RESPONSIBILITY

Extermination.....	309
Fire safety.....	701.2
Garbage disposal.....	308.3
General.....	301.2
Mechanical and electrical.....	601.2
Persons.....	301.1
Placarding of structure.....	108.4
Plumbing facilities.....	501.2
Rubbish storage.....	308.2.1
Scope.....	101.2, 301.1
Tenant.....	10-87

REVOKE, REMOVE

Existing remedies.....	102.4
Removal of placard.....	108.4.1
Rubbish removal.....	308.2.1

RIGHT OF ENTRY

Duties and powers of code official.....	104.3
Inspections.....	104.2

RODENTS

Basement hatchways.....	304.16
Condemnation.....	108
Exterior walls.....	304.6
Extermination.....	302.5, 309
Guards for basement windows.....	304.17
Harborage.....	302.5
Insect and rodent control.....	309.1

ROOF

Exterior structure.....	304.1
Roofs.....	304.7
Storm drainage.....	507

ROOM

Area for sleeping.....	404.4.6
Bedroom and living room.....	404.4
Habitable.....	402.1
Heating facilities.....	602
Light.....	402
Minimum width.....	404.2
Overcrowding.....	404.5

INDEX

Prohibited use.....	404.4.4
Temperature.....	602.5
Toilet.....	503
Ventilation.....	403

RUBBISH

Accumulation.....	308.1
Containers.....	308.3.2
Definition.....	202
Disposal.....	308.2
Garbage facilities.....	308.3.1
Liens.....	308.4.1
Rubbish storage.....	308.2.1
Storage.....	308.2.1

S

SAFETY, SAFE

Chimney.....	304.11
Condemnation.....	108.1
Electrical installation.....	605.1
Emergency measures.....	109
Fire safety requirements.....	701, 702, 703, 704
Fireplaces.....	603.1
Intent.....	101.3
Safety controls.....	603.4
Scope.....	101.2
Unsafe structures and equipment.....	108

SANITARY

Bathroom and kitchen floors.....	305.3
Cleanliness.....	304.1, 305.1
Disposal of garbage.....	308.3
Disposal of rubbish.....	308.2
Exterior property areas.....	302.1
Exterior structure.....	304.1
Furnished by occupant.....	302.1
Interior surfaces.....	305.3
Plumbing fixtures.....	504.1
Required plumbing facilities.....	502
Scope.....	101.2

SATELLITE DISH

Prohibited.....	304.20.3
-----------------	----------

SCREENS

Insect screens.....	304.14
---------------------	--------

SECURITY

Basement hatchways.....	304.18.3
Building.....	304.18
Doors.....	304.18.1
Vacant structures and land.....	301.3
Windows.....	304.18.2

SELF-CLOSING SCREEN DOORS

Insect screens.....	304.14
---------------------	--------

SEPARATION

Fire-resistance ratings.....	703
Privacy.....	404.1
Separation of units.....	404.1
Water closet and lavatory.....	502.1

SERVICE

Electrical.....	604.2
Method.....	107.3
Notices and orders.....	107.1, 108.3
Service on occupant.....	108.3

SEWER

General.....	506.1
Maintenance.....	506.2

SHOWER

Bathtub or shower.....	502.1
Water heating facilities.....	505.4
Water system.....	505

SIDEWALKS

Maintenance.....	302.3
------------------	-------

SIGN

Signs, marquees and awnings.....	304.9
Unauthorized tampering.....	107.4

SINGLE-FAMILY DWELLING

Extermination.....	309
--------------------	-----

SINK

Kitchen sink.....	502.1
Sewage system.....	506
Water supply.....	505.3

SIZE

Efficiency unit.....	404.6
Habitable room, light.....	402
Habitable room, ventilation.....	403
Room area.....	404.4.1

SMOKE

Alarms.....	704.6, 704.8
Installation near bathrooms.....	704.6.1.4
Installation near cooking appliances.....	704.6.1.3
Interconnection.....	704.6.2
Power source.....	704.6.3
Testing.....	704.7
Where required.....	704.6.1

SPACE

General, light.....	402
General, ventilation.....	403
Occupancy limitations.....	404
Privacy.....	404.1
Scope.....	401.1

STACK

Chimneys.....	304.11
---------------	--------

STAIRS

Common halls and stairways, light.....	402.2
Exit facilities.....	305.4
Handrails.....	304.12, 305.5
Luminaires.....	605.3
Public areas.....	302.3
Stairs and porches.....	304.10

STOP WORK ORDERS

Authority.....	112.1
----------------	-------

Emergencies.....	112.3
Failure to comply.....	112.4
Issuance.....	112.2

STORAGE

Garbage storage facilities.....	308.3.1
Rubbish storage facilities.....	308.2.1
Sanitation.....	308.1

STRUCTURE

Accessory structures.....	302.7
Closing of vacant structures.....	108.2
Definition.....	202
Emergency measures.....	109
General, exterior.....	304.1
General, interior structure.....	305.1
Placarding of structure.....	108.4
Premise identification.....	304.3
Protective treatment.....	304.2
Scope.....	301.1
Structural members.....	304.4, 305.2
Vacant structures and land.....	301.3

SUPPLY

Combustion air.....	603.5
Connections.....	505.1
Water heating facilities.....	505.4
Water supply.....	505.3
Water system.....	505

SURFACE

Exterior surfaces.....	304.2, 304.6
Interior surfaces.....	305.3

SWIMMING

Enclosure.....	303.2
Swimming pools.....	303.1
Safety covers.....	303.2

T

TEMPERATURE

Residential buildings.....	602.2
Water heating facilities.....	505.4

TENANT

Notification.....	10-87
Responsibility.....	10-87
Scope.....	101.2

TEST, TESTING

Agency.....	105.3.1
Methods.....	105.3.1
Reports.....	105.3.2
Required.....	105.3

TRANSMISSION LINES

Maintenance.....	304.20.6
------------------	----------

TRASH

Containers.....	304.20.4, 308.3.2
Rubbish and garbage.....	308

U

UNOBSTRUCTED

Access to public way.....	702.1
General, egress.....	702.1

UNSAFE

Equipment.....	108.1.2
Existing remedies.....	102.4
General.....	108
Notices and orders.....	107, 108.3
Structure.....	108.1.1

USE

Application of other codes.....	102.3
---------------------------------	-------

V

VACANT

Closing of vacant structures.....	108.2
Emergency measure.....	109
Method of service.....	107.3, 108.3
Notice to owner or to person responsible.....	107, 108.3
Placarding of structure.....	108.4
Vacant structures and land.....	301.3

VAPOR

Exhaust vents.....	302.6
--------------------	-------

VEHICLES

Inoperative.....	302.8
Painting.....	302.8

VENT

Connections.....	504.3
Covers.....	403.6
Exhaust vents.....	302.6
Flue.....	603.2

VENTILATION

Clothes dryer exhaust.....	403.5
Combustion air.....	603.5
Definition.....	202
General, ventilation.....	403
Habitable rooms.....	403.1
Recirculation.....	403.2
Toilet rooms.....	403.2

VERMIN

Condemnation.....	108
Insect and rat control.....	302.5, 309

VIOLATION

Abatement.....	106.5
Condemnation.....	108
General.....	106
Notice.....	106.2, 107, 108.3
Penalties.....	106.4
Placarding of structure.....	108.4
Prosecution.....	106.3
Strict liability offense.....	106.3, 202
Transfer of ownership.....	107.6
Unlawful acts.....	106.1

W

WALL

Accessory structures.....	302.7
Exterior surfaces.....	304.2, 304.6
Exterior walls.....	304.6
Foundation walls.....	304.5
General, fire-resistance rating.....	703.1
Interior surfaces.....	305.3
Outlets required.....	605.2
Temperature measurement.....	602.5

WASTE

Disposal of garbage.....	308.3
Disposal of rubbish.....	308.2
Garbage storage facilities.....	308.3.1

WATER

Basement hatchways.....	304.16
Connections.....	506.1
Contamination.....	505.2
General, sewage.....	506
General, storm drainage.....	507
General, water system.....	505
Heating.....	505.4
Kitchen sink.....	502.1
Nonpotable water reuse.....	505.5, 505.5.1
Required facilities.....	502
Supply.....	505.3
System.....	505
Toilet rooms.....	503
Water heating facilities.....	505.4

WEATHER, CLIMATE

Heating facilities.....	602
-------------------------	-----

WEATHER TIGHT

Window and door frames.....	304.13
-----------------------------	--------

WEEDS

Noxious weeds.....	302.4
--------------------	-------

WIDTH

Minimum room width.....	404.2
-------------------------	-------

WIND

Weather tight.....	304.13
Window and door frames.....	304.13

WINDOW

Emergency escape.....	702.4
Glazing.....	304.13.1
Guards.....	304.18.5
Guards for basement windows.....	304.17
Insect screens.....	304.14
Interior surface.....	305.3
Light.....	402
Openable windows.....	304.13.2, 304.18.2
Toilet rooms.....	403.2
Ventilation.....	403
Weather tight.....	304.13
Window and door frames.....	304.13

WORKMANSHIP

General.....	102.5
--------------	-------

