

- New construction, additions, alterations, and demolitions
- Most electrical work including upgrades.

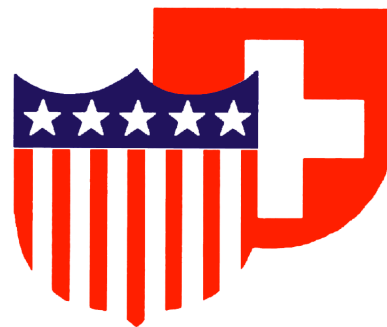
Please contact the Building & Zoning Department to determine whether a permit is needed for work performed on rental properties.

City of Highland, Illinois

City Hall — 1115 Broadway
 (618) 654-9891
 Building & Zoning Dept. -- 2610 Plaza Drive
 (618) 654-7115
 Police Dept. (non-emergency) — 820 Mulberry Street
 (618) 654-2131
 Fire Dept. (non-emergency) — 1122 Broadway
 (618) 654-5901

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Guidebook for Rental Property Owners & Agents



City of Highland, Illinois 62249

*As Public Servants, our mission
is to serve the community for
the good of the community.*

Introduction

All City of Highland, Illinois residents are entitled to a safe, sanitary and decent living environment. To achieve this goal the Building & Zoning Dept. is charged with ensuring that rental properties comply with the recently approved City of Highland Health Safety Inspections Code.

Owner/Agent Responsibility

It is generally the owner's/agent's responsibility to ensure that the property is maintained in conformance with the provisions of the Property Maintenance Code. The City of Highland Building & Zoning Department will inspect the interior, exterior and common areas of all subject properties as tenancy changes. The department will also inspect units in a building subject to receiving complaints. The owner has primary responsibility for the activities related to conformance associated with the code compliance including the following requirements.

Property Maintenance Code

The Property Maintenance Code is established for the condition of all aspects of the property, including provi-

sions for exterior conditions such as painting, masonry, tuckpointing, roofs, gutters, handrails, landscaping, trash areas and general property upkeep.

The Code also addresses the interior of buildings, including general cleanliness of all common areas, handrails, stairs and painting, as well as conditions pertaining to the individual units.

In addition to the general code provisions for interior and exterior maintenance, the Property Maintenance Code contains very specific standards for lighting, occupancy, electrical, plumbing, mechanical and fire safety.

Certificate of Compliance Process

All units in the building(s) subject to inspection and certificate of compliance process under the policy of the City of Highland must comply with the inspection and permit process at each change in tenancy. Please be aware this process can take several days, especially if the initial inspection determines the unit is not in compliance, and make the necessary allowances when scheduling a tenant's date of occupancy.

Before a dwelling unit can be occupied, the owner/agent must submit the required application for a certificate of compliance and pay the certificate fee. This can be done as soon as a unit be-

comes available. The owner/agent will then make an appointment for an inspection of the property and affected unit to determine compliance with the Property Maintenance Code. The owner/agent will go to the Building & Zoning Department to complete the certificate of compliance application. When the property is found to be in compliance with the Code and the inspection process completed, the compliance certificate will be forwarded to City Hall. At such point, the rental unit will be ready for occupancy.

If, however, the unit or property is not in compliance, it will not be approved for occupancy and the owner/agent will receive a violation notice describing the violation(s) and the correction(s) to be made.

Certificate of Compliance Fees

Certificate of Compliance fees are \$25 and include the initial inspection and one follow-up inspection for each unit. The owner/agent of any unit requiring additional follow-up inspections will be charged \$25 for each inspection. A certificate of compliance will not be issued until all fees are paid.

Occupancy Inspection of Unit & Property

The Building & Zoning Department will inspect the property and unit in accordance with the Property Maintenance Code. Some of the items inspected during the process for issuing an occupancy permit are listed below; however, it is impossible to include every situation or circumstance. Therefore, the items noted on inspection reports are not limited to this list but include the basic areas:

- Walls, ceilings, floors, doors, etc., shall be in good repair, clean and free of cracks or holes.
- All windows and associated hardware must be in good repair with no breaks or cracks.
- Screens shall be in good repair to prevent access by insects.
- Doors required as public or common area exits or as a means of egress shall be capable of being opened from the inside without the use of a key.
- Handrails are required on all interior and exterior stairways with four or more risers and handrails must be secure.
- Electrical outlets (minimum of two remote per room), light switches and fuse or breaker boxes shall be in

properly working condition.

- Each bathroom is required to have GFI receptacles and one light fixture.
- All plumbing fixtures, drains and piping must be properly installed, maintained in good working order and kept free of obstructions, leaks and defects.
- Tile, grout and caulking shall be clean and watertight.
- All dwelling units shall have an approved smoke detector both inside and outside of each sleeping area and on every level.
- Carbon Monoxide detectors shall be placed in the vicinity of each sleeping area.
- Common hallways, stairs, basements and mechanical areas must be free of any hazardous or unsanitary conditions. Smoke detectors must be in proper working order. Hallways and stairways must be properly lighted. Fire doors must be in proper working condition and free of defects.
- Refuse areas must be clean and adequate refuse and recycling containers must be provided to properly store refuse and recyclables between collection days.
- Exterior walls or structures should be properly painted or sided; no peeling or cracked paint.

- Address numbers at least four inches high and contrasting with their background shall be placed on the building.

Change of Ownership

Following a change in ownership, the new owner must contact the Building & Zoning Department to request an inspection. A change of ownership requires that all dwelling units, the common areas and exterior of the building be brought into compliance with the Property Maintenance Code. If the building is found to be in violation of the Code, the deficiencies must be corrected, and the property reinspected and approved.

Construction Permits & Inspections

In order to guard the health and safety of the residents of Highland and to ensure that all work performed is done in a workman-like manner consistent with the technical knowledge necessary, permits are required for a variety of new or replacement items. These include, but are not limited to the following: