



Building Department (847)426-2822 x2

120 Barrington Avenue, East Dundee, IL 60118

**APPLICATION FOR LICENSE TO OPERATE A  
RESIDENTIAL RENTAL DWELLING  
Application Year 2015-2016**

*Please complete all sections of the application. Print or type information. A license will not be issued if all information is not furnished. License fee must accompany this application.*

Address of Property \_\_\_\_\_

Property Tax Index Number (PIN) \_\_\_\_\_

**OWNERSHIP INFORMATION**

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

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Number (\_\_\_\_\_) \_\_\_\_\_ Business Number (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Number (\_\_\_\_\_) \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Emergency Contact Name \_\_\_\_\_

24 Hour Emergency Phone Number \_\_\_\_\_

**TENANT INFORMATION**

Tenant Name(s) \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Number of Occupants \_\_\_\_\_

I understand the issuance of a license is conditioned upon compliance with all applicable Village Codes and that said license may be revoked for cause. All information provided in this application is true and correct to the best of my knowledge:

\_\_\_\_\_  
Signature of owner or manager \_\_\_\_\_ Date

Single-family: **\$100 X (# of units \_\_\_\_\_) = \_\_\_\_\_**

Multifamily building: **\$75 per dwelling unit X (# of units \_\_\_\_\_) = \_\_\_\_\_**

**TOTAL FEE AMOUNT \$ \_\_\_\_\_**

\*Please note there is a \$75.00 Failed re-inspection fee and a \$30.00 cancellation fee

**OFFICE USE ONLY**

Rental Dwelling License Number # \_\_\_\_\_



### RESIDENTIAL DWELLING INSPECTION FORM

COMPLEX NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ UNIT \_\_\_\_\_

# OF ROOMS \_\_\_\_\_ # OF BEDROOMS \_\_\_\_\_ SQ. FT. OF UNIT \_\_\_\_\_

#### WORKMANSHIP

1 \_\_\_ Repair work not workman-like (102.5)

#### EXTERIOR STRUCTURE

- 2 \_\_\_ Stairs and porches (304.10)
- 3 \_\_\_ Handrails & guardrails (304.12)
- 4 \_\_\_ Windows & door frames (304.13)
- 5 \_\_\_ Glazing (304.13.1)
- 6 \_\_\_ Openable window (304.13.2)
- 7 \_\_\_ Insect screens (304.14)
- 8 \_\_\_ Door hardware (304.15)
- 9 \_\_\_ Basement hatchways (304.16)

#### INTERIOR STRUCTURE

- 10 \_\_\_ Supporting structure members must be structurally sound (305.2)
- 11 \_\_\_ Interior surface must be sanitary (305.3)
- 12 \_\_\_ Sanitation – no accumulation of rubbish or garbage (307.1)
- 13 \_\_\_ Insect and rat harborage (308.1)
- 14 \_\_\_ Handrails (305.5)

#### SANITATION CONDITION

- 15 \_\_\_ Disposal of rubbish (307.2)
- 16 \_\_\_ Disposal of garbage (307.3)
- 17 \_\_\_ Rubbish/garbage containers (307.3.2)

#### LIGHT

- 18 \_\_\_ Window area 8% of floor area (402.1)
- 19 \_\_\_ Common halls and stairways 60 watts/200 s.f. (402.2)

#### VENTILATION

- 20 \_\_\_ Ventilation 45% of window area (403.1)
- 21 \_\_\_ Toilet rooms window/mechanical (403.2)

#### OCCUPANCY LIMITATIONS

- 22 \_\_\_ Access from sleeping rooms shall not be accessible to other sleeping rooms (404.4.2)
- 23 \_\_\_ Areas for sleeping purposes 1 person – 70 sq. ft. 2 or more persons – 50 sq. ft. per person (404.4.1)
- 24 \_\_\_ Water closet accessibility (404.4.3)
- 25 \_\_\_ Overcrowding (404.5)
- 26 \_\_\_ Prohibited use kitchens and non-habitable spaces shall not be used for sleeping (404.4.4)
- 27 \_\_\_ Food preparations shall have suitable space and equipment in a sanitary manner (404.7)

#### REQUIRED FACILITIES

- 28 \_\_\_ Dwelling units shall have bathtub or shower, lavatory, water closet and kitchen sink (502.1)

#### PLUMBING FIXTURES

- 29 \_\_\_ Water connections proper (504.1)

#### WATER SYSTEM

- 30 \_\_\_ Hot and cold water (505.1)
- 31 \_\_\_ Contamination (cross connections) fixtures must be protected by a vacuum breaker (505.2)
- 32 \_\_\_ Water supply free of leaks, must have adequate pressure (505.3)
- 33 \_\_\_ Water heating facilities must have adequate amount of water at 110° F at tap (505.4)
- 34 \_\_\_ Temperature/pressure relief valve for hot water heaters (505.4)

#### SANITARY DRAINAGE SYSTEM

- 35 \_\_\_ Maintenance of sewer system (506.2)

#### HEATING FACILITIES

- 36 \_\_\_ Heating facilities 68° 3ft./3ft. (602.2)
- 37 \_\_\_ Heat supply (602.3)
- 38 \_\_\_ Installation of mechanical equipment (603.1)
- 39 \_\_\_ Flue vent clearances (603.3)

#### ELECTRICAL FACILITIES

- 40 \_\_\_ Electrical receptacle (605.2)
- 41 \_\_\_ Light fixtures (605.3)
- 42 \_\_\_ Service (60 amperes) (604.2)

#### MEANS OF EGRESS INT'L FIRE CODE

- 43 \_\_\_ Direct exit (readily operable) (702.1)
- 44 \_\_\_ Exit signs (1003.2.10) (702.1)
- 45 \_\_\_ Fire protection system (704.1)
- 46 \_\_\_ Emergency escape openings (702.4)

#### FIRE RESISTANCE RATINGS

- 47 \_\_\_ Fire resistance rating (703.1)

#### EXTERMINATION

- 48 \_\_\_ Owner responsible for extermination prior to renting (308.2)

#### OCCUPANTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Inspection based on 2006 International Codes

Reinspection Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved     Approved, Above Corrections Required     Not Approved, Re-inspection Required

Owner/Tenant Signature

Inspector Signature