



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

PROPERTY SALE TRANSFER INSPECTION

The Sale or Transfer of properties within the Village of Norridge requires an inspection for Smoke and Carbon Monoxide Detectors, Zoning, Water Meter, Backflow Information and Sump Pump Discharge.

Inspections need to be scheduled within 30 days before closing and the inspection report is only valid for 30 days.

The seller or representative of the property must submit the following:

- Application for Transfer Inspection
- A copy of the sales contract 1st and last page or the transfer deed
- Copy of the MLS (multiple listing) if sold through a realtor
- \$100.00 fee (per unit)

The individual present who is representing the property will be given an approved report or a report listing the deficiencies. If a re-inspection is required a \$25.00 re-inspection fee will be required prior to re-scheduling the appointment. The buyer could assume the liability of making any Water Department or Zoning corrections by signing and notarizing an agreement with the Village of Norridge. The corrections need to be made by the buyer within 30 days of possession of the property.

Once compliance has been met and approved, not more than 3 days prior to the closing, the seller or representative is required to pay the final water bill and any other debt that may be owed to the Village. Cash or check will be the only form of payment.

The original deed (does not need to be signed) must be brought to the Building Department to have a rubber stamp affixed to the deed.

Failure to follow Village of Norridge Ordinance pertaining to home sales will result in fines as mandated by this code.

The Village Hall is open Monday thru Friday, 9:00 AM to 5:00 PM and Saturday from 9:00 AM to 12:00 PM.

CARBONMONOXIDE DETECTORS & SMOKE ALARMS REQUIREMENTS

CARBONMONOXIDE DETECTORS

(within 15 ft. of each sleeping room)

- 1st Floor
- 2nd Floor
- Basement

SMOKE ALARMS

- In each sleeping room
- Outside each separate sleeping area in the vicinity of the bedrooms
- On each level without a sleeping room



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Water Department Transfer Inspection Information Sheet

The Village of Norridge Water Department will be conducting a transfer inspection on the property at the scheduled date and time. Remember all Village employees have Village ID's; feel free to ask the inspector for identification. This sheet will help prepare you for the inspection and give a brief overview of what the inspector will be checking during the inspection.

Water Meter

1. The water meter (figure 1) and transmission unit/mtu (figure 2) must be accessible at the inspection. Before the inspector arrives at the property, please make sure you or your representative knows the location of these components and that they are accessible. The inspector will be checking to ensure all components are functioning properly and the meter is properly sealed and tagged. If a deficiency is found, additional time might be needed to either repair or replace these components. If the seal is removed or missing, a fine of \$1,000.00 may be imposed per Village Ordinance (*Section 98-113*) and the transfer inspection may not pass. The cost for damaged equipment and reinstallation must be paid prior to stamping the deed.

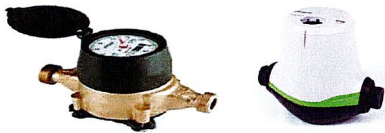


Figure 1 Water Meter



Figure 2 MTU

Backflow Information

This section pertains to backflow protection at the property. Backflow prevention aids in the protection of keeping non-potable water from entering the plumbing system and Water Distribution System of the Village. These requirements are from the Illinois Plumbing code.

1. If you have a boiler which is used to heat your home (not the water heater), a dual check valve, with a vent, is required. This is the most common protection (figure 3). If your boiler has chemicals in the system, a RPZ valve is required (figure 4). This device will need to be installed and tested at the time of installation and annually thereafter.



Figure 3 Dual check with vent

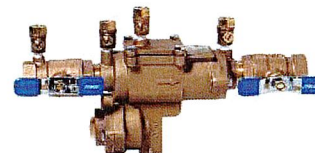
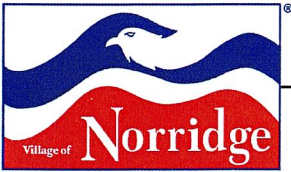


Figure 4 RPZ



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- The outside and inside hose connections must have vacuum breakers installed (figure 5). Hose connection vacuum breakers are available at the Village Hall.

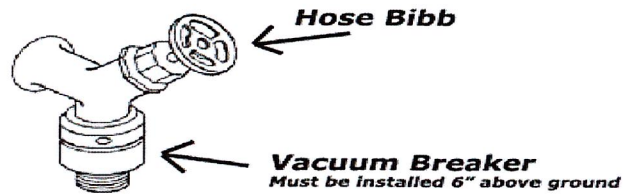


Figure 5 Hose bib with Vacuum Breaker

- If you have a lawn irrigation system, a RPZ (figure 4) and a valid/approved test report is required.
- If the RPZ is not installed, two options exist:

- Option 1. The device can be installed, tested, and inspected.



Figure 6 RPZ

- Option 2. The system can be disconnected. An inspector will conduct an inspection and a disconnect form will be signed.

If any deficiencies exist at the property, the inspection may not pass. Please allow the proper amount of time between the property closing date and the Village transfer inspection date to insure adequate time for any corrections that need to be made.

Sump Pump Discharge

This section pertains to the discharging of clean water into the Metropolitan Water Reclamation District Sewer System (MWRD). The Village of Norridge, in conjunction with MWRD, does not allow "clean water" to be discharged into the sanitary sewer system. If you have a sump pump connection discharging "clean water" into the sanitary sewer system (figure 7), it will need to be disconnected and routed outside to the front or rear of the property (figure 8).

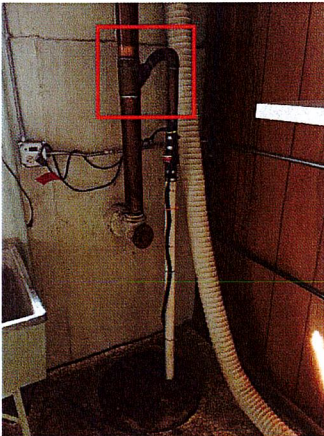


Figure 7 Illegal Sump Pump Connection

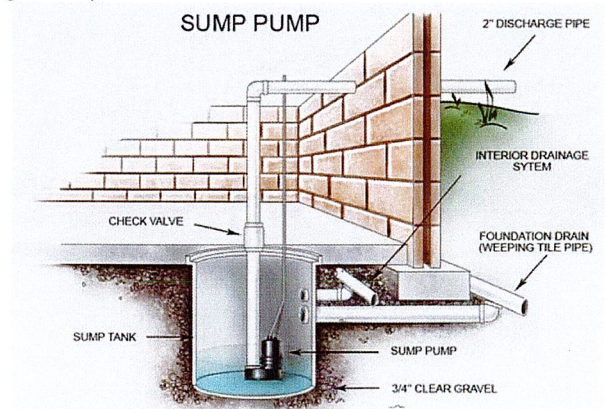
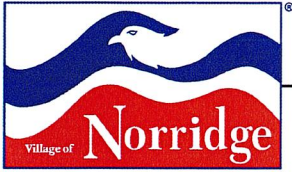


Figure 8 LEGAL Sump Pump Connection



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Final Water Bill Information

- The final water bill must be paid in cash or check prior to stamping the deed.
- Final water bills are not issued more than 3 business days prior to the closing date.
- Final water bills are calculated at the time of final payment.

Water Department Contact Information

- Mike Fanelli Jr. (RPZ) 708-453-0800 x 5794 mfanelli@villageofnorridge.com
- Customer Service 708-453-0800