



City of
Waukegan

Building Department • ☎ (847) 625-6868
Code Enforcement • ☎ (847) 625-6860
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Waukegan, Illinois 60085
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Richard H. Hyde, Mayor
Wayne Motley, City Clerk
Patrick M. Dutcher, Treasurer

Charles R. Perkey
Building Commissioner

RE:

Dear property owner,

In January of 2003, the City of Waukegan is going to begin an annual inspection program of all rental units in the city. The purpose of this inspection program is to ensure that all rental units are currently in compliance with all applicable codes, or if not in compliance, they are brought into compliance in a reasonable amount of time.

City Ordinance Chapter 14, Section 14.4 requires that all rental housing properties, except those properties of two (2) units or less in which the owner resides, shall be required to be licensed by the City. Section 14.4 (d)(i) provides that every rental unit, except those occupied by the owner, shall be inspected on an annual basis to determine that the unit has no outstanding code violations. And, Section 14.4 (d)(vi) provides that all vacant rental units must be inspected prior to being reoccupied.

The City of Waukegan has prepared a schedule for the annual inspections. The schedule is based on a random selection of properties to be inspected each month. The month that your property is originally scheduled for an inspection will continue to be the month your property will be inspected in subsequent years. It will also be the month that your annual rental license is renewed.

You will receive a notice from the City thirty days prior to your annual inspection month outlining the date and time of your scheduled inspection. The inspection will include an interior and exterior inspection of each rental unit on your property and all common areas. The owner or duly authorized agent of the owner must be present during the inspection and must provide access to the interior of every rental unit. Failure to comply with the annual inspection may be grounds to revoke your rental business license.

Code Enforcement Division
City of Waukegan

DISCLAIMER: Housing inspections are required by the City to aid in improving and maintaining the overall condition of housing in Waukegan. The housing inspection conducted herein does not constitute any representation, guarantee, or warranty to any person as to the condition of the buildings inspected. The housing inspection does not indicate compliance with any inspection or program, other than that of the City of Waukegan. The City does not assume any responsibility or liability in connection with the inspection and issuance of the certificate of housing maintenance compliance. The Housing inspector will conduct only a visual inspection of the premises: for example a ground level inspection of the roof and a visual examination of the heating, electrical and plumbing systems. Buyers, sellers and renters are encouraged to obtain their own comprehensive inspection of houses prior to any sale, purchase or rental of residential property.