

The City of LaSalle Building Department exists to help you. Our goal, through the enforcement of codes adopted by the City of LaSalle, is to provide clean, safe and healthy neighborhoods.

In order to protect the health, safety and welfare of its citizens the City of LaSalle sets forth standards for all property within the City and a process, called code enforcement, to maintain these standards.

REMEMBER . . .

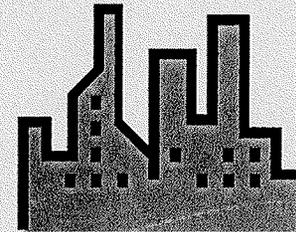
All work except minor repairs must be done under permit.

All electrical and plumbing in rental units must be done by a licensed professional under permits. Applications for permits can be obtained at the address indicated below.

CITY OF LASALLE

**A GUIDE TO THE
PROPERTY
MAINTENANCE
CODE**

City of LaSalle Building Department



CITY OF LASALLE

745 Second Street
LaSalle, IL 61301
www.theramp.net/lasalle

Phone: 815-223-6344
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Email: lasalle@theramp.net

Date: 06/24/2003

AN INFORMATIONAL GUIDE

This booklet is designed to be helpful to all citizens, whether tenant, homeowner or landlord. It is an informational guide to LaSalle's Property Maintenance Code.

The boxes indicate a requirement of the code.

The booklet does not have legal status. For precise definitions and descriptions of requirements—check the Code which is available for viewing at City Hall, 745 Second Street.

Remember—building permits are required for all but minor repairs. Call 223-6344 for more information.

LOOK AT THE OUTSIDE

Is Your Home Clean and Well-Maintained?



- Premises in clean, sanitary and safe condition
- Premises graded and maintained to prevent erosion of soil and accumulation of stagnant water
- Sidewalks, stairs, drives and similar areas kept in proper state of repair and maintained free from hazardous conditions
- Premises free from weeds or plant growth in excess of 6 inches
- Premises free from rodent harborage and infestation
- Exhaust vents do not discharge directly onto abutting property or that of another tenant
- All accessory structures are maintained structurally sound and in good repair
- No inoperable or unlicensed vehicles parked or stored
- No vehicles in a state of major disassembly or disrepair
- No vehicles painted on premises
- Premises free from graffiti or other markings
- Yard and roof drainage does not create a public nuisance

HOUSE EXTERIOR

- No holes/cracks/loose material
- Surface intact
- Soffit and Fascia in good repair
- Siding in good repair
- Surface weatherproof and properly surface coated
- No peeling, flaking or chipped paint

ROOF

- Free of leaks
- Shingles in good repair/not worn

GUTTERS/ DOWNSPOUTS

- In good repair
- Free of obstructions

LOOK AT YOUR HOME'S EXTERIOR

Is Your Home in Good Repair?

CHIMNEY

- Clean
- No loose or missing bricks
- Tuckpointing (mortar between bricks) in good condition
- Structurally sound



PORCH

- In good repair
- Handrail and guards firmly fastened and in good condition
- Structurally sound
- Properly anchored and supported

WINDOWS

- Good condition
- Weather tight
- Operable if not fixed
- Sash fits
- Unbroken
- Glazing intact
- Screens from May 1 to September 30 (16 mesh per inch maximum)

FOUNDATION

- Plumb and free from cracks or holes
- In sound condition and preventing entry of rodents/pests

DOORS

- Weather tight
- Rodent proof
- Secured with locks
- In good condition

STEPS

- Not worn
- Evenly spaced
- Handrails if more than 4 steps or higher than a total of 30 inches

BASEMENT ENTRY/ WINDOWS

- Maintained to prevent entry of rodents, rain or surface water
- Window supplied with rodent shield, storm window or other approved protection

BUILDING SECURITY

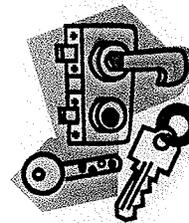
IS YOUR HOME SECURE?

- Doors, windows or hatchways provided with devices to provide security for the occupants and property within
- Deadbolt lock on entry doors
- Deadbolt locks have a throw of at least 1 inch
- Deadbolt locks operable from within without use of a key or other special tool
- Operable windows located within 6 feet of the ground or walking surface have a window sash locking device
- Basement hatchways providing access to a dwelling unit are equipped with devices to secure the units



IS YOUR HOME IDENTIFIED?

- Approved address posted on the home
- Visible from street or road
- House numbers are at least 4 inches tall
- House numbers are non-script
- Numbers contrast with their background



CITY SERVICES

WATER SUPPLY

- All one and two family dwellings are supplied with a separate water service line for each unit, extending from the City's main to the meter
- All water service lines have individual shut off valves located outside of the dwelling
- Multiple dwellings have separate meters and interior service lines for each dwelling unit unless otherwise approved by City personnel
- All meters are placed inside units in an area approved by City personnel
- All services supplying sprinklers systems have backflow prevention devices



GARBAGE

- Landlords must supply trash cans to rental units (tenants must maintain them)
- All garbage disposed of in clean, sanitary manner
- Approved containers
- No accumulation of rubbish or garbage on premises
- Tight fitting covers
- On curb for pickup and removed in timely manner
- Multiple family dwellings with 4 or more units have a dumpster provided by the landlord with arranged garbage pickup
- No discarded refrigerators or similar equipment



ON THE INSIDE

Is The House Clean, Safe and Well-Maintained?

WALLS/CEILINGS

- Clean
- No loose wallpaper
- No cracks
- No loose plaster
- No flaking paint
- No lead paint
- Structurally sound/good repair
- No decayed wood



FLOORS

- Structurally sound
- No holes
- Clean
- In good repair

HALLWAYS

- Well lit
- Clear of obstructions
- Clean

DOORS

- Secure
- Fits frame
- Not blocked
- Proper hardware
- For egress doors, clear width of 28"

WINDOWS

- Glass/screens are not broken
- Windows open freely
- Screens provided
- Proper fit

ELECTRICAL SYSTEM

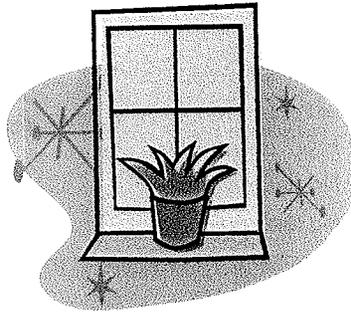
- Adequate service—Min. 3 wire, 120/240 volt, single phase rated not less than 60 amperes. (New services rated not less than 100 amperes)
- No frayed or unconnected wires
- No broken light fixtures
- No use of extension cords for permanent wiring
- Fuse box accessible to tenants
- Each habitable space has a min. of two separate and remote outlets

LIGHTING/VENTILATION

Does the home have enough lighting and ventilation?

THE CODE REQUIRES:

- Every habitable space have at least one window of approved size facing the outdoors or a court
- Total glazed (glass) area of at least 8 percent of the floor area of each room
- In areas lacking natural light, approved artificial light is provided
- Openable area of windows in a room equal to at least 45 percent of the required glazed area
- Areas lacking natural ventilation have approved mechanical ventilation
- Every bathroom and toilet room have an approved window opening or mechanical ventilation
- All bathroom vent fans discharge to the exterior of the home
- Common halls & stairs in residential units lit at all times with minimum of 60 watt incandescent light bulb for each 200 square feet of floor area and spaced not more than 30 feet
- Cooking not permitted in any rooming unit or dormitory unit and no cooking appliances are permitted in such rooms
- Clothes dryer exhaust systems are independent of all other systems and are exhausted in accordance with manufacturer's instructions

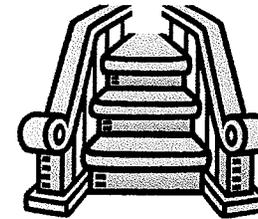
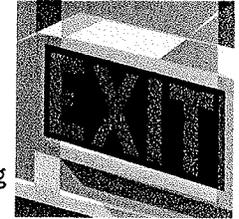


FIRE SAFETY

Check exits and means of egress

THE CODE REQUIRES:

- Exit signs, if required, internally or externally illuminated
- Emergency power supplied for all exit signs in buildings containing more than two dwelling units unless each unit has direct access to the outside of the building at grade
- Guards provided on all open sides of all means of egress more than 30 inches above the floor or grade below. Guards are not less than 42 inches high and do not have an opening which would allow a 6-inch diameter sphere to pass through (4-inch diameter for new construction)
- Existing stairs have a rise not exceeding 8¼ inches and a run



- not less than 9 inches unless approved otherwise by the Fire Chief
- Stairways have handrails on at least one side
- Handrails are located between 30 inches and 42 inches above the stair nosing
- Ramps used as a means of egress are not steeper than 10 to 1
- The direction of egress or exit from the building is marked and readily identifiable for stairways continuing below the level of exit discharge
- All means of egress are maintained and free from obstructions
- Openings within 10 feet of fire escapes have opening protectives with a min. ¾ hour fire rating
- Access to a fire escape is from a door or window and leads directly to a balcony, landing or platform no higher than the floor or window and no lower than 8 inches below the floor or 18 inches below the windowsill
- Fire escapes are constructed of non-combustible material
- The lowest balcony of a fire escape is not more than 18 feet from the ground and the stairs extend to the ground

IN THE KITCHEN

The Property Maintenance Code Requires:

- No gasoline stove
- At least two separate and remote outlets
- Hot and cold water
- Drain properly connected to the sanitary sewer
- No sleeping area in the kitchen
- Water tight floor
- Minimum of one kitchen sink in the kitchen
- Clear passageway of at least 3 feet
- Minimum clear ceiling height of 7 feet
- Adequate facilities to store, prepare and serve foods in a sanitary manner
- Adequate facilities for temporary storage of food wastes and refuse
- If apartments come with appliances, the landlord must maintain them



POISONOUS GAS

Do not heat kitchen by turning on all gas stove burners or oven. This causes a buildup of poisonous gas (carbon monoxide) which can kill you!

OTHER AREAS TO CONSIDER:

- Chipping paint, especially poisonous lead paint
- Dripping faucet
- Plugged drain



RODENT AND ROACH ATTRACTORS INCLUDE:

- Dirty dishes
- Dirty stove and refrigerator
- Uncovered food
- Garbage in open containers
- Cracked floor covering
- Grease covered walls and ceilings

IN THE BATHROOM

The Property Maintenance Code Requires:

- A tub or shower
- A washbasin or lavatory properly installed in close proximity to the water closet
- Hot and cold water
- Drain properly connected to the sanitary sewer
- Properly mounted toilet seat
- Water tight floor
- No plugged drains
- No faucet lower than the top of tub or basin rim
- Operable window or mechanical ventilation discharged to the outside
- Plumbing fixtures do not drip or leak
- Toilet rooms and bathrooms provide privacy
- Toilet rooms and bathrooms do not serve as the sole access to a hall or other space or the exterior
- Minimum of one receptacle

FOR MULTIPLE DWELLINGS AND ROOMING HOUSES

- A door and locking device is needed for all common or shared bathrooms and toilet rooms
- Rooming houses shall have a minimum of one water closet, lavatory and bathtub or shower for each four rooming units



CAUTION!!

Water and electricity can electrocute you, so ...

Never use electric appliances near water

Switches and outlets must be located outside of reaching distance from a shower or bathtub

THE BEDROOMS

The Property Maintenance Code Requires:

A sleeping room unit is based on all rooms which can lawfully be used for sleeping

Occupancy Requirement Chart Sleeping Space

Number of Occupants	Min. Sq. Ft. Required
1	70
2	100
3	150
4	200
5	250
6	300
7	350

A Bedroom Must Be At Least:

70 Square Feet

And if slept in by 2 or more must have

50 Square Feet for each occupant

Each bedroom shall have access to at least one water closet and lavatory on the same story as the bedroom.

Each bedroom shall have access to at least one water closet and lavatory without passing through another bedroom.

Bedrooms cannot provide the only means of access to other bedrooms or habitable spaces.

THE BASEMENT

STAIRWAY

- Well lit
- Secure handrail
- Secure steps
- Steps evenly spaced



AS A SLEEPING AREA:

- Proper ceiling height
- Light and ventilation provided
- Registered as a rental unit if applicable
- Available and approved exits
- Approved emergency escape windows required
- Required smoke detectors installed

WALLS

- Waterproof
- Structurally sound

FLOOR AREA

- Waterproof
- Free of trash
- Grill over drainpipe outlets
- No gasoline filled containers or other volatile materials

WATER SERVICE

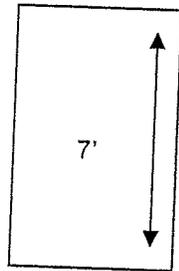
- No cross connection of waste pipe and water pipe
- Jumper wire across water meter
- Temperature and pressure relief valves on water heater

CHECK CEILING HEIGHTS

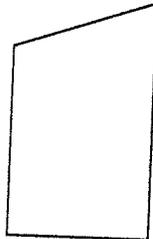
The Property Maintenance Code Requires:

All habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable areas of basements shall have a clear ceiling height of not less than 7 feet except for the following:

- In one and two family dwellings, beams or girders spaced not less than 4 feet on center can project not more than 6 inches below the required ceiling height
- Basement rooms in one and two family dwellings occupied exclusively for laundry, study or recreation can have a ceiling height of not less than 6 feet 8 inches with not less than 6 feet 4 inches under beams, girders, ducts, etc

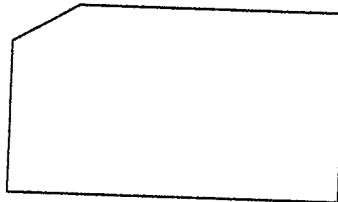


The ceiling height of a room used for living purposes must be at least 7 feet high



The ceiling in attics or top half-stories must be at least 7 feet high over one third of the occupied area

In figuring how big a room is, any part of a room lower than 5 feet high does not count.



Each dwelling unit must have separate access to a hall, landing, stair or street.

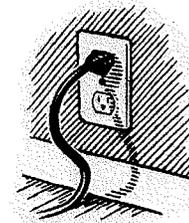
CHECK YOUR HOME'S SYSTEMS

HEATING AND OTHER COMBUSTION SYSTEMS

- Can heat to 68 degrees F
- Properly installed and ventilated
- Sealed against fumes
- Ducts and pipes leak-free
- Sealed chimney
- Safety switch
- Clean filters
- Clear of storage

ELECTRICAL SYSTEMS

- Properly grounded
- Service not less than a three wire, 120/240 volt, single phase having a rating of not less than 60 amperes
- Minimum rating of 100 amperes on all new services
- Laundry room has a grounded receptacle or a receptacle with a ground fault circuit interrupter
- At least one electric lighting fixture in each public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room



- A minimum of two separate and remote receptacle outlets in every habitable space
- Insulated wires
- All wires above the bottom of the floor joists or in conduit if in the basement
- Enclosed fuse box
- No exposed light sockets
- All equipment properly installed
- Covers on all switches and outlets
- Work completed by a licensed electrician

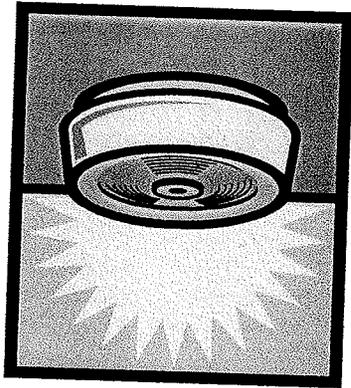
PLUMBING SYSTEMS

- All fixtures connected to a public sewer system or an approved private disposal system if City sewer is unavailable
- All hose bibs shall have an approved atmospheric type vacuum breaker
- All fixtures provided with sufficient volume and pressure
- Water heating facilities capable of heating water to at least 110 degrees F
- Gas burning water heaters are not located in any bathroom, toilet room, bedroom or other occupied room normally kept closed
- System is properly vented

SMOKE DETECTORS

Does Yours Work?

It's the law. Every residential rental unit must have at least one smoke detector in each bedroom, in the immediate vicinity of a bedroom and one per floor including the basement. The owner of a dwelling unit is required to provide the detectors. After occupancy, the tenant is responsible for replacing the batteries as needed. Moreover, all multiple dwelling units must have approved smoke detectors in common hallways and stairways. All detectors must be hard wired with a battery backup if access is available.



**Smoke Detectors
Are Required By
Law**

EFFICIENCY UNITS

Specific Requirements

Efficiency units occupied by not more than 2 occupants, shall have a clear floor area of not less than 220 square feet, exclusive of sink and kitchen counter, kitchen appliances and bathroom areas.

**220 Square Feet
Minimum Area
for
1 or 2 occupants**

Efficiency units occupied by 3 occupants, shall have a clear floor area of not less than 320 square feet, exclusive of sink and kitchen counter, kitchen appliances and bathroom areas.

**320 Square Feet
Minimum Area
for
3 occupants**

All efficiency units must have a kitchen sink, cooking appliance and refrigeration facilities with a clear working space of not less than 30

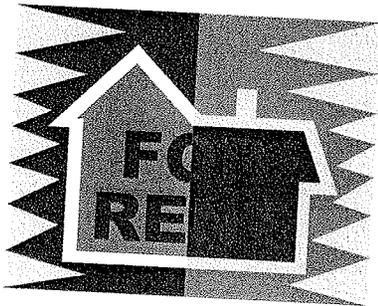
All efficiency units must have a separate bathroom containing a water closet, lavatory and bathtub or shower

**MAXIMUM OCCU-
PANTS FOR AN
EFFICIENCY UNIT
SHALL BE 3**

EVERYONE HAS A RESPONSIBILITY

Whoever Owns a Property—Landlord or Owner Occupant—is Responsible for These Things:

- Not renting out housing with code violations
- Not renting out housing without a residential rental license
- Keeping clean the shared or public areas of dwellings with two or more units
- Eradicating rats, insects, and other pests
- Posting name, address, and telephone number of the owner or his agent (P.O. Box number is not enough)
- Placing garbage and rubbish in approved containers
- Notifying occupants of exits
- Not permitting overcrowding
- Supplying hot and cold water as reasonable required by the tenant
- Providing heat at a minimum temperature of 68 degrees between October 1 and May 31



EVERYONE HAS A RESPONSIBILITY

Whoever is a Tenant—Whether it is an Apartment or a House—Has these Responsibilities:

- Keeping the dwelling unit clean, and particularly cleaning floors and walls, and keeping plumbing unobstructed
- Using trash cans for garbage and rubbish, not the streets or gutters
- Not committing vandalism, and not permitting anyone else to vandalize
- Not blocking exits or stairways with furniture, bicycles, carriages, or other obstacles
- Not storing flammable liquids inside
- Giving the owner access to make repairs at reasonable times
- Complying with all rules that are brought to the tenant's attention and agreed to in writing
- Properly using and operating all electrical fixtures, including smoke detectors and plumbing fixtures
- Maintaining a working battery in smoke detectors

