



**101 E. 3<sup>rd</sup> St.  
Alton IL 62002  
618-463-3500  
[www.cityofaltonil.gov](http://www.cityofaltonil.gov)**

# **CITY OF ALTON, ILLINOIS HOUSING CODE BASIC REQUIREMENTS**

**CITY OF ALTON HOUSING CODE**  
**A COMMUNITY TAILORED PROGRAM OF NEIGHBORHOOD PRESERVATION**

For many years, you City has had laws which spell out reasonable minimum standards for construction and maintenance of residential buildings and the number of people who may occupy them.

In January, 1978, there was added to the code a requirement for inspections by the City prior to a change of ownership or occupancy in private homes. In addition, exterior inspections (from the street) may be made at any time. In 1995, the City adopted the National Property Maintenance Code which is used nationwide.

Inspections are made by experienced certified inspectors who examine homes for defects which cause health or safety hazards, for overdue maintenance, and for minimum standards for decent housing.

Experience in other communities, and in Alton, shows that this kind of program, sensibly administered, is an effective way of maintaining neighborhoods and preventing their decay. This is also a means of maintaining property values for the benefit of homeowners, rental property owners, and businesses.

**WHAT YOU NEED TO DO TO COMPLY WITH THE HOUSING CODE**

If you are planning to sell or rent a single-family or multiplex dwelling unit to another party, or to a new tenant, you are required to obtain an Application for Occupancy Permit. To arrange for an inspection, the owner or owner's registered agent must make application at City Hall, Room 204, phone 463-3532. The charge for the inspection is \$55.00. Permits are issued by the Housing Inspector when it has been verified that the floor space in the dwelling is adequate for the proposed number of occupants and the premises meets the established minimum standards.

**ADDITIONAL FEES**

The following additional fees shall apply per City Code 9-2-8 (D):

- The fee for said occupancy permit shall be thirty dollars (\$30.00). An additional fee of thirty-five dollars (\$35.00) shall be charged in connection with any occupancy permit if the owner, lessor, seller, or their agent fails to be present at the appointed time of a scheduled inspection unless written notice of the cancellation of a scheduled inspection is delivered to the office of the deputy director at least twenty-four (24) hours in advance of the scheduled inspection. An additional fee of thirty-five dollars (\$35.00) shall be charged in connection with each and every subsequent inspection in connection with any occupancy permit if and after an inspection of the residential dwelling unit indicates that the residential dwelling unit has failed to meet the minimum building and housing codes or standards of the City of Alton so as to permit the issuance of an occupancy permit.

- **Said occupancy permit must be applied for and all fees paid for by the owner, lessor, or seller; said occupancy permit will not be issued until such time as there is an actual change of occupancy at which time of issuance no additional fee shall be charges, but occupant must furnish such additional information as is required by the issuing authority.**
- **In the event the deputy director, or his or her agent, shall determine that an advanced inspection of the dwelling or the dwelling unit is required, as provided in Section 9 of this Chapter, an additional fee of \$70.00 shall be required to defray the cost of the inspection and administrative expenses incurred by the City.” (Ord. 7184, 3-11-2010)**

### **FEES/FINES DUE THE CITY OF ALTON**

**If any fines/fees are due the City of Alton (weed liens, trash bill, etc.), you will not be able to schedule an occupancy inspection until such fines/fees are paid.**

### **GUIDE TO QUALITY HOUSING CODE REQUIREMENTS**

- **Electrical facilities must be safe. Grounded receptacles are required at any washer hookup. Fuses or circuit breakers must not have a capacity greater that the circuit they protect. Most branch lighting circuits are rated at 15 amperes. Extension cords are not designed for permanent use and must be removed. Habitable rooms must have a minimum of two (2) receptacles or additional receptacles as necessary to eliminate extension cords. Frayed, loose, bare or hanging wires are not allowed nor are spliced connections which are not in junction boxes. All receptacles and switches must be operable and equipped with cover plates. Electric service panels must be properly grounded.**
- **Plumbing fixtures must be free from sanitation hazards or leaks and properly connected to supply, vent and waste water systems.**
- **Heating equipment of the combustion type must be properly vented and sealed to prevent flue gasses from entering the dwelling. Adequate combustion air must be provided. A carbon monoxide test will be performed, so pilot lights and furnace controls must be operable at the time of inspection.**
- **Water heaters must be equipped with a temperature and pressure relief valve having a metal drip tube extending to 6” of floor level. A shut-off valve is required near the heater in the cold water supply line to the heater. If the water heater needs to be replaced, an expansion tank is required.**
- **Kitchens frequently have hazards. Floor, wall, cabinet, or counter surfaces may be a health hazard if they are not readily cleanable. A grease laden exhaust fan is a frequent cause of fire.**
- **Bathrooms are a potential health hazard if the fixture, wall, and floor surfaces are not readily cleanable. Grouting around tubs and shower stalls should be sound to prevent entry of water into walls for flooring resulting in structural damage. Electrical devices or heaters should not be used in bathrooms. An exhaust fan is necessary if there is no window for ventilations.**

**IN ADDITION, THE FOLLOWING MUST BE CORRECTED BEFORE INSPECTION IS SCHEDULED:**

- All previous citations and violation notices must be corrected prior to issuance of the occupancy permit.

**ROOM SIZES**

The minimum size for a bedroom is 70 square feet for one person, or 50 square feet each for two (2) or more persons in a bedroom. Kitchens must be at least 50 square feet, and living rooms for three (3) or more persons must be 120 square feet.

**CEILING HEIGHTS**

Habitable rooms must have a height of 7 feet. Bedrooms, kitchens, bathrooms, halls, and laundry rooms must have a minimum height of 7 feet.

**EMERGENCY ESCAPE**

Bedrooms below the fourth story must have openable windows of 5.7 square feet net clear opening. Clear width must be 20 inches and clear height 24 inches. Each dwelling unit must have one exit path which does not require a key to exit from the inside.

CITY OF ALTON, DEPARTMENT OF BUILDING & ZONING  
SAMPLE FORM FOR RESIDENTIAL OCCUPANCY PERMIT

FULL NAME(S), DL#/SS#, D.O.B. OF OCCUPANTS:

	<u>FULL NAME</u>	<u>DL#/SS#</u>	<u>D.O.B.</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
7)	_____	_____	_____
8)	_____	_____	_____

INTERIOR

**BEDROOM SIZES:**

#1  X  Location \_\_\_\_\_ Occ. \_\_\_\_\_  
 #2  X  Location \_\_\_\_\_ Occ. \_\_\_\_\_  
 #3  X  Location \_\_\_\_\_ Occ. \_\_\_\_\_  
 #4  X  Location \_\_\_\_\_ Occ. \_\_\_\_\_  
 #5  X  Location \_\_\_\_\_ Occ. \_\_\_\_\_

EMERGENCY EXITS \_\_\_\_\_

BATHROOMS: \_\_\_\_\_

FULL: \_\_\_\_\_ HALF: \_\_\_\_\_

MAXIMUM OCCUPANCY \_\_\_\_\_

EXTERIOR

PM 307.1 - Clean; no junk or trash \_\_\_\_\_  
 PM 302.2 - Storm water drains away from house \_\_\_\_\_  
 PM 302.4 - Weeds/grass mowed \_\_\_\_\_  
 PM 302.7 - Garages/fences/walls in good repair \_\_\_\_\_  
 PM 302.8 - No nuisance or derelict vehicles \_\_\_\_\_  
 PM 304.2 - Paint in good condition \_\_\_\_\_  
 PM 304.3 - 4" street numbers visible \_\_\_\_\_  
 PM 304.4 - Structure sound and in good repair \_\_\_\_\_  
 PM 304.5 - Foundation plumb and free from openings \_\_\_\_\_  
 PM 304.6 - Walls in good repair - no openings \_\_\_\_\_  
 PM 304.7 - Roofing and gutters in good repair \_\_\_\_\_  
 PM 304.10 - Stairs, porches and decks maintained \_\_\_\_\_  
 PM 304.11 - Chimneys in good repair \_\_\_\_\_  
 PM 304.13 - Window & door frames in good condition \_\_\_\_\_  
 PM 304.14 - Insect screens installed \_\_\_\_\_  
 PM 304.15 - Doors & hardware in good condition \_\_\_\_\_  
 PM 304.16 - Basement hatchways in good condition \_\_\_\_\_  
 PM 307.3.2 - Garbage cans provided \_\_\_\_\_  
 PM 704.2 - Smoke detectors installed & operate \_\_\_\_\_  
 PM 305.2 - Structural members sound \_\_\_\_\_  
 PM 305.3 - Walls, floors, ceilings in good condition \_\_\_\_\_  
 PM 305.4 - Stairs & railings sound \_\_\_\_\_  
 PM 402.1 - Windows 8% of habitable room, openable \_\_\_\_\_  
 PM 402.2 - Lighting for interior & exterior stairs/halls \_\_\_\_\_  
 PM 404.3 - Ceiling height 7' in habitable rooms \_\_\_\_\_  
 PM 505.4 - Water heater properly installed \_\_\_\_\_  
 PM 504.1 - Plumbing fixtures free of leaks \_\_\_\_\_

HEATING

PM 602.1 - Furnace properly installed \_\_\_\_\_

DWELLING ALL ELECTRIC; NO CO REQUIRED \_\_\_\_\_

CO DET PRESENT: Y \_\_\_ N \_\_\_ CO TEST: PASS \_\_\_ FAIL \_\_\_

HEAT: Air \_\_\_ Water \_\_\_ Steam \_\_\_ Electric \_\_\_

FUEL: Gas \_\_\_ Electric \_\_\_ Oil \_\_\_

**ELECTRICAL SERVICE:**

Amps: \_\_\_\_\_ Breaker \_\_\_\_\_ Fuse \_\_\_\_\_

PM 604.3 - Electrical system free of open splices, open boxes:  
 \_\_\_\_\_  
 \_\_\_\_\_

YES NO

## OCCUPANCY INSPECTION DENIAL CHECKLIST

(This list will be strictly enforced beginning February 1, 2015)

The City of Alton is committed to improving the quality of housing in our municipality. It is with this goal in mind that the Department of Building & Zoning has compiled the below listing of items that will result in automatic denials of occupancy inspections/permits.

- ☒ Any violations noted on prior inspection that are not corrected
- ☒ No water service
- ☒ No electric/gas service
- ☒ High grass/weeds (in excess of 7")
- ☒ Junk & trash on premises (exterior or interior)
- ☒ Derelict vehicle on premises (wrecked & inoperable, flat tires, not properly licensed, etc.)
- ☒ No identifying house numbers on dwelling (4" in height)
- ☒ Openings in roof, walls or foundation
- ☒ Dilapidated detached out buildings (garage(s), shed(s))
- ☒ No fencing around swimming pools in excess of 18"
- ☒ Electric fuse/breaker panel cover not removed for inspection
- ☒ Improperly wired breaker/fuse panel
- ☒ Non-grounded electrical system
- ☒ Knob & tube wiring present
- ☒ Bare energized electrical wiring
- ☒ Missing &/or non-functioning GFCI receptacles within 6' of any water source
- ☒ Filthy interior conditions of dwelling (hasn't been vacuumed, cleaned properly)
- ☒ Interior walls, floors or ceilings not in good repair
- ☒ Any evidence of rodent &/or insect infestation
- ☒ Non-functioning bathroom(s)
- ☒ Non-functioning kitchen
- ☒ Missing &/or inoperative smoke detectors as required
- ☒ Missing &/or inoperative carbon monoxide detector(s) as required
- ☒ Non-functioning water heater
- ☒ Non-functioning furnace (winter months)
- ☒ Presence of carbon monoxide leak
- ☒ Presence of natural gas leak
- ☒ Substantial plumbing supply/drain leak
- ☒ Missing interior doors for bedrooms or bathrooms
- ☒ Unopenable windows

**\*Please note that this list is not all inclusive. The Housing Inspector will have discretion on conditions not specifically listed that will result in denial. However, following the guidelines on this list will greatly reduce chances of an inspection being denied.**

# **ATTENTION!!!**

## **ILLINOIS CARBON MONOXIDE ALARM DETECTOR ACT**

Effective January, 1, 2007, every dwelling unit will be required to have at least one approved carbon monoxide alarm in an operating condition within 15 feet of every room used for sleeping purposes. Alarms can be battery powered, plug-in with battery back-up or wired into the AC power line with a secondary battery back-up. The alarm can be combined with smoke detecting devices if the combined unit complies with specific standards and the alarm differentiates the hazard.

### **THE LAW**

The Illinois General Assembly has passed and the Governor has signed the Carbon Monoxide Alarm Detector Act (Public Act 094-0741). This new law, effective January 1, 2007, required homeowners and landlords to install carbon monoxide detectors in all building containing bedrooms and sleeping facilities.

The primary features of the law are:

- Every “dwelling unit” must be equipped with at least one operable carbon monoxide alarm within 15 feet of every room used for sleeping purposes.
- The alarm may be combined with smoke detecting devices provided the unit complies with respective standards and the alarm differentiates the hazard.
- A “dwelling unit” means a room or suite of rooms used for human habitation, and includes single family residences, multiple family residences, and mixed use building.
- If a structure contains more than one “dwelling unit”, an alarm must be installed within 15 feet of every sleeping room in each “dwelling unit.”
- The owner must supply and install all required alarms. A landlord must ensure that the alarms are operable on the date of initiation of a lease. The tenant is responsible for testing and maintaining the alarm after the lease commences.
- A landlord is required to furnish one tenant per dwelling unit with written information regarding alarm testing and maintenance.
- Willful failure to install or maintain in operating condition any alarm is a Class B criminal misdemeanor.
- The Act does exempt certain residential units for the requirement. Those residential units in a building that (i) does not rely on combustion of fossil fuel for heat, ventilation or hot water;(ii) is not connected to a garage; and (iii) is not sufficiently close to any ventilated source of carbon monoxide to receive carbon monoxide from that source OR a residential unit that is not sufficiently close to any source of carbon monoxide so as to be building commissioner shall NOT require carbon monoxide detectors.

## **SMOKE DETECTORS IN ILLINOIS IT'S THE LAW**

Illinois law now requires every residential building to be protected by smoke detectors. Owners must install and maintain them and tenants must inform the owner of any detector problems. Additional requirements apply to group homes, high rise buildings, mixed use and health care buildings. For more details regarding these instances, you may call the Fire Department at 618-463-3565. Failure to comply may subject you to legal penalties.

**Why are smoke detectors necessary?**

Women and children are the greatest victims in fires. Fire kills more children in the U. S. than any other disease or natural disaster. Working smoke detectors double your chances of surviving a fire. They have the secondary act of protecting your property.

**What kind of detectors are required?**

**\*\*As of January 1, 2023, any new smoke alarm being installed within a single or multi-family home are required to be featured with a 10-year sealed battery.**

**FOR ONE AND TWO FAMILY HOMES:**

The owner must install at least one smoke detector on each floor level of each unit, including the basement and any finished attic. It is suggested they be placed near the ceiling of each stairway on each floor level. Also, one smoke detector must be placed inside every bedroom of the dwelling unit.

**FOR APARTMENTS AND MULTI-FAMILY HOMES:**

The owner must install smoke detectors as indicated below:

- In the basement.
- At the head of open stairs at each floor level.
- At the door leading to enclosed stairs at each floor level.
- Inside every bedroom of dwelling units.

**\*NOTE: Do not install any smoke detector in the kitchen area.**

**How should they be installed?**

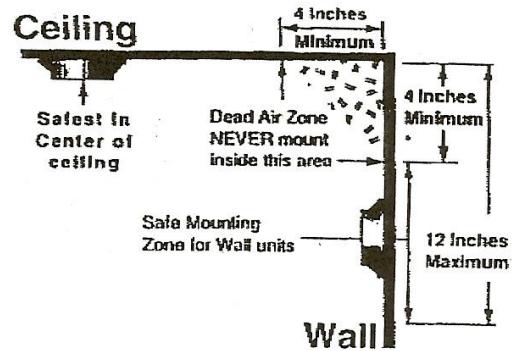
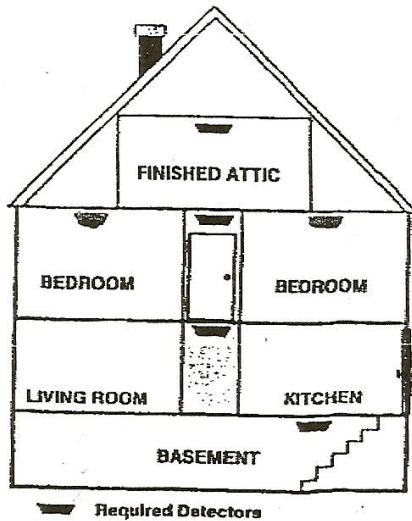
They should be installed per the manufacturer's instructions. Typical requirements for detectors include:

- Mounting on the bottom of exposed basement ceiling joists.
- If mounted on the ceiling, then at least 4 inches from the wall.
- If mounted on a wall, then between 4 to 12 inches from the ceiling. (there is usually a dead air space where the ceiling and wall meet.)
- Mounting within 3 feet of the highest part of any peaked or sloped ceiling.
- At least 3 feet away from any window, door or air conditioner where drafts could prevent smoke from reaching the detector.
- Away from kitchens where cooking could cause false alarms and subsequent disconnection. It is recommended that smoked detectors with a temporary reduced-sensitivity switch be installed near kitchens.



- Do not install detectors in areas of temperature extremes, excess humidity or heavy dust, such as in bathrooms, unheated garages or closed attics.

See illustrations below:



What maintenance is required?

In actual fires, over 1/3 of the detectors in the same room as the fire did not operate. Proper maintenance will help your detector protect you. Be sure to:

- Change batteries at least once a year or more often if the low battery warning activates. Follow manufacturer's specifications for brand and battery type. Not all 9 volt batteries will fit in all smoke detectors. Look for battery brand and type inside or on the bottom of the detector.
- Change any bulbs when the trouble indicator activates.
- Test the unit weekly by using the test button, or as required by the manufacturer. If it doesn't work, put in a new battery. If it still doesn't work, then replace the detector with another until it can be repaired. Testing with actual smoke, as from an extinguished candle, is the best method.
- Open the cover and vacuum the unit yearly.
- If you've lost the detector instruction, there will be some basic information, including the manufacturer's address, on the detector itself.

Is there anything else?

Landlords should inform tenants in writing of the smoke detector maintenance requirements. Tenants are responsible for maintaining the smoke detectors in their dwelling units. Landlords are responsible for

maintaining smoke detectors in all public areas. Tenants are responsible for informing their landlords in writing of any smoke detector problems, such as a dead battery, in their apartment. The landlord has five days from receipt of the notice to correct the problem. If a landlord has a problem with a tenant or vice versa regarding these requirements, call Building & Zoning at 463-3532 to register a complaint.

Buildings with commercial and residential uses should consult the Commercial Inspection section for advice on required detectors.

It is recommended that you replace batteries on a set date each year, such as your birthday, lease renewal date or National Fire Prevention Week each October, and then mark the battery with its installation date. It is recommended that tamper-resistant detectors, or preferably, house current powered detectors be installed if there is a problem with battery removal or disconnection.

It's still up to you to have an adequate escape plan. You should have at least two ways to escape from a fire and an outside meeting location for everyone in the household, then contact the fire department. Also, smoke detectors are not a replacement for fire prevention. Look at your property for sources of fires and eliminate or reduce them.

So, check it tonight! Your home's smoke detector and those in any rental properties need to work in order to protect life and property. And besides ...

**IT'S THE LAW.**

## **REPUBLIC SERVICES; TRASH SERVICE**

**4601 Cahokia Creek Road**

**Edwardsville, IL 62025**

**Ph: 618-656-6883 Toll Free: 800-634-8395 Fax: 618-656-6882**

Allied Waste recognizes six holidays. They are New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Should your pickup day fall on or after the holiday your trash, recycle, and yard waste will be collected one day late. For example; your service is on Tuesday and Tuesday is the holiday, your trash and recycling pick up would then be on Wednesday. The Wednesday pick-ups would then be on Thursday and so on. If the holiday falls on a Saturday or Sunday there will be no change in the collection schedule.

Beginning April 1<sup>st</sup> of each year Allied Waste provides yard waste collections on your regularly scheduled pick up day for trash. This service provides collection of paper yard waste bags (no plastic bags) or 32 gallon size trash cans (without a liner) of yard waste. If trash cans are used for yard waste, they must be marked with a 2' x 2' red "X" facing the roadway or they will not be collected. Bags or cans of yard waste cannot exceed 50 pounds. Sticks and twigs up to four inches in diameter will be collected as long as they are in 2' x 4' bundles tied with twine. Yard waste collection will not be performed in the months of December, January, February and March.

### **TRASH TIPS**

- Please set trash, recycling, and yard waste out by 6:00 am.
- Do not set out any liquid waste. Paint cans must be totally dry.
- Do not set out loose trash please bag and set out in 33 gallon trash cans.
- Set trash and recycling as close to the curb as possible.
- Do not mix trash and yard waste.
- Place recyclable material in recycle bin for collection.
- Do not set recycle out in plastic grocery bags or newspaper in plastic wrapper.
- Please rinse all bottles and cans, also remove all caps from milk, detergent, and soda bottles and place in trash.
- Any size cardboard boxes need to be broken down to 3' x 3' and stacked neatly.
- Replacement recycle bins can be collected from Alton Public Works, #2 Emma Kaus Lane.

If you have any questions about this flier or any services please call our Customer Service Representatives at 618-656-6883.

## **CURBSIDE RECYCLING PROGRAM**

Please adhere to the following guidelines:

### **ACCEPTABLE PAPER PRODUCTS:**

#### **Corrugated Cardboard:**

- Please break boxes down and tie with twine (no larger than 2' X 3').
- Please set the cardboard boxes next to the recycling bin.

**\*\*Paper products that come in contact with food (pizza boxes, paper plates, etc.), are not acceptable.**

- Mixed office paper
- Junk Mail
- Newspaper
- Chipboard (cereal boxes, etc.)
- Magazines and catalogs
- Telephone directories Chipboard (cereal boxes, etc.)
- Magazines and catalogs
- Telephone directories

Place newspaper, mixed office, junk mail, etc. in a paper grocery sack and set on top of recycling bin.

## **ACCEPTABLE CONTAINERS:**

1. Aluminum and tin cans
2. Glass bottles (green, amber, clear; do not include tops, caps)
3. Plastic milk and soda bottles (remove caps)
4. Colored HDPE (detergent bottles, bleach bottles, etc. )

**\*Please rinse all bottles and cans**

**\*\*No containers previously containing petroleum products, such as oil will be accepted.**

**\*\*Please note bulk pick up is available at no cost to the resident. Please see flyer below for regulations regarding bulk pick up services.**

Service provided by



**REPUBLIC  
SERVICES**

Call to schedule: 618-656-6883

**There is NO ADDITIONAL COST TO YOU  
as it is included in the trash bill you receive from  
the City of Alton every other month.**

**You can schedule up to 4 times a year, up to 5 items each call.**

Acceptable items included in large item pickups:

- » Appliances
- » Carpet: cut into bundles no longer than 4' in length and 3' in diameter and weighing less than 50 lbs. per bundle
- » Furniture: couches, chairs, dressers, tables, desks, etc.
- » Glass portions of doors/windows: must be broken down and placed into small box marked "glass".
- » Mattress sets

#### ACCEPTABLE BULK ITEMS



Unacceptable items that are not included in large item pickups:

- » Basketball sets/poles, unless they are broken down into sections and no larger than 3' in diameter.
- » Batteries
- » Concrete and construction material of any kind
- » Electronic waste: televisions, computer monitors/accessories, DVD/VCR players, etc.
- » Fluorescent light bulbs
- » Lead/oil based paint/varnish
- » Loose trash or trash in cardboard boxes
- » Tires
- » Yard waste

#### UNACCEPTABLE BULK ITEMS



## PHONE DIRECTORY FOR SERVICES

IL AMERICAN WATER CO.  
(water)  
1-800-422-2782

AMEREN CIPS (gas & electric)  
1-800-755-5000

CITY OF ALTON COMPTROLLER  
(trash billing)  
618-463-3550

REPUBLIC SERVICES (TRASH)  
618-656-6883

IL SECRETARY OF STATE  
(Driver's License Facility)  
618-258-0600

Lewis & Clark Community College  
618-466-7000

Growth Association of  
Southwestern IL  
618-467-2280

Alton Area Landmarks Association  
618-463-5761

Alton Museum of History & Art  
618-462-2763

Electricity Aggregation Sign Up  
866-694-1262

State Senator Erica Harris  
618-433-8046

State Representative Amy Elik  
(618) 307-5789

United States Congress Nikki Budzinski  
217- 814-2880

ALTON IL SCHOOL DISTRICT #11  
618-474-2600

### City of Alton Departments:

Animal Control	463-3553
Building & Zoning	463-3532
City Clerk	463-3522
Civil Service	463-3551
Comptroller	463-3550
Development & Housing	463-3801
Fire Department	463-3565
Mayor Office	463-3500 ext. 3
Park Department	463-3580
Personnel	463-3599
Police Department	463-3505
Public Works	463-3530

### Aldermen:

Ward 1 – Betsy Allen	567-1451
Ward 2 – Carolyn MacAfee	304-4315
Ward 3 – Ray Strebel	531-6418
Ward 4 – Rosetta Brown	433-9976
Ward 5 – John Meehan	920-9008
Ward 6 – Stephanie Elliott	462-8150
Ward 7 – Nate Keener	208-7261