



VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF BUILDING & HEALTH SERVICES
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Property Maintenance Self-Inspection Checklist

Residents take pride in their homes and to help keep your home and property in great shape, Building Services has prepared a "Self-Inspection Checklist" to assist in identifying exterior grounds and structure areas that may need maintenance or repair.

Remember to keep the Department of Building & Health Services in mind whenever you are planning changes to your home. Please call the Department of Building & Health Services at (847) 368-5560 for information on what work may require a permit.

GROUNDS

Answer **Yes** or **No** to the following questions:

Do You Have:

- Trash, debris, garbage, and/or uncut weeds in excess of 8".
- Vehicles parked in yard instead of being parked on an improved surface.
- Unlicensed, inoperable vehicles.
- Areas in yard cluttered with items such as old lumber or scrap metal.
- Rodent/animal burrows on the property. The recommended elevation of stacked firewood is 6" above ground to prevent harborage.
- Pools of stagnant water in yard, barrels, etc.
- Dead trees or dead tree limbs in trees.

HOUSE or BUILDING EXTERIOR

Answer **Yes** or **No** to the following questions:

Do You Have:

- Missing numeric street numbers; or not a minimum of 6" high in contrasting color on your house and visible from the street.
- Sagging roof, missing or damaged shingles or holes. Check eaves and soffits for missing boards, damage or rot.
- Cracks or holes in building foundation. Patch to keep weather and pests out. Seek expert advice if major settling has occurred.
- Walls with rotted wood, broken, loose or missing siding, cracks or holes in stucco; cracks in mortar; or cracked, blistered or peeling paint. Check the chimney too.
- Gutters that sag, leak, have sections missing or disconnected, rusty or in need of paint.
- Windows that are broken, missing screens or are in need of repair.
- Doors that do not fit well, have rotted wood, are in need of paint, or do not open properly.
- Stairs and porches with missing boards or railings, rotted columns or have improper support, that sag excessively, or need to be painted.
- Garages, sheds or other detached buildings that are in poor condition.
- Fences and retaining walls that lean, have parts missing or need repair.
- Slow drains or toilets that back up. This could be related to problems with the sewer line connecting to your home. Obligations regarding the sewer line are the homeowners' responsibilities.

If you answer "No" to all of the above questions, you should be proud of your property's appearance. If you answered "Yes" to any items, make appropriate plans to make repairs to your property. If you have any questions, please call Building & Health Services at 847-368-5560. For water and sewer issues call the Public Works Department at 847-368-5800.