

Calumet City Fire Department

Mayor
Thaddeus Jones



Fire Chief
Glenn Bachert

Welcome to Calumet City!

On behalf of the Calumet City Fire Department, thank you for choosing to open your business in Calumet City. As part of starting your business, you will be required to complete several inspections based on the type of business you are opening, building construction and size, and fire load. The Fire Department conducts an inspection as a part of this process and below are some of the basic items our department will be looking for in your initial inspection.

Fire Extinguishers – Extinguishers must be installed and maintained per NFPA 10 and the 2003 International Fire Code. This means that extinguishers shall be inspected and tagged on an annual basis by a licensed technician. (2003 IFC, section 906)

Illuminated Exit Lights with Emergency Power – exit signs shall be present and illuminated for all exits. Emergency power for exits lights shall last not less than 90 minutes. (2003 IFC section 1011)

Emergency Lighting - Units must be present and activate with loss of power or through manual test button. Lights shall last not less than 90 minutes. (2003 IFC, section 1006)

Fire Alarm and Detection System – System shall be present and in working condition when required. (2003 IFC, section 907)

Fire Protection Systems – Protection systems must be installed and maintained per NFPA 13 and the 2003 International Fire Code. This means that protection systems shall be inspected and tagged on an annual or semi-annual basis by a licensed technician. Protection systems also shall be reported through “Compliance Engine” by the licensed technician. (2003 IFC, section 903)

Exits – Exit doors shall be clearly marked, accessible, and unlocked during hours of operation. (2003 IFC, section 1007)

Other points of interest in Fire Department Inspection:

- Proper storage of flammable materials
- Excessive use of extension cords
- Open holes in wall and ceiling covering.
- Completion on Emergency Contact information

The Fire Department should be contacted with any questions regarding business' requirements. The Fire Department should be contacted after all other City inspections are complete but prior to opening your business. Appointments may be made by calling 708-891-8145.

684 Wentworth Avenue · PO Box 1519 · Calumet City, Illinois · 60409-3241
Phone: 708.891.8145 · Fax 708.891.3241
E-MAIL: firedept@calumetcity.org

Thaddeus M. Jones - Mayor
Sheryl Tillman - Director Building & Zoning



The following steps will guide you on how to apply for permits:

1. A permit is required for all work done in calumet city; residential and commercial
2. A separate permit is required for all trades
3. Permit applications required drawings and specifications should be filed in the department of building and zoning for approval and processing
4. The permit card must be publicly displayed during construction period
5. For the construction of a new building or beautifying your home, you need an application and a sign contract from the contractor
6. For your protection, make sure all contractors performing work are registered with our city first before pulling any permit (s)
7. All applications (permits and contractor) are on our website at www.calumetcity.org or you're welcome to come to our office and our staff will be happy to assist you with the application
8. All permits minimum fee are \$50.00 an inspection fee is \$25.00. The fee will be .15% base of the cost of the job
9. For all construction work such as, garage, porch, patio, driveway (concrete and asphalt), sidewalk& fence you need a plat of survey along with the permit application and the sign contract. **See attached permit(s) applications**
10. Remember to complete the entire permit/contractor application (**see attached**) with all required documents before submitting
11. If you are a homeowner and want to pull a permit, you must have a current ID and the address must match.
12. After work is completed (once you have the permit card) please contact our office or come in person to schedule a rough or a final.

Our staff are here to assist you please see below our hours of operation, fax, email, contact number and our location.

Building and Zoning
670 Wentworth
Calumet City, Illinois 60409
708-891-8120-Monday-Friday (excluding holidays)
8am-4pm
Fax: 708-891-2128
Email address: dis@calumetcity.org

Director
Sheryl Tillman

We want your Feedback! 😊

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Point- of- Sale Inspections

Owners of real estate in Calumet City, including single-family, two-family dwellings, duplexes, apartments, condominiums, and commercial properties are required to obtain a Certificate of Inspection (Point of Sale) prior to entering into an agreement to sell a property. Sellers must provide the prospective purchaser of the property with application and payment before scheduling. Cost of the Point-of-Sale Inspection is \$150.00 for a single family and \$25.00 for each additional unit. The commercial property will be \$0.20 per sq ft.

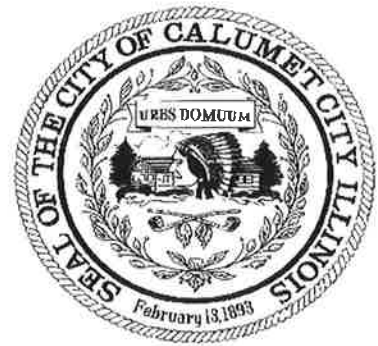
The following steps will guide you on how to start the process in selling your home or selling your business:

1. All single-family Residential building for initial inspection the fee is \$150.00.
2. For each additional unit will be \$25.00
3. All commercial and industrial buildings will be \$0.20 per sq ft
4. To schedule a Point-of-Sale inspection; you can come in person, by mail (with payment and application) or contact us by phone. (Must have the application and paid for before scheduling)
5. For additional units follow up inspection on all buildings after the initial and 2nd re-inspection the fee will be \$50.00
6. Any No show/24 hours cancellation fee (per inspector) the fee will be \$50.00
7. All Point-of-Sale inspections are valid for a period of not more than 180 days (six months) from the date of the initial inspection.
8. The Calumet City point-of-sale ordinance (section 14.1) and any amendments to said ordinance is available upon request from the city clerk's office or online at www.calumetcity.org
9. Point-of-Sale application is attached, in our lobby (building and zoning department) and on our website at www.calumetcity.org

The following are the codes:

1. City of Calumet City point-of-sale ordinance
2. City of calumet city administrative provisions ordinance
3. 2003 international fire code

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Sheryl Tillman - Director Building & Zoning



The following steps will guide you on how to start the process for real estate transfer documents for residential and commercial:

1. Real Estate Transfer Declaration form (see attached)
2. 2 copies of new deed -if property is foreclosed, and or judicial deed is required.
3. Consent to accept form (see attached) if the property is being purchased as is (original signature is required; copy will **NOT** be accepted) along with a copy of the buyers ID
4. Buyers Acknowledgement form (see attached) if inspection is refused (if it's approved by our director up to 10 business days-no foreclosed, no commercial, no abandoned use and multi units will not be accepted. (Original signature is required a copy will **NOT** be accepted) along with a copy of the buyers ID
5. Liens, Tickets/violation must be paid prior to transfer of property
6. My Dec or real estate contract (2 copies)
7. If the buyers is a LLC or Corporation ALL paperwork for the buyer is required-Certificate of good standing (2 copies)
8. Transfer Stamps Processing time will take up to three to five businesses days excluding the holidays
9. ONLY accepting a full packet to process Transfer Stamps-IN PERSON
10. ONLY accepting cashier's check, Attorney Check, or money orders for Transfer Stamps (COVID RESTRICTION)

Final Water Bill:

The Seller is responsibility to comply with the following:

1. Request a final water reading at least four days prior to the closing date of the property.
2. The final water bill must be paid before the transfer stamps will be issued.
3. Payment of the final water bill must be paid in cash, cashier's check or money order. NO Personal checks will be accepted as payment.
4. For additional information please contact the water department below Monday-Friday 9am-5pm(excluding holidays)

Make Final Water Bill payment to:
City of Calumet City
Water Billing Department
204 Pulaski Road
Calumet City, Illinois 60409
708-891-8121 or 708-891-8100

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Sheryl Tillman - Director Building & Zoning



How to apply for an annual rental inspection?

1. The seller/owner must NOT have an open Point-of-Sale
2. An annual rental inspection application is attached. (You can find it in our lobby or our website at www.calumetcity.org)
3. An annual rental inspection for one unit fee is \$100.00
4. For each additional unit it will be \$20.00, including any owner-occupied unit.
5. To schedule an annual rental inspection; you can come in person, by mail (with payment and application) or contact us by phone. (Must have the application and paid for before scheduling)
6. The month that you're due the inspection needs to be completed within 30 days.
7. All owner/landlord/property managers must keep a record of when your annual inspection is due.
8. You must have a Decal or a sticker is required for crime free housing license that must be displayed in a clear window that you should see as you approach the front/main entrance. See attached information. You can also contact for more information: **Calumet City Crime Free Housing department at: 708-868-2500 ext.: 8423 Director Mike Banske**
9. The Calumet City Rental Inspection ordinance (Section# 04-42) is available upon request from the city clerk's office or online at www.calumetcity.org

Our staff are here to assist you please see below our hours of operation, fax, email, contact number and our location.

Building and Zoning
670 Wentworth
Calumet City, Illinois 60409
708-891-8120-Monday-Friday (excluding holidays)
8am-4pm
Fax: 708-891-2128
Email address: dis@calumetcity.org
Director
Sheryl Tillman

We want your Feedback! 😊



CRIME FREE HOUSING DEPARTMENT
1200 PULASKI ROAD – CALUMET CITY, IL 60409
708-868-2500 crimefreehousing@calumetcity.org
MIKE BANSKE, DIRECTOR



The following 6 *Minimal C.P.T.E.D. Requirements* that will be inspected for compliance are:

1. **DEADBOLT LOCKS:** (single cylinder) must be installed on all dwelling unit doors.
2. **STRIKE PLATES with LONG SCREWS:** Strike plates must be affixed to a wooden door frame for the doorknob catch, and the deadbolt lock bolt to go into. The screws for those strike plates are required to be at least 2.5” long.
3. **PEEPHOLES:** must be installed in all dwelling unit doors, unless the door already has a clear pane of glass in it that allows a tenant to see through the door (only possible in SFH).
4. **WINDOW LOCKS/PATIO DOOR LOCKS:** must function properly to secure the windows that are within reach of the ground level. All patio/sliding glass door locks must function properly, or an after-market product DESIGNED for security may be used instead. Sticks, pipes, and other commonly used items may be used as supplemental security only.
5. **LIGHTING:** Interior common areas must have adequate amount of light provided (hallways, staircase, landings, storage/laundry rooms). Exterior lighting is required by the doors to the building AND all private parking areas for your tenants/visitors/guests (parking lot, driveway alongside building and garage).
6. **LANDSCAPING:** should not be overgrown by windows & doors, or provide a source of concealment for criminals to hide. Trash collecting by bushes, or anywhere else on your property, should also be cleaned up regularly. Properties looking neglected can bring the attention of criminals.

Passing the C.P.T.E.D. inspection is required, annually, to obtain/renew your *Crime Free Housing License*. These items will be checked by a Building Inspector while they perform your annual rental inspection for Building Code compliance. **If your property fails to pass C.P.T.E.D. you will be assessed a \$100.00 fine and then the Crime Free Housing Department will have to perform re-inspection for these C.P.T.E.D. items.** If you have any questions, or anything needs further clarification, you may contact the Crime Free Housing Department.



CALUMET CITY
CRIME FREE HOUSING DEPARTMENT
708-868-2500 ext 8423



Calumet City Municipal Code 54-2232 of the *Crime Free Housing Ordinance* requires residential rental property owners, managers and/or a designated agent to attend a mandatory seminar administered through the *Calumet City Crime Free Housing Department*. This mandatory crime prevention program is run cooperatively with the Calumet City Police Department.

2022-23 TRAINING SEMINAR DATES

DATE	TIME
Saturday, December 3, 2022	9:00 am – 1:00 pm
Saturday, January 21, 2023	9:00 am – 1:00 pm
Tuesday, February 7, 2023	10:00 am – 2:00 pm
Thursday, February 23, 2023	5:30 pm – 9:30 pm
Saturday, March 11, 2023	9:00am – 1:00pm
The <i>Crime Free Housing Department</i> is located within the Police Department building (1200 Pulaski Road) and available from 8am-4pm M-F.	
All seminars will be held at the <i>Calumet City Public Safety Training Center</i> 24 State Street Calumet City, Illinois (corner of State Street & Stateline Road)	
Please submit a “Training Seminar Registration” form for every person attending the training. A confirmation email will be sent after the registration form(s) are received.	

EMAIL COMPLETED REGISTRATION FORMS TO:

crimefreehousing@calumetctiy.org

INDICATE THE REQUESTED SEMINAR DATE IN THE SUBJECT LINE

All Dates and Times are subject to change and/or cancellation