

**Welcome**



**Purchasing or Selling a Home**

**See attached**

**News you can use!**

**City of Calumet City**  
**Department of Inspectional Services**  
**708/891-8120**

**POINT OF SALE NOTICE OF INTENT TO TRANSFER PROPERTY**

The property is being offered for sale/transfer and the undersigned, as the owner or authorized agent, hereby requests the City of Calumet City to inspect the premises hereinafter described, both interior and exterior, or hereby refuses to consent to said inspection, as required by the Municipal Code of Calumet City. Applicant acknowledges that a copy of the Point of Sale Inspection Ordinance (14-1) is available upon request from the Clerk's Office of Calumet City, Illinois or on-line at [www.calumetcity.org](http://www.calumetcity.org). I (owner/authorized agent) acknowledge I have the right to refuse consent to inspect the property, in which case the City may seek a warrant (*within ten days of this signed notice*) to conduct the inspection.

Property Address: \_\_\_\_\_, Calumet City, Illinois 60409  
Current Owner(s)' Name(s): \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_  
Current Owner(s)' Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**If land trust, identify all beneficiaries with names and addresses on an attached sheet\***

Property Index Number (P.I.N.) of all associated property: \_\_\_\_\_  
Property Type: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Multifamily \_\_\_\_\_ (No. of Units) \_\_\_\_\_  
Names and addresses of tenants (*attach name(s) and consent of tenant(s) on attached sheet, or attached pertinent lease provision*) \_\_\_\_\_  
Listing Broker: \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_  
Selling Broker: \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_  
Prospective buyer (include all buyers to prospective deed)\* \_\_\_\_\_  
Buyer's Current Address: \_\_\_\_\_ Buyer's Email: \_\_\_\_\_  
Will the buyer occupy the property? Yes \_\_\_\_\_ No \_\_\_\_\_ Buyer's Phone: \_\_\_\_\_  
Buyer's Lending Institution \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Closing \_\_\_\_\_ Contract Price \$ \_\_\_\_\_ Loan: FHA/HUD \_\_\_ Conven. \_\_\_ Cash \_\_\_

Owner/Authorized Agent:     **I consent to the Point of Sale Inspection.**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Authorized Agent:     **I refuse to consent to the Point of Sale Inspection.**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE – FOR OFFICIAL USE ONLY**

Zoning: \_\_\_\_\_ Survey Attached? Yes \_\_\_\_\_ No \_\_\_\_\_  
Scheduled Inspection Date: \_\_\_\_\_ Inspector's Initials \_\_\_\_\_  
*(Upon consent of inspection, schedule within 28 days of this signed notice.)*  
Inspectional Service Clerk: \_\_\_\_\_ Fee: \$ \_\_\_\_\_  
Fee Paid By (*Circle One*)     Cash     Check     Credit Card     Date: \_\_\_\_\_  
Amount \$ \_\_\_\_\_ Clerk's Office Signature: \_\_\_\_\_

**Single-Family: \$150.00 (each additional unit is \$25.00)     Commercial: \$0.20 per sq. ft. (\$150.00 minimum)**

## **FEES: POINT OF SALE INSPECTIONS**

\$150.00 All Single-Family Residential Building for the initial inspection and one re-inspection.

\$25.00 each additional unit for multifamily building.

\$0.20 sq ft All commercial and industrial building with the minimum fee of \$150.00

\$50.00 Per Unit Additional follow up inspection on all building after the initial and first re-inspection.

\$50.00 No Show / 24 Hours cancellation fee (per Inspector)

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.

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](http://www.calumetcity.org)

## **CODES**

1. City of calumet city point of sale ordinance
2. City of Calumet City Administrative Provisions ordinance
3. 2003 International Fire code
4. 2014 Illinois Plumbing Code with Local Amendment
5. 2011 Chicago Electrical code with local Amendment
6. 2006 International Mechanical Code
7. 2015 international Building Code
8. 2006 International Residential Code
9. 2006 International property maintenance Code (IPMC)
- 10.2010 Accessibility Code (1992 update)

## **REQUIRED DOCUMENTS FOR REAL ESTATE TRANSFER STAMPS**

1. A Point-of-Sale inspection is required when selling or transferring of your property (Point-of-Sale 14-1 ordinance)-- **Page one attachment.**
2. Properties being sold as is, are required to provide the consent to accept form, the original signature and notarization is required along with the buyer ID----**Page two attachment.**
3. Once the Point-of-Sale initial inspection report is generated, the report is valid for six months.
4. A completed Point-of-Sale report is issued to representative/agent at the conclusion of the inspection and may require permits please contact Building and Zoning for additional information is needed at 670 Wentworth Ave, 708-891-8120, Monday-Friday, 8am-4pm, excluding holidays.
5. A completed City of Calumet City transfer declaration form is required---**Page three attachment.**
6. Two **copies** of the deed are required.
7. All outstanding fines/fees owe to the City of Calumet City need to be satisfied prior to the issues of transfer stamps.
8. Two **copies** of the My Dec or Real estate contract.
9. If the buyer(s) is transferring a property into an LLC or Corporation a **copy** of articles of corporation providing good standing is required.
10. Please allow three to five businesses days to process transfer stamps. You will receive Notification from, **Clerks office when transfer stamps are available for pick up at:  
204 Pulaski, Monday-Friday-Hours of operation 9am-5pm, excluding holidays.**
11. Completed Transfer Stamps documents must be submitted in person at Building and Zoning Department or via, US mail, FedEx, or UPS. Building and Zoning is location at: **670 Wentworth Ave, Monday-Friday-Hours of operation 8am-4pm, excluding holidays.**
12. Please make Cashier's check, Attorney Check, or money orders payable to the City of Calumet City.

## **Final water Bill:**

1. Request a final water reading at **least five 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 billing department below Monday-Friday 9am-5pm (excluding holidays)**
5. **If building a garage please get in touch with the water department, so we can make sure you're not building over buffalo box.**
6. **If rehabbing around your water meter, please call us before you enclosed it or cover the wire coming from the meter; our contact number is 708-891-8155.**

***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***

***Waterbilling@calumetcity.org***

Please contact our office if additional assistance is required or visit our website at [www.calumetcity.org](http://www.calumetcity.org).

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

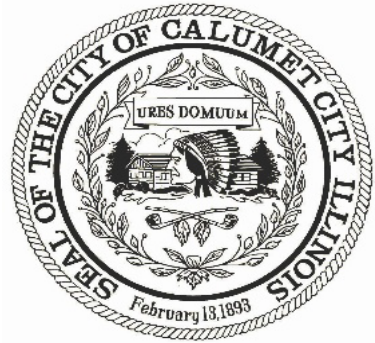
dis@calumetcity.org

Fax: 708-891-2128

***Director***

***Sheryl Tillman***

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



### **Residential and Commercial for Real estate transfer documents/Point-of-Sale:**

1. A Point-of-Sale inspection is required when selling or transferring of your property (Point-of-Sale 14-1 ordinance) **Page one attachment.**
  - Please allow fourteen to twenty-one days when scheduling an appointment
2. Properties being sold as is, are required to provide the consent to accept form must include, the original signature no Facsimile and no copies accepted and notarization is required along with the buyer ID----  
**Page two attachment.**
3. Once the Point-of-Sale initial inspection report is generated, the report is valid for six months.
4. A completed Point-of-Sale report is issued to representative/agent at the conclusion of the inspection and may require permits please contact Building and Zoning for additional information is needed at 670 Wentworth Ave, 708-891-8120, Monday-Friday, 8am-4pm, excluding holidays.
5. A completed City of Calumet City transfer declaration form is required---**Page three attachment.**
6. Two **copies** of the deed are required.
7. All outstanding fines/fees owe to the City of Calumet City need to be satisfied prior to the issues of transfer stamps.
8. Two **copies** of the My Dec or Real estate contract.
9. If the buyer(s) is transferring a property into an LLC or Corporation a **copy** of articles of corporation providing good standing is required.
10. Please allow three to five businesses days to process transfer stamps. You will receive Notification from, **Clerks office when transfer stamps are available for pick up at: 204 Pulaski, Monday-Friday-Hours of operation 9am-5pm, excluding holidays.**
11. Completed Transfer Stamps documents must be submitted in person at Building and Zoning Department or via, US mail, FedEx, or UPS. Building and Zoning is location at: **670 Wentworth Ave, Monday-Friday-Hours of operation 8am-4pm, excluding holidays.**
12. Please make Cashier's check, Attorney Check, or money orders payable to the City of Calumet City.

### **Final Water Bill:**

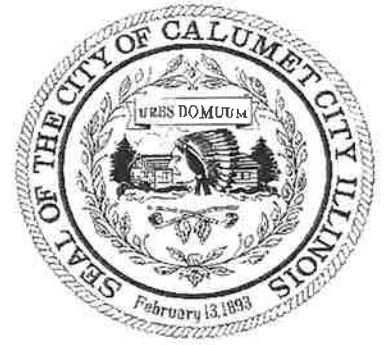
1. Request a final water reading at **least five days prior** to the closing date of the property.
2. The final water bill **must be paid** before the transfer stamps will be issued.
3. Payment of the final water bill must be paid in **cash, cashier's check, or money order. NO Personal checks will be accepted as payment.**
4. **For additional information please contact the water billing 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  
Waterbilling@calumetcity.org**

**Please contact our office if additional assistance is required or visit our website at [www.calumetcity.org](http://www.calumetcity.org).**

**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  
dis@calumetcity.org  
Fax: 708-891-2128  
**Director  
Sheryl Tillman**



**CALUMET CITY- DEPARMENT OF INSPECTIONAL SERVICES**

**CONSENT TO ACCEPT A CONDITIONAL CERTIFICATION OF COMPLIANCE TO BE EXECUTED BY BUYER**

Whereas the city of calumet city enacted an Ordinance authorizing a Point-of-Sale Inspection for the sale of all one family, two family and multi family dwelling unit structures and/or commercial and industrial structures within the city of calumet city: and

Whereas the ordinance in section 14-1 provides that the buyer may agree to accept the responsibility of bringing the structure into compliance with all applicable code requirements within a period not to exceed one hundred and eighty (180) days after closing of the transaction and a CONDITIONAL CERTIFICATION OF COMPLIANCE SHALL BE ISSUED IN OEDER TO ALLO THE TRANSACTION (CLOSING) TO BE COMPLETED.

**Pursuant to that provision of said ordinance**, the buyer(s) hereinafter delineated below, does hereby execute an agreement with the city of calumet city that the buyer(s) shall be required to comply with all building code requirements of the city of calumet city as provided in that certain point of sale Inspection to grant such CONDITIONAL CERTIFICATION COMPLIANCE.in the event the buyer(s) fail to take such action, the city of calumet city shall be entitled to seek all remedied at law against the buyers(s) who have executed this agreement. It is the responsibility of the buyer(s) to see that this Conditional Certification of Compliance is fully complied with, within the time limit provided herein.

The buyer(s) acknowledges the CONDITIAL OF COMPLIANCE, which they have executed date, was given solely on the consideration to allow the closing to take place. Further, the buyer(s) acknowledges the responsibility to complete all requirements pursuant to the CONDITIONAL CERTIFICATION COMPLIANCE and acknowledges that they have received a copy of the Point of sale Repot completed by the city of Calumet city. Failure to abide by this Conditional CERTIFICATION OF COMPLIANCE will result in further action by the city of calumet city, as so described in the ordinance. It is the responsibility of the buyer(s) to obtain a final inspection within the above time frame of 180 days.

The buyer(s) executes this document by his/her own hand on this \_\_\_\_\_ day of 20\_\_\_\_

Property Adress: \_\_\_\_\_

Date of Closing: \_\_\_\_\_

**Compliance #** \_\_\_\_\_ (OFFICE USE ONLY)

This instrument was acknowledged before me on \_\_\_\_\_

By \_\_\_\_\_

Signature of Notary/Stamp

Buyer(s) name-Please Print

\_\_\_\_\_

Buyer(s) Signature—**ONLY ORIGINAL SIGNATURE ACCEPTED**

\_\_\_\_\_

**THIS PROPRTY CAN NOT BE RESOLD OR TRANSFERRED UNTIL THE ABOVE INSPECTION IS FINALIZED**

**NO EXCEPTION!**



**REAL ESTATE  
TRANSFER DECLARATION**  
(Transfers up to & including \$2 million)

Stamp No. \_\_\_\_\_  
(Revenue Stamps to be Affixed to Deed)

Date Issued \_\_\_\_\_

Water Balance \_\_\_\_\_

Inspectional Serv. \_\_\_\_\_

Date of Deed \_\_\_\_\_

Type of Deed \_\_\_\_\_

It is recommended that transfer stamps be picked up at least 48 hours in advance.  
**Allow at least a half hour to process.**

**READ BACK OF THIS APPLICATION**

**PLEASE NOTE:**  
The cost of the stamp is:

\$4.00 per \$1,000 or part thereof	Buyer's expense
\$4.00 per \$1,000 or part thereof	Seller's expense
TOTAL \$8.00 per \$1,000 or part thereof	

**CITY OF CALUMET CITY**  
**OFFICE OF THE CITY CLERK**  
**NYOTA T. FIGGS**  
**(708) 891-8110**

Monday-Friday 9:00 a.m. - 5:00 p.m.

Address of Property \_\_\_\_\_  
Calumet City, IL
60409
Thornton Township  
(If property is a vacant lot, please attach legal description)

Full action consideration		\$ _____
Less amount of personal property included in purchase	<b>TO BE PAID BY Certified Check Money Order or Cash ONLY</b>	\$ _____
Net consideration for real estate		\$ _____
Net taxable consideration to be covered by stamps		\$ _____
TOTAL Amount of tax stamps paid by: (CIRCLE ONE) SELLER BUYER BOTH		\$ _____

If EXEMPT: Transaction is exempt under paragraph \_\_\_\_\_ of Sec. 82-323 of the Calumet City Municipal Code.

**We hereby declare the full actual consideration and above facts contained in this declaration to be true and correct.**

The person executing this signature block swears and affirms under penalty of perjury that the information is true and correct. Failure to comply with this provision may result in prosecution.

PRINT NAME: \_\_\_\_\_ SIGN \_\_\_\_\_

<p>Name &amp; Address of Seller/Owner/Grantor:</p> <p style="text-align: center; color: red;"><b>If Exempt, Copy of Deed Must Be Submitted.</b></p> <p>Name _____</p> <p>Address _____</p> <p>City _____ State _____</p> <p>Zip _____ Phone # _____</p>	<p>Name &amp; Address of Buyer/Grantee:</p> <p>Name _____</p> <p>Address _____</p> <p>City _____ State _____</p> <p>Zip _____ Phone # _____</p> <p>Email Address _____</p>
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Agent's Name & Company Name \_\_\_\_\_

Agent must be a licensed attorney and/or licensed broker/realtor or the owner of record. In the event the party requesting is an agent, please put your bar number and/or broker's license number below your name.

Bar and/or Broker's License # \_\_\_\_\_  
(CIRCLE ONE)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone # \_\_\_\_\_

**Additional Requirements for Real Estate Transfer Declaration  
CITY OF CALUMET CITY, ILLINOIS**

**I. TRUST TRANSFERS:** In the event the property to be transferred is in a trust of any type and the property is being transferred to a new trust, the transfer may be exempt; however, in order to ensure that the requesting party obtain an exempt stamp, the following **must be certified by the requesting party** who must either be a **licensed broker** and/or **licensed attorney in the State of Illinois**.

- A. The requesting attorney or broker must certify on penalty of perjury that the beneficiary of the new trust to which the property is being transferred is the same beneficiary under the terms of the new trust.
- B. In the event the property is coming out of trust, the person to whom the property is being deeded must be the same as the beneficiary of the trust from which the conveyance is coming.
- C. Any property from trust transferred to a new trust where the beneficiaries are not the same shall be subject to a transfer tax unless the grantee is exempt for other reasons under the Transfer Declaration Ordinance.
- D. Before any property may be transferred and any stamps issued, the Water Department must certify that the last current bill has been paid in full and there are no outstanding liens for water or other assessments against the full property.
- E. In the event you are requesting exemption on the basis of a religious affiliation, the affiliation must be shown by certification of a licensed broker, owner or licensed attorney under the penalty of perjury that the organization is tax-exempt as determined by the Internal Revenue Service and/or the Illinois Department of Revenue and such Revenue Department exemption documentation must be shown upon request by the representative of the City Clerk's Office. Failure to do so will delay exemption determination.
- F. Judicial Order, Tax Deed, bankruptcy or other judicial transfers are exempt from transfer tax.
- G. Transfer stamps are only valid as they relate to the names of buyers and sellers requested on this document. Any change in the name of seller or buyer will require a new application. The application may not be altered to reflect different owners and/or sellers except by authorized employees of the City Clerk's Office.

**II.** The transfer tax of the City of Calumet City shall apply to all types of transfers, including transfer of partnership interest, exchanges in property and/or partnership interests, and any other transfer mechanism which is evidenced by a public acknowledgment of a transfer of ownership. Each transfer of interest in property that includes real estate shall be subject to the transfer stamp ordinance and any amendments in affect as of the date the stamp is received by buyer and/or seller unless such transfer is exempt under other provisions of the ordinance.

**III.** The transfer tax of the City of Calumet City is a bifurcated tax, i.e., the seller and the buyer are responsible for payment of one-half the tax. In the event a buyer or a seller is exempt, then only that half of the tax that is being requested by a non-exempt party needs to be paid at the time of a request for transfer stamps. Two stamps will be issued; one for that portion which is exempt and one for that portion that is not exempt.

***This transfer declaration includes the requirements as incorporated by reference on the reverse of this form and the person so certifying must be a licensed broker/realtor and/or licensed attorney authorized to practice their profession in the State of Illinois.***

**DOCUMENTS NOT REQUIREING F.O.I. REQUEST  
CITY OF CALUMET CITY, IL**

To obtain any Property Index Number (PIN), please visit the Cook County Assessor's website at <http://www.cookcountyassessor.com>

To obtain any property ownership information – deed information – lien information – mortgage information – foreclosure information – property legal description – or any other property-related information, please visit the Cook County Recorder of Deeds' website at <http://cookrecorder.com>

To obtain any property tax information or tax exemption information, please visit the Cook County Treasurer's website at <http://www.cookcountytreasurer.com>

To obtain any Calumet City Water Information, including billing information, please visit the Calumet City Water Department at 204 Pulaski Road or call 708-891-8155.

To obtain any information relating to Calumet City property inspections, permit information, or Calumet City violations or citations; please visit the Calumet City Department of Building and Zoning, located at 670 Wentworth Avenue - or call (708) 891-8120.

To obtain any outstanding monies owned on a property to the City of Calumet City and bid information or awards, please visit the Calumet City Clerk's Office at 204 Pulaski Road or call 708-891-8116.

Regarding Calumet City ordinances and Calumet City zoning regulations, please visit the Calumet City website at [https://library.municode.com/il/calumetcity/codes/code of ordinances](https://library.municode.com/il/calumetcity/codes/code%20of%20ordinances)

Regarding meeting minutes of the Calumet City Council, please visit the Calumet City website at <http://calumetcity.org/city-council-committee-meeting-minutes>

Regarding meeting agendas of the Calumet City Council, please visit the Calumet City website at <http://calumetcity.org/citycouncil-meeting-agendas>

# 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