

the City of

Waukegan



Telephone Directory

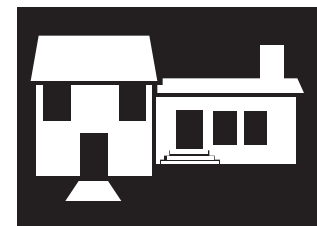
Animal Control	599-2690
Building Department	625-6868
City Clerk	599-2513
City Collector	360-0334
City Hall	599-2500
Code Enforcement	625-6860
Community Development	599-2530
Community Liason	599-2511
Community Services	599-2585
Corporation Counsel	662-8611
Engineering	625-6858
Finance Department	599-2540
Human Resources	599-2550
Mayor's Office	599-2510
Planning-Zoning	625-6878
Public Relations & Events	599-2525
Public Works	360-0944
Treasurer's Office	599-2569
Water Billing Department	360-0535
Water Filtration	599-2687

EMERGENCY	9-1-1
Non-Emergency Fire	249-5410
Non-Emergency Police	599-2999

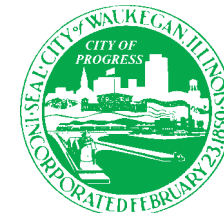
TTY NUMBERS (Hearing Impaired)	
Police/Fire Emergency	9-1-1
Non-Emergency	360-1550
City Hall Non-Emergency	782-2330

www.waukeganweb.net

City of Waukegan HOUSING GUIDE



*A Checklist Guide to the
Housing & Zoning Codes
in the City of Waukegan*



William F. Durkin
Mayor

An Informational Guide...

This booklet is designed to be helpful to all citizens, whether tenant, homeowner or landlord. It is an informational checklist guide to Waukegan's Zoning and Property Maintenance Codes. The booklet is most useful if reviewed prior to buying a home or signing a lease, but the basic code information provided herein will be useful to anyone interested in making Waukegan's residential neighborhoods safer, cleaner and more livable.

The boxes indicate a requirement of the codes.

This booklet is not a legal document. For precise definitions and descriptions of requirements check the codes which are available for viewing at 1700 McAree Road.

Remember, building permits are required for all but minor repairs. Before starting any work, please contact the Waukegan Building Department at (847) 625-6868.



For further information call:
(847) 625-6878 Planning & Zoning
(847) 625-6860 Code Enforcement
(847) 336-3247 Fair Housing Center of Lake County

A Few of Waukegan's Important Ordinances

Welcome to Waukegan! Getting settled in a new community can be confusing and frustrating. This checklist will help make your life a little easier in this hectic time.

9-1-1 EMERGENCY CALLS...Waukegan activated its Enhanced 9-1-1 emergency system in 1991. With this service, Waukegan residents have state-of-the art public safety technology at their fingertips. The caller's telephone number, name and address are instantly displayed on the emergency team dispatcher's console as a safety measure in the event the caller is unable to provide this critical information. To use the 9-1-1 emergency number, callers simply dial 9-1-1 from their telephone to summon emergency service personnel. No coins are needed when calling from a pay telephone.

NON-EMERGENCY CALLS...For non-emergency service in Waukegan, residents are asked to use 360-9000. Dispatchers at this number will direct your call accordingly.

CITY VEHICLE STICKERS...Waukegan residents are required by law to register their vehicle with the City Collector's Office. Waukegan city stickers are issued annually April 1 - May 31 for \$20. After June 1, the price increases to \$25. The Waukegan city sticker should be displayed in the lower right portion of your vehicle's windshield. Residents with a properly displayed Waukegan city sticker may use the Waukegan Municipal Beach free of charge Memorial Day through Labor Day. City stickers may be purchased at the City Collector's Office, 599-2566, located in Waukegan City Hall, 410 Robert V. Sabonjian Place, Monday through Friday from 8:00 a.m. until 5:00 p.m.

ALTERNATE PARKING...The Alternate Parking Ordinance states that vehicles must park on the odd side of the street on odd calendar days and the even numbered side of the street on even calendar days. The ordinance is strictly enforced by the Waukegan Police Department daily from 12:01 a.m. to 7:30 a.m.

The alternate parking ordinance has been in effect for more than thirty years to increase safety on city streets during winter weather and to better identify abandoned vehicles year round. Closely monitoring on-street parking during snow storms allows public works crews to quickly and more efficiently remove snow to make streets driveable. The penalty for not complying with alternate parking is a \$15 ticket.

CURFEW LAW... Waukegan's curfew law pertains to all persons under 18 years of age out in public unaccompanied by a parent or legal guardian after 10 p.m. on weekdays (Sunday - Thursday) and after midnight on weekends. Driver's licenses for persons under age 17 become invalid after curfew. Curfew violators under the age 18 are transported to the Waukegan Police Station and the minor's legal guardian is contacted. At the time of the minor's release, the parents are required to sign a statement acknowledging the child has violated the law. Children between the ages of 14 and 18 will be referred to Branch Court and subject to a fine between \$75 and \$500. Parents of minors arrested for a second curfew violation will be served with a citation and fined between \$75 and \$500 for permitting a second violation.

EXCESSIVE NOISE ORDINANCE...It is unlawful for any person to create any type of excessive noise, including the use of any electronic equipment (radio, compact disc, cassette tape players and automobile radio type devices) in such a manner that the sounds emanating therefrom can be heard at a distance of 50 feet from the equipment during its use or operation.

The penalties for violating the Excessive Noise ordinance shall be as follows:


6:00 a.m. - 8:00 p.m. \$ 75.00,
8:00 p.m. - 12:00 a.m. \$150.00
12:00 a.m. - 6:00 a.m. \$300.00

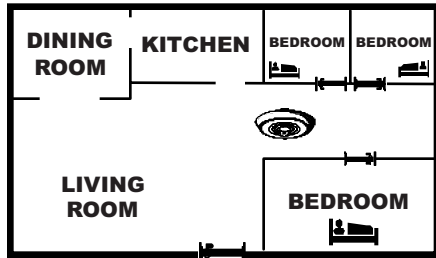
Each additional offense shall incur an additional penalty of \$100.00.

Smoke Detectors

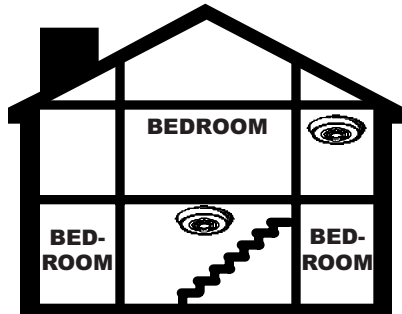
Does Yours Work?


It's the law. Every dwelling unit must have at least one smoke detector. The owner of the dwelling unit is required to provide a detector. After occupancy, the tenant is responsible for replacing the batteries as needed. Moreover, all multiple dwelling units must have approved smoke detectors in common areas and stairways.


A basic smoke detector (indicated by the ) shall be located within 15 feet of every sleeping area.

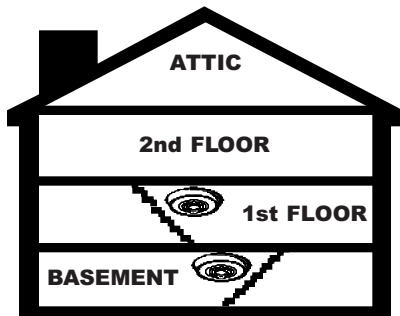


Smoke detectors should be mounted on the ceiling at least 12 inches from any wall...or on the wall between 12 inches below the ceiling.



In homes with more than one sleeping area, a smoke detector (indicated by the ) should be provided to protect each.

In homes with stairs, a smoke detector (indicated by the ) should be at the head of each.



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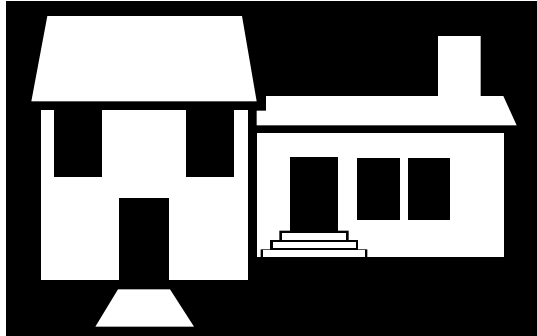


City of Waukegan
Office of PR & Events
(847) 599-2525

<http://www.waukeganweb.net>

On the Outside

Is Your Home in Good Repair?



GARAGE/SHED

- in good repair

PARKING

- Minimum of two legal parking spaces per unit each measuring at least nine feet wide by eighteen feet deep
- must be surfaced with all-weather hard material such as asphalt, blacktop or cement
- vehicles must be in operating condition
- must have Illinois State License plates
- must have current Waukegan vehicle sticker
- no recreational vehicles parked on city streets
- no commercial vehicles parked in residential areas
- it is illegal to work on vehicles in residential areas
- it is illegal to park on grass
- adhere to all residential parking regulations

WALLS

- no holes/cracks
- surface intact
- soffit and fascia in good repair

WINDOWS

- operable
- weather-tight
- sash fits
- unbroken
- putty
- screens
- well windows with covers

ROOF

- free of leaks
- shingles in good repair/not worn

DOORS

- weather-tight
- rodent-proof
- proper hardware

GUTTERS/DOWNSPOUTS

- in good repair
- free of obstructions

FOUNDATION

- sound
- no holes/cracks

CHIMNEY

- clean
- no loose or missing bricks
- tuckpointing in good condition

STEPS

- not worn
- evenly spaced
- hand rails at 4 or more steps

PAINT

- wood surface protected
- metal surface protected
- no peeling
- no graffiti

PORCH

- good repair
- guard railings

HOUSE NUMBERS

- 3 inches tall
- contrasting color
- non-script
- visible from street
- properly located; on street side of house-not on door



Minimum Occupancy Requirements

The ceiling in attics must be at least 7 feet high over one-third of the total area.

The bedroom must have a minimum of 70 square feet.



The ceiling height of a room used for living purposes must be at least 7 1/3' high. Any part of the room lower than 5' doesn't count



The bedroom must have a minimum of 50 square feet for each additional occupant.



REMEMBER

Each dwelling unit must have separate access to a hall, landing, stairway or street for emergency exit purposes.

EXIT



OVERCROWDING?

The Building Officials & Code Administrators (BOCA) Property Maintenance Code, a nationally accepted code adopted by the City of Waukegan, outlines the minimum occupancy area requirements for all dwelling units. It is very important to carefully review the following standards. The BOCA Code requires that every room occupied for sleeping purposes by one person have at least 70 square feet of floor area. Every room occupied for sleeping purposes by more than one person is required to have at least 50 square feet of floor area for each person sleeping in that room. Also, keep in mind that the only access to a bedroom cannot be through another bedroom. Questions, concerns and comments, should be addressed to the Building Department or the Fair Housing Center of Lake County .



One Occupant - 70 square feet of floor area required in bedroom.



Two Occupants - 100 square feet of floor area required in a bedroom.



Three Occupants - 150 square feet of floor area required in a bedroom.

In addition to the minimum bedroom area standards, the BOCA Code requires that each dwelling unit contain a minimum living room, dining room, and kitchen areas.



Three to Five Occupants - 120 square feet of living room space
80 square feet of dining room space
200 square feet if the living room and dining room are combined
50 square feet of kitchen space



Six or More Occupants - 150 square feet of living room space
100 square feet of dining room space
250 square feet if the living room and dining room are combined
60 square feet of kitchen space

Please remember that kitchens, non-habitable spaces (such as bathrooms, closets, garages, patios attics, etc..) and interior public areas must not be used for sleeping purposes. Also, in most cases, attics and basements are not permissible habitable areas. Usually, attics and basements lack the necessary ceiling height and exits to be safely used as habitable areas.

In the Yard

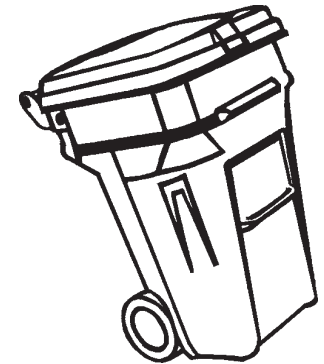
Is it Clean and Well Maintained?



- no more than 40% impervious surface
- no outside storage
- fence in good repair
- no trash in gutter or alley
- grass and weeds cut
- sidewalks free of hazards
- yard graded for drainage
- no litter, junk or debris
- no inoperable vehicles
- parking only on approved paved areas
- yards and parkways must be free from weeds and grass growth in excess of ten inches

TRASH

- proper container with tight fitting lid (blue BFI can)
- covered at all times
- at curb and removed in a timely manner (5pm night before pick-up and removed evening of pick-up day)
- call BFI at (847) 623-3870 for a special pick up of construction material, bulk items & building materials



YARDWASTE

- placed in 30 gallon biodegradable bags or a container clearly marked "YARDWASTE"
- at curb and removed in a timely manner (5pm night before pick-up and removed evening of pickup day)
- only collected between March 15 and December 15
- leaf burning is against the law in Waukegan

GARBAGE COLLECTION HOLIDAYS

New Years Day
Memorial Day
4th of July
Labor Day
Thanksgiving Day
Christmas Day

Whenever a holiday falls on a day during the week, the scheduled pickup day is always going to be delayed by one day.

For more info,
call (847) 623-3870.

On the Inside

Is it Clean, Safe and Well Maintained?



WALLS/CEILINGS

- clean
- no loose wallpaper
- no cracks
- no loose plaster
- no flaking paint
- no lead paint
- free of obstructions

FLOORS

- structurally sound
- no holes
- clean

HALLWAYS

- well lit
- free of obstructions
- clean
- approved smoke detectors installed (p. 11)

WINDOWS

- no broken glass
- open freely
- sash and cords operable
- proper screens
- proper fit

DOORS

- secure
- fits frame properly
- not blocked by obstacles
- proper hardware
- no outside locks on bedrooms

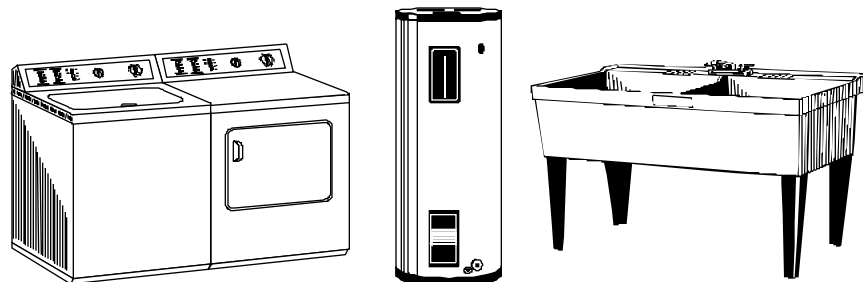
ELECTRONIC COMPONENTS

- adequate service
- no frayed or unconnected wires
- no broken light fixtures
- fuse box accessible to tenants
- do not use space heaters
- GFI outlets in kitchen, bathroom and basement

Remember, building permits are required for all but minor repairs. Before starting any work, please contact the Waukegan Building Department at (847) 625-6868.

The Basement:

A Danger Area



HEATING SYSTEM

- can heat to 70 degrees F
- properly installed/ventilated
- sealed against fumes
- ducts and pipes leak-free
- sealed chimney
- safety switch
- clean filters
- clear of storage

ELECTRICAL SYSTEM

- properly grounded
- insulated wires
- enclosed fuse box
- GFI outlets
- no exposed brass light sockets
- all work completed by a licensed electrician

STAIRWAY

- well lit
- secure handrail
- secure steps
- steps evenly spaced

WALLS

- waterproof
- structurally sound

FLOOR AREA

- free of debris and trash
- grill over drainpipe outlet
- no gasoline filled containers

SMOKE DETECTOR

- approved detector installed

WATER SERVICE

- no cross connection of waste pipe and water pipe

WATER HEATER

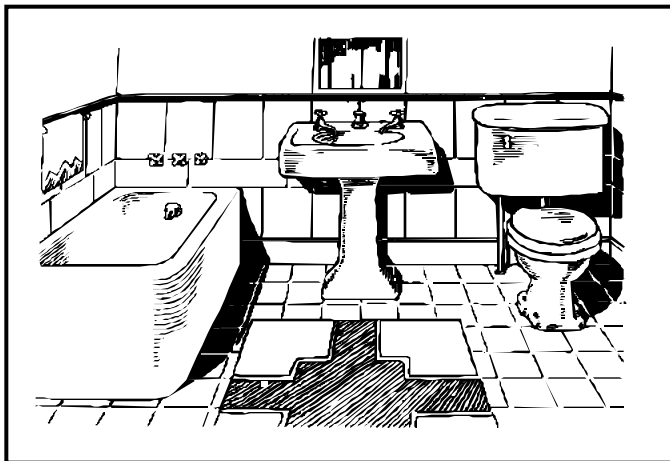
- can heat to 110 degrees F
- properly vented
- temperature and pressure relief valves with discharge



BASEMENTS ARE NOT CONSIDERED AS SUITABLE SLEEPING AREAS!!!

In the Bathroom

The Housing Code Requires:



- a tub or shower
- a washbasin properly installed
- properly mounted toilet seat
- no plugged drains
- no faucet lower than top of wash basin
- a light fixture
- GFI electrical outlet
- water-tight floor
- operable window or mechanical vent
- plumbing fixtures that do not drip or leak



CAUTION!!!

Mixing water and electricity can kill you!!!

- ⚠ Never use electric appliances near water.
- ⚠ Do not use portable electrical equipment in the bathroom.



BE SURE TO:

- clean bathroom regularly
- avoid staining fixtures with abrasive cleaners
- repair leaking faucets to avoid water waste

In the Kitchen

The Housing Code Requires:



- hot and cold running water
- water-tight floor
- GFI outlets at counter top
- at least one ceiling fixture and two to three separate and remote outlets
- no gasoline stove
- no sleeping in kitchen area

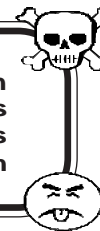
OTHER AREAS TO CONSIDER

- chipping paint
- dripping faucet
- plugged drain



POISONOUS GAS

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



RODENT AND ROACH ATTRACTORS INCLUDE:

- dirty dishes
- dirty stove and refrigerator
- uncovered food
- garbage in uncovered containers
- cracked floor covering
- grease covered walls and ceilings

RESPONSIBILITIES

-PROPERTY OWNER- Landlord or Owner Occupied

-TENANT- House or Apartment

- Not renting out housing with code violations.
- Keeping any shared and public areas clean for dwellings with two or more units.
- Eradicating rats, insects and other pests.
- Posting name, address and telephone number of the owner or building manager at location.
- Providing adequate container for garbage.
- Notifying occupants of building exits.
- Not permitting overcrowding.
- Supplying hot and cold water as reasonably required by the tenant.
- Returning security deposit, including interest, within 45 days of termination of lease.
- Notifying tenant with a written list of any damages within 30 days of termination of lease if any portion of the security deposit is withheld.
- Providing heat at an average temperature of 65 degrees Fahrenheit from 7:30am to 8:30am, 68 degrees F from 8:30am to 10:30pm, and 60 degrees F from 10:30pm to 7:30am. This applies from September 1 through June 15.
- If you would like to learn more about a landlord's rights and responsibilities, call (947) 599-2585 to sign up for the Waukegan Police Department's Landlord Training Program.

- Keeping the dwelling unit clean.
- Not permitting overcrowding.
- Using approved trash cans for garbage and trash.
- Not committing vandalism, and not permitting vandalism.
- 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.
- Properly using and operating all electrical fixtures and plumbing fixtures.
- Maintaining a working battery in smoke detectors.
- Complying with all rules that are brought to the tenant's attention and agreed to in writing.
- To find out more about tenant's rights, call the Fair Housing Center of Lake County at (847) 336-3247.