



**City of Blue Island**  
**Building & Zoning Department**  
13051 Greenwood Avenue  
Blue Island, IL 60406  
P (708) 597-8606  
F (708) 396-2686  
[building@cityofblueisland.org](mailto:building@cityofblueisland.org)  
[www.blueisland.org/forms](http://www.blueisland.org/forms)

**INTENT TO SELL APPLICATION FOR CITY INSPECTION**

Notice is hereby given that the property herein after described is being offered for sale and the undersigned, on behalf of said property, hereby requests the City of Blue Island to inspect the premises herein described, both exterior and interior, and does hereby consent to said inspection.

Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Address (Owner): \_\_\_\_\_  
Street City/St. Zip.

Listing Agent or Attorney: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Prospective Purchaser(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/St. Zip.

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Sq. Ft. per Unit (Commercial Only): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

(Copy of Applicant's & Owner(s) Driver's License or State ID is required)

<b>For Office Use Only</b>		(stamp paid)
Units: _____	Scheduled Date: _____	
Fee Paid: _____	Scheduled Time: _____	
P.I.N.(s) _____		
Permit No. INSCP# _____		
Violations: <input type="checkbox"/> YES <input type="checkbox"/> NO	Received/Processed By: _____	

*Note: Ordinance Number 2022-021 Amending Title IX "General Provisions", Chapter 92, "Fair Housing" must be complied with. Application and payment must be received prior to scheduling appointment.*



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The City of Blue Island requires that the following items be confirmed, prior to transferring ownership of a property:

**Vacant Property Registration and Code Compliance (if applicable)**

All vacant properties are required to be registered for vacancy.

Ordinance# 11-141 (#2016-004 amended)      [www.blueisland.org/vacant-property](http://www.blueisland.org/vacant-property)

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**Outstanding Fines/Liens**

Before this application can be processed any outstanding fines/liens due to the City of Blue Island are required to be paid in full.

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**Notice of Intent to Sell Inspection Fee Schedule (Ord. 2023-021)**

Single Family/Condo/Townhouse—\$100

Trailer Home—\$75

Multi-Unit Family:    \$150 + \$25/Unit

Industrial Building:    \$300

Commercial: Up to 2,000 sq. ft. \$300 - Between 2,000 – 4,000 sq. ft. \$400 - Exceeds 4,000 sq. ft. \$600

Mixed Use: Required commercial property fee plus \$100 per additional unit

Over the phone payment—\$5 (No American Express) + 4% bank processing fee (subject to all credit card payments)

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**Final Water Reading**

Final reading on water account is required to be request at least 1 week prior to closing.

Final water account payment to be paid in full prior to closing in order to receive certificate for closing.

Water Department Phone No.: (708) 597-8605    *\*Paid Final Water Bill Required to obtain certificate\**

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**Agreement to Correct Building Code Violations**

Agreement to Correct Building Code Violations is required to be signed by the purchaser(s) and submitted to the Building Department prior to the scheduled closing date. The buyer will have 30 days after closing to comply with said violations, if ownership is being transferred with code violations.

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**Certificate for Closing**

The City of Blue Island does NOT issue stamps. A certificate will be issued after all is complied with and verified in office. Certificate is required to be issued prior to the closing/recording of deed.

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**Intent to Sell Inspection Overview**

Many houses in the City of Blue Island were originally built as single-family homes but were converted many years ago to multi-family dwellings. The building codes contained in Chapter 150 of the City Code of Ordinances were implemented to protect residents' health, safety, and welfare by providing minimum requirements for all buildings within the City.

Upon completion of the required Intent to Sell Inspection, which must occur prior to sale of property, any building that does not meet the applicable minimum building code requirements will be fined for code violations. If a converted multi-family dwelling does not meet the minimum standards, the owner will be required to either fix the violations or convert the house back into a single-family home.

Before an Intent to Sell Inspection can be scheduled, property owners must complete and sign this Intent to Sell Inspection Overview and attached Notice. Property owners must also answer the questions below, based on how the property owner is currently using the building. The building inspector will confirm this information during the inspection.

**NOTE:** The cost of the inspection will be based on the building inspector's determination of how many separate apartments are on the property.

\*\*\***Apartment**\*\* means a group of rooms inside a house that could be rented to separate people\*\*

\*\*\***Livable**\*\* means containing both a kitchen and a bathroom\*\*

Criteria	Homeowner	Inspector
1. Are there <b>multiple apartments</b> on this property?		
2. a.) Is there <b>more than one building</b> with apartments on this property?		
b.) If "yes", how many apartments are inside the <b>larger building</b> ?		
c.) If "yes", how many apartments are inside the <b>smaller building</b> ?		
3. a.) How many apartments with <b>no bedrooms</b> are on the property?		
b.) Is the floor area of each of those apartments at least <b>500 sq. ft.</b> ?		
4. a.) How many <b>one-bedroom</b> apartments are on the property?		
b.) Is the floor area of each of those apartments at least <b>650 sq. ft.</b> ?		
5. a.) How many <b>two-bedroom</b> apartments are on the property?		
b.) Is the floor area of each those apartments at least <b>850 sq. ft.</b> ?		
6. a.) How many <b>three-bedroom</b> apartments are on the property?		
b.) Is the floor area of each those apartments at least <b>1050 sq. ft.</b> ?		
7. a.) Does the property contain a <b>basement</b> apartment?		
b.) If "yes", what <b>percentage</b> is <b>below the ground</b> ?		
8. Does every apartment contain <b>two exit doors</b> ?		
9. Is the <b>ceiling</b> in every unit at least <b>7 ft. high</b> ?		

**Verification**

Under penalty of perjury, I certify that I am the owner/co-owner of the property located at \_\_\_\_\_  
 \_\_\_\_\_ (address) that the foregoing answers were prepared by me, and that  
 to the best of my information and knowledge, these answers are true and correct.

(Copy of owner Identification Required)

- Identification Received

Notarization Received (if not present)

**For Office Use Only**

\_\_\_\_\_

\_\_\_\_\_

Property Owner(s) Name (please sign here)