

# City of Edwardsville

## Safe Housing Program

### Rental Property Registration and Inspection

## Rental Property Guide



Public Works Department  
200 East Park Street  
Edwardsville, IL 62025

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Email: [rentalregistration@cityofedwardsville.com](mailto:rentalregistration@cityofedwardsville.com)

Website: [www.cityofedwardsville.com/rental](http://www.cityofedwardsville.com/rental)

*Information provided within this guideline booklet does not fully summarize the entire code and is not intended to circumvent adopted code requirements.*

## INTRODUCTION

The City of Edwardsville strives to ensure all city residents are provided with a safe, sanitary and decent living environment. To achieve this goal, the City of Edwardsville adopted Ordinance 2009-5771-2-09 in February of 2009 which created a voluntary Rental Registration Program for Rental Properties.

In order to ensure suitable housing, safe and viable neighborhoods and a healthy City; the City of Edwardsville adopted an Ordinance on November 19, 2013, establishing a Rental Registration and Inspection Program. This program makes it mandatory for all Rental Property Owners or Agents to register their rental property(s) annually by January 1<sup>st</sup>. A copy of the Ordinance is available for viewing on the City of Edwardsville website [www.cityofedwardsville.com/rental](http://www.cityofedwardsville.com/rental). Revisions were approved on October 3, 2018 reducing late fees and inspection fees as well as extending the annual Registration Fee to January 31<sup>st</sup>.

City of Edwardsville Inspectors may conduct periodic inspections of the property and address Health Hazards, Fire and Life-Safety Code violations and ensure that residents are living in safe, habitable conditions. Residential properties are subject to annual inspections; multi-family dwellings are subject to inspections once every three years.

## RENTAL REGISTRATION AND INSPECTION FEES *(revised on 10/3/18)*

Anyone who maintains or operates a residential rental property in the City limits of Edwardsville must first register their property. Annual Registrations are due by January 1<sup>st</sup> of each year. Following is the annual fee structure for your reference:

Structure	Annual Fee
Single Family/Mobile Home – Per Building	\$40.00
Duplexes – Per Building	\$60.00
Multi-Family (3+ Units) – Per Unit	\$25.00
Late Registration – Per Unit	\$75.00
Initial Inspection	\$0.00
1 <sup>st</sup> Re-Inspection	\$0.00
Subsequent Re-Inspection(s)	\$75.00

## OWNER / AGENT RESPONSIBILITIES

It is the responsibility of the owner or agent to register the rental property and ensure that the property is maintained in compliance with the provisions of the International Property Maintenance Code. The owner or agent must be available to respond to an emergency on a 24 hour per day basis.

### Utility Bills

Section 118-98 (a) of the City's Codified Ordinances states that the occupant shall be primarily responsible for payment for utility service (water, sewer, and trash) at such premises; however, the owner of the premises shall be responsible for payment for the service if the occupant fails to pay. Such service is furnished to the premises by the city only upon the condition that the occupant of the premises shall be liable therefore to the city.

### Training – Crime Prevention/Building-Fire Safety

Every Owner or Agent of a multi-family building containing twenty (20) or more units shall attend a city-sponsored training program about crime prevention and other safety matters at rental properties.

## **Change of Ownership**

Within 30 days of a change of ownership, the new owner must revise/complete the Rental Registration at no additional charge – if already registered for the Registration period (January 1 to December 31).

## **INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC)**

The IPMC establishes standards for facilities and conditions of all aspects of the property to ensure that structures are safe, sanitary and fit for occupancy.

The IPMC deals with all aspects of the property including provisions for exterior conditions and maintenance such as painting, masonry, tuck pointing, roofs, gutters, handrails, landscaping, trash areas and general property upkeep.

It also contains very specific standards for the interior of buildings, including general cleanliness of all common areas, handrails, stairs and painting, as well as conditions pertaining to the individual units. The IPMC contains very specific standards for lighting, electrical, plumbing, mechanical, and fire safety.

## **OCCUPANCY**

The City of Edwardsville also has strict requirements and limitations relating to how many residents can occupy a rental home or apartment. Specifically, our housing code allows a maximum of three (3) unrelated people to live together in a rental property regardless of how many bedrooms are contained in the property. This code is strictly enforced and there are penalties for violation of this ordinance.

## **MINIMUM STANDARDS FOR DWELLING UNITS AND PROPERTY**

When units and property are inspected, they are inspected for compliance with the International Property Maintenance Code. Some of the items inspected are listed below. This is a basic list and does not include all details.

- ✓ House numbers must be visible from the street (if a multi-family unit numbers must be on the doors).
- ✓ Open stairs, landings, porch, decks or other walking surface 30 inches above grade or floor below must have railings & balusters.
- ✓ All exterior stairways containing over 4-risers shall have handrail on one side of stairs 30 inches minimum, 42 inches maximum.
- ✓ All exterior walking surfaces maintain in sound hazard free condition.
- ✓ Any obvious structural concerns will be addressed.
- ✓ Fire Safety
  - Functioning Smoke Detectors installed a minimum of one per floor of each unit as well as one within each sleeping area and within 15 feet outside of each sleeping area.
  - Functioning Carbon Monoxide Detectors installed a minimum of one per floor of each unit as well as one within 15 feet from each sleeping area (applies only if you have gas appliances or an attached garage).  
*Property owners are responsible for providing all dwelling units with smoke detectors and carbon monoxide detectors in good working order. Tenants are responsible for the upkeep of the smoke detectors and carbon monoxide detectors. (i.e. batteries in good working order, dust and vacuum the detectors).*
  - Egress doors (front & back) must be operable from the inside without the use of a key or special knowledge.
  - No combustible materials stored within three (3) feet of any ignition source.

- Bedroom window egress – minimum one window capable of opening without the use of any special knowledge or tools and sustain its open position without the need to be propped open.
  - All windows to be fully functional including hardware.
  - No less than one window capable of providing an opening of 20 inches high and 24 inches wide must be present in each sleeping room (including basement sleeping room).
  - *If new window or compliant window is warranted – a permit is required.*
- ✓ Electrical Safety & Equipment
- All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.
  - Cover plate(s) damaged or missing.
  - GFCI receptacle(s) in laundry room (washing machine)
  - GFCI protection or receptacle(s) in bathroom(s)
  - GFCI protection or receptacle(s) in kitchen(s)
  - GFCI protection or receptacle(s) in garage(s)
  - GFCI protection or receptacle(s) in Unfinished Basement Area(s)
  - GFCI protection or receptacle(s) Exterior of Home and Outbuildings
  - GFCI protection or receptacle(s) next to pool
  - Receptacle(s) damaged, will not hold plug, warrants replacement per current code.
  - Light fixture(s) inoperable, missing, or damaged.
  - Improper use of extension cords, power strips, or outlet multipliers
  - Electrical service box has cover
  - Fuse/circuit breaker proper ratings proper labeling.
  - Any exposed conductors or components constituting a shock hazard. *(Please contact the office with any questions on what constitutes a shock hazard).*
- ✓ Mechanical, Heating Safety, and appliances (kitchen appliances included)
- Heating system capable of maintaining a minimum room temperature of 68 degrees.
  - Heating unit vented properly
  - Fuel gas shut off valve installed
  - Water heater must have proper pressure relief valve.
  - Water heater and furnace must have a properly installed flue.
  - Gas appliances in garage must be mounted 18 inches off floor.
  - Fuel burning water heater properly installed and maintained (vent piping, shut off valve, etc.)
  - All fuel burning appliances must be properly installed and maintained for combustion air and venting with proper shut-off valves.
- ✓ Miscellaneous
- Mold present
  - All units shall contain its own bathtub or shower, bathroom and kitchen sinks, and toilet, maintained in good working order and capable of performing its designed purpose.
  - All windows must be free from glazing cracks, breaks or holes.
  - Unit free of rodent/insect infestation
  - Habitable rooms must have no less than 7 feet of unobstructed head-room
  - All interior stairways containing over 4 risers shall have a handrail on one side.
  - Refuse areas must be clean and adequate refuse and recycling containers must be provided to properly store refuse and recyclables between the collection days.
  - Dumpster enclosures shall be properly maintained with working gates.

## **CONSTRUCTION PERMITS AND INSPECTIONS**

The City of Edwardsville requires permits for major repairs, interior renovations and other maintenance activities as described below.

Permits and inspections are necessary to ensure the health and safety of the citizens and to ensure that all work performed is done in a workmanlike manner consistent with the technical knowledge necessary and applicable codes. These include the following:

### **Building Permit**

All new construction, additions, alterations, and demolitions require a permit. New windows and egress windows require a permit as well.

### **Plumbing Permit**

A plumbing permit is required for the majority of plumbing work. The only exceptions are drain cleaning and replacement of faucets and valves. All plumbing work that requires a permit must be performed by an Illinois licensed plumber.

### **Electrical Permit**

An electrical permit is required for most electrical work.

## **CODES IN EFFECT WITHIN THE CITY OF EDWARDSVILLE**

- ✓ International Building Code – 2006 Edition
- ✓ International Fire Code – 2006 Edition
- ✓ NFPA 101 Life Safety Code – 2000 Edition
- ✓ Illinois State Plumbing Code 2004 Edition
- ✓ National Electrical Code – 2005 Edition (with amendments)
- ✓ International Mechanical Code – 2006 Edition
- ✓ International Property Maintenance Code – 2006 Edition
- ✓ International Residential Code – 2006 Edition (with amendments)
- ✓ International Energy Conservation Code – 2009 Edition
- ✓ Americans with Disabilities Act
- ✓ Illinois Accessibility Code
- ✓ City Land Development Code & Zoning Ordinance



**TELEPHONE / EMAIL GUIDE**  
**CITY WEBSITE: [www.cityofedwardsville.com](http://www.cityofedwardsville.com)**

Office	Email	Phone Number
City Hall Offices are located at 118 Hillsboro Avenue		
Office of the Mayor	<a href="mailto:mayor@cityofedwardsville.com">mayor@cityofedwardsville.com</a>	692-7530
Office of the City Clerk	<a href="mailto:cityclerk@cityofedwardsville.com">cityclerk@cityofedwardsville.com</a>	692-7500
Office of the City Administrator		692-7520
Finance Department	<a href="mailto:finance@cityofedwardsville.com">finance@cityofedwardsville.com</a>	692-7500
ECTV Cable		692-7551
Parks Department	<a href="mailto:parks@cityofedwardsville.com">parks@cityofedwardsville.com</a>	692-7538
Fire Department, 300 South Main	<a href="mailto:firedepartment@cityofedwardsville.com">firedepartment@cityofedwardsville.com</a>	692-7541
Police Department, 333 South Main	<a href="mailto:plicedepartment@cityofedwardsville.com">plicedepartment@cityofedwardsville.com</a>	656-2131
Public Library, 112 South Kansas	<a href="mailto:library@cityofedwardsville.com">library@cityofedwardsville.com</a>	692-7556
Public Works Dept, 200 East Park Street	<a href="mailto:publicworks@cityofedwardsville.com">publicworks@cityofedwardsville.com</a>	692-7535
Planning & Zoning	<a href="mailto:planning@cityofedwardsville.com">planning@cityofedwardsville.com</a>	692-7537
Economic Development	<a href="mailto:economicdevelopment@cityofedwardsville.com">economicdevelopment@cityofedwardsville.com</a>	682-7535
Rental Registration/Inspection	<a href="mailto:rentalregistration@cityofedwardsville.com">rentalregistration@cityofedwardsville.com</a>	692-2331
Vacant Structure Registration	<a href="mailto:vacantproperty@cityofedwardsville.com">vacantproperty@cityofedwardsville.com</a>	692-2331
Property Maintenance Compliance	<a href="mailto:propertymaintenance@cityofedwardsville.com">propertymaintenance@cityofedwardsville.com</a>	692-2331
AT&T		800-244-4444
Ameren IP		800-755-5000
Chamber of Commerce	<a href="https://www.edglenchamber.com">https://www.edglenchamber.com</a>	656-7600
Charter Communications (Cable TV)		877-728-3121
Edwardsville Community Schools 708 St. Louis Street	<a href="http://ecusd7.org">http://ecusd7.org</a>	656-1182
Edwardsville Township	<a href="https://edwardsvilletownship.com">https://edwardsvilletownship.com</a>	656-0292
JULIE Locating	<a href="https://www.illinois1call.com">https://www.illinois1call.com</a>	800-892-0123
Republic Waste Systems	<a href="https://www.republicservices.com">https://www.republicservices.com</a>	656-6883
Southwestern Electric	<a href="https://sweci.com">https://sweci.com</a>	800-637-8667
U.S. Post Office, 145 North Kansas	<a href="https://www.usps.com">https://www.usps.com</a>	656-8460

## **Trash**

Allied Waste/Republic Services provides residential solid waste, yard waste and recycling collection in the City of Edwardsville. If you have any questions regarding solid waste collection services and collection schedules please call Allied Waste/Republic Services directly at 618-656-6883 or review the recycling schedules. In order to determine if your pick up date is on the Route A or Route B Schedule please contact the Public Works Office at 618-692-7535, Monday through Friday, 8 a.m. to 5 p.m.

Visit: [www.cityofedwardsville.com/223/waste-collection-recycling](http://www.cityofedwardsville.com/223/waste-collection-recycling) to view Accepted Materials for the Recycling Program.

## **Holidays**

- New Year's Day
- Labor Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day

If the holiday falls on a Saturday or Sunday, there is no disruption in your pickup schedule. Should your pick up day fall on a holiday your trash and recycling will be collected on the following day.

Yard waste collection is on the same day as your regular trash pick up. This service provides collection of paper bags (no plastic bags) or trash cans of yard waste. Please mark trash cans with a large red "X" and bundle twigs/branches in four foot lengths. Yard waste collection will be collected year round. Bags or cans of yard waste are not to exceed 60 pounds in weight.

## **Trash Tips**

- Set your trash and recycling out by 6 a.m.
- Bag or containerize all trash.
- Place trash and recycling close to the curb.
- Call Allied Waste/Republic Services for large item pickups.
- If you have a large amount of cardboard for recycling call Allied Waste/Republic Services in advance.

## **Large Trash Pick-Up**

Residents now have the flexibility to schedule up to four household large item pickups per calendar year at no extra charge. Residents may schedule up to four pickups. Schedule your household large item pickup when it is convenient for you!

## **How to schedule your service:**

- **Step 1** - Republic Services® at 618.656.6883 or fill out their online form. Provide a brief description of your items. Your pickup will be scheduled within 7 days of your call.
- **Step 2** - Place your items at the curb no more than 12 hours before your scheduled pickup.
- Please do not place your items at the curb until you have called Republic Services and scheduled the specific collection date.

**Acceptable items** included in large item pickups include appliances; carpet, which must be cut into bundles no longer than 4' in length and 3' in diameter and weighing less than 50 lbs. per bundle; furniture such as couches, chairs, dressers, tables, and desks; glass portions of doors and windows, which must be broken down and placed into a small box marked glass; and mattress sets.

**Unacceptable items** include basketball sets/poles, unless they are broken down into sections and no larger than 3' in diameter; batteries; concrete and other construction material of any kind; electronic waste, including televisions, computer monitors and accessories, DVD/VCR players, etc.; fluorescent light bulbs; lead/oil based paint or varnish; loose trash or trash in cardboard boxes; tires; and yard waste.

**Convenient Disposal of Sharps Waste**

Allied Waste/Republic Services now offers a convenient way for customers to dispose of home-generated sharps waste - such as needles and syringes. This is available for anyone - they don't need to be a current Allied Waste/Republic Services customer. For more information regarding this program, please visit <https://www.republicsharps.com>