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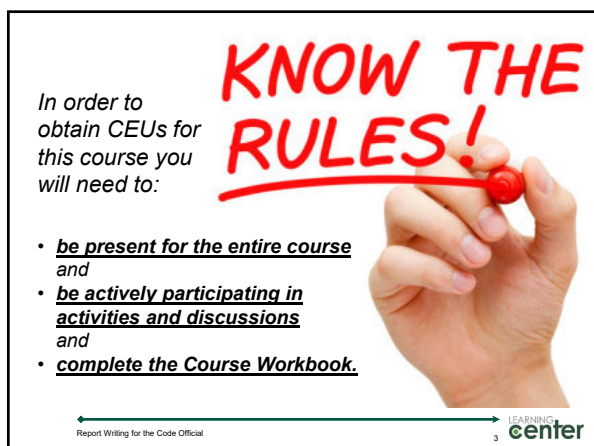
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## Description

- **This course provides knowledge and skills for effectively writing reports** and violation notices for code professionals of all levels.
- **You will learn the importance of writing a good report**, writing professional sentences and choosing the correct terminology to use.
- **Examples and practice opportunities are provided** to participants so that you will be better skilled at writing and editing your work.



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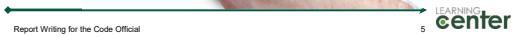
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## Goal

- To become a report writing expert, or at least an aspiring expert.



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## Objectives

Upon completion, participants will be better able to:

- Write a building code inspection report that communicates clearly, is accurate, descriptive and sites the code or ordinance quickly and without error.



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## Objectives

Upon completion, participants will be better able to:

- Write an efficient report that contains details, uses appropriate terminology for the intended audience and defines terms that may be unclear for the reader by:
  - Employing the Six W's for writing reports.
  - Using terminology to correctly describe issues.
  - Gathering details to write an inspection report.
  - Writing effective sentences that clearly and professionally describe issues.



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## Objectives

- Upon completion, participants will be better able to:
- Write a report that minimizes the potential for litigation.



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## Course Overview

- Module 1** Why Efficient Report Writing is Essential to Code Enforcement?
- Module 2** The Elements of an Efficient Report.
- Module 3** Construction Inspection
- Module 4** Existing Property Inspection-Fire/Property Maintenance/Complaints
- Module 5** Citations, Prosecution & Legal Documents



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Module 1

**Why Efficient Report Writing is Essential to Code Enforcement**

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**Why efficient report writing is essential to code enforcement.**

- If it isn't on paper, it didn't happen.
- It's better to Educate than Litigate.
- Minimize legal exposure and maximize prosecutorial leverage.
- Give them every chance to do the right thing.
- It will make your job easier.

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**Why efficient report writing is essential to code enforcement.**

- If it isn't on paper, it didn't happen.  
We are unable to approve your plans as submitted. Please incorporate the items listed below into revised drawings and resubmit, a minimum of two sets, for further review. All items requested in this review letter shall be addressed prior to approval.  
If you choose to resubmit anything less than a complete set, please be prepared to disassemble and properly reassemble.  
Any response noted as "by other", "design-build", "N.I.C.", etc. shall be rejected unless/until accompanied by the requested information. Please cloud and date each change, and provide a written response keyed to this review letter by item number. Please be aware that a "cut and paste" of a review comment or code citation/text will probably constitute an inadequate response.

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**Why efficient report writing is essential to code enforcement.**

▪ If it isn't on paper, it didn't happen.

We are unable to approve your plans as submitted. Please incorporate the items listed below into revised drawings and resubmit, **a minimum of two sets**, for further review. All items requested in this review letter shall be addressed prior to approval.

If you choose to resubmit anything less than a complete set, **please be prepared to disassemble and properly reassemble.**

Any response noted as "by other", "design-build", "N.I.C.", etc. shall be rejected unless/until accompanied by the requested information.

**Please cloud and date each change, and provide a written response keyed to this review letter by item number.** Please be aware that a "cut and paste" of a review comment or code citation/text will probably constitute an inadequate response.

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**Why efficient report writing is essential to code enforcement.**

▪ It's better to Educate than Litigate.

- BISSo only works for a short period of time
- Establish your role as an expert
- Give them a reason to do the right thing
- Verbal Judo

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**Why efficient report writing is essential to code enforcement.**

- Minimize legal exposure and maximize prosecutorial leverage.
  - Give them every chance to do the right thing.
  - Use uniform language throughout the process.

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## Why efficient report writing is essential to code enforcement.

- It will make your job easier.

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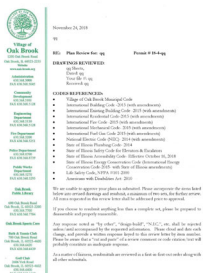
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## A Code Official will need to write many different reports

### 1. Plan Reviews



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## A Code Official will need to write many different reports

### 2. Departmental Requests & Reports

December 6, 2018  
City of Bedrock  
Proposed Amendment to 2018 International Property Maintenance Code

#### Chapter 2 Definitions

**Responsible Party.** Except as otherwise specified herein, the owner or the owner's designated agent shall be responsible for the maintenance of buildings, structures and premises. In addition, any other person or entity who may be reasonably considered to have a role or responsibility in the creation, continuation, or correction of any violation of this code shall be a responsible party or additional responsible party for such violation.

**Cost Impact:** There is no cost associated with this proposed amendment.

**Discussion:** This amendment will allow code enforcement personnel to address issues directly with the entity that is responsible for a violation. The proposal has been discussed-in depth-with various stakeholders, including the owners and managers of the shopping center and various rental properties, it will allow staff to directly address issues with tenants and they have expressed unanimous support.

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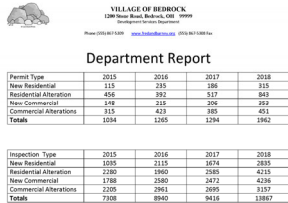
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## A Code Official will need to write many different reports

### 3. Departmental Activities Reports



Report Writing for the Code Official 19

19

## A Code Official will need to write many different reports

#### 4. Communication with Upper Management and Elected Officials

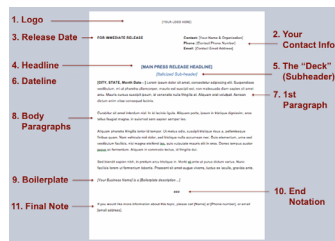
From: Red Taggart  
Date: December 6, 2018  
Subject: Selective Enforcement  
To: J. D. Hogg [bosshogg@hazard.org](mailto:bosshogg@hazard.org)  
Boss,  
  
The Duke boys are at it again. They built a small shed on Story Rock Mountain without a permit. There appears to be a small fire with lots of steam coming out, with a bunch of empty quart jars stored outside.  
  
Sheriff Roscoe and I will be visiting the site later today.  
  
RT

Report Writing for the Code Official 20

20

## A Code Official will need to write many different reports

## 5. Press Releases



<https://fit-small-business.com/>

Report Writing for the Code Official



21


LEARNING center

21

## A Code Official will need to write many different reports

5. Press Releases

Report Writing for the Code Official
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## A Code Official will need to write many different reports

6. Freedom Of Information Act (FOIA) Reports



Report Writing for the Code Official
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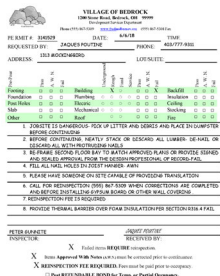
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## A Code Official will need to write many different reports

7. Inspection Reports  
a. Construction



Report Writing for the Code Official
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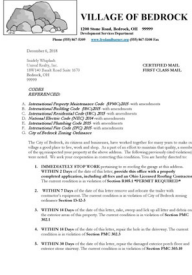


## A Code Official will need to write many different reports

7. Inspection Reports

b. Existing Property-

3. Property Standards



Report Writing for the Code Official
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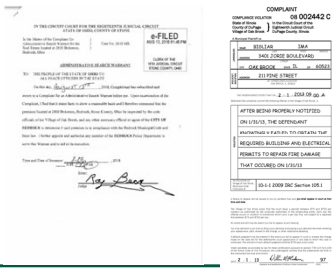
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## A Code Official will need to write many different reports

8. Citations & Prosecution Documents



Report Writing for the Code Official
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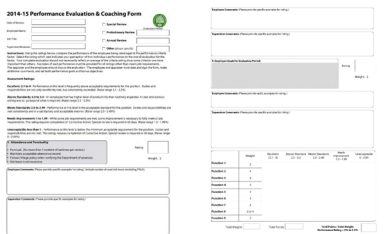
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## A Code Official will need to write many different reports

9. Employee Reviews



Report Writing for the Code Official
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### Advantages/disadvantages of different types of inspection report formats

1. Template/Boilerplate
2. Forms
3. Blank Sheet
  - a. Narrative
  - b. Notes
4. Combination

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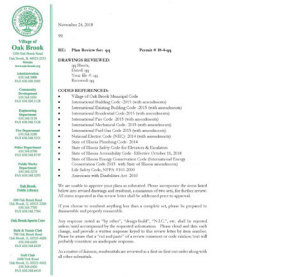
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### Advantages/disadvantages of different types of inspection report formats

1. Template/Boilerplate



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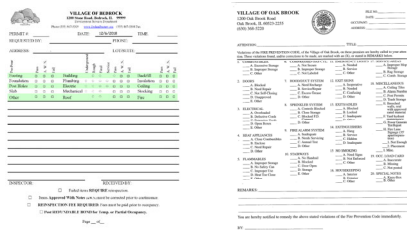
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### Advantages/disadvantages of different types of inspection report formats

2. Forms



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Module 2

## The Elements of an Efficient Report

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### The elements of an efficient report

- Definitions
- Use correct terminology to correctly describe issues.
- Gathering details to write an inspection report.
- Writing effective reports that clearly and professionally describe issues.
- Spelling and Grammar

Report Writing for the Code Official

LEARNING  
center

38

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### Definitions & Terminology



Report Writing for the Code Official

LEARNING  
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## Report Writing for the Code Official

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## Write Effective Reports that Clearly and Professionally Describe Issues

- Who
- What
- Why
- Where
- When
- hoW

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- Who ?
- What ?
- Why ?
- Where ?
- When ?
- hoW ?

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road, Oak Brook, IL 60521  
Department of Community Development  
(To Schedule Inspections: 630.584.6100 ext 43300 or 43301)

PERMIT #: NONE - FIRE DATE: January 31, 2013 TIME: 1300  
ADDRESS: 1313 MOCKINGBIRD SUITE/FLOOR:

**INSPECTION REPORT**

Pre-Permit	Building	Plumbing	Electrical	Mechanical	Roof	Other	Backfill	Insulation	Cabling	Structural	Fire	Plumbing	Other
Foundation													
Wall													
Roof													
Other													

Other: FIRE DAMAGE - ENTIRE HOUSE

NOTES: 1. OBTAIN THE SERVICES OF AN ILLINOIS LICENSED STRUCTURAL ENGINEER.  
2. PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED REMEDIATION PLAN FOR THE FIRE-DAMAGED EAST SECOND FLOOR STRUCTURE.  
3. OBTAIN THE REQUIRED PERMITS AND MAKE CORRECTIONS PER THE ENGINEERING PLAN.  
PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED VERIFICATION THAT THE WORK HAS BEEN DONE IN CONFORMANCE WITH THE REMEDIATION PLAN.

INSPECTOR: *[Signature]* 630.768-9100 RECEIVED BY: *[Signature]*

☐ INSPECTION PASSED ☐ INSPECTION PASSED WITH NOTES (N/A) ☐ INSPECTION PASSED WITH CORRECTIONS REQUIRED. Items must be paid prior to reinspection.

☒ FAILED - ITEMS REQUIRES REINSPECTION ☐ REINSPECTION REQUIRED. Items must be paid prior to reinspection.

☐ FIRE DEPT APPROVAL REQUIRED PRIOR TO OCCUPANCY

☐ POST-REPAIRABLE 3007 for Temporary or Partial Occupancy or Stopping. Note: Residential properties may also require the replacement of any existing general occupancy license.

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- Who ?
- What ?
- Why ?
- Where ?
- When ?
- hoW ?

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road  
Oak Brook, IL 60521-2255  
(630) 584-5200

FILE NO.: DATE: 1/31/13  
OCCUPANT: GAGE & SONS  
ADDRESS: 211 PINE STREET

ATTENTION: Tina Biglar TITLE: Property Manager

Violations of the FIRE PREVENTION CODE of the Village of Oak Brook, on these premises are hereby called to your attention. These violations listed, unless corrected to be made, are marked with an (X), or noted in REMARKS below.

1. CONDUITS/PIPES A. Blocked B. Not Secured C. Improper Storage D. Other	6. COMPRESSED GAS CYL. A. Not Secured B. Improper Storage C. Not Labeled	11. EMERGENCY LIGHTS A. Blocked B. Service C. Other	17. SERVICE AREAS A. Ceiling Tiles B. Alarm Number C. Other Items D. Trash Storage E. Blocked F. Not Labeled G. Other
2. DOORS A. Blocked B. Not Secured C. Not Self-Closing D. Unlabeled E. Other	7. HOOD/DUCT SYSTEM A. Not Secured B. Not Self-Closing C. Improper Storage D. Other	12. EXIT SIGNS A. Blocked B. Not Labeled C. Other	18. MISCELLANEOUS A. Ceiling Tiles B. Alarm Number C. Other Items D. Trash Storage E. Blocked F. Not Labeled G. Other
3. ELECTRICAL A. Overloaded B. Defective Code C. Improper Code D. Other	8. SPRINKLER SYSTEM A. Blocked B. Not Labeled C. Improper Storage D. Other	13. EXITS/STAIRS A. Blocked B. Not Labeled C. Other	19. OCC. LOAD CARD A. Incomplete B. Missing C. Not Posted D. Other
4. HEAT APPLIANCES A. Blocked B. Not Secured C. Improper Storage D. Other	9. FIRE ALARM SYSTEM A. Blocked B. Not Labeled C. Improper Storage D. Other	14. EXTINGUISHERS A. Blocked B. Not Labeled C. Other	20. SPECIAL NOTICES A. Incomplete B. Missing C. Not Posted D. Other
5. FLAMMABLES A. Improper Storage B. Not Secured C. Improper Code D. Other	10. STAIRWAYS A. Not Secured B. Blocked C. Not Self-Closing D. Other	15. NO SMOKING A. Not Labeled B. Not Secured C. Other	

REMARKS: IMMEDIATELY remove excessive storage in generator room (1.A.)  
Obtain the services of a licensed electrician to correct open box in third floor after room.  
B. D. & defective exit lights at north stair and west east (12 A.) \*\*Permits required.  
Obtain the required permit, provide and install north stair handrail (10A).  
You are hereby notified to remedy the above stated violations of the Fire Prevention Code immediately.

BY: *[Signature]* REINSPECTION 2/14/13  
FIRE INSPECTOR

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## Report Writing for the Code Official

# Who?

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road, Oak Brook, IL 60123  
To Schedule Inspection: 630-368-5101 (8-4-30 PM, except holidays)

PERMIT #: NONE-FIRE DATE: January 31, 2013 TIME: 1300  
ADDRESS: 1313 MOCKINGBIRD SUITE/FLOOR: \_\_\_\_\_

**INSPECTION REPORT**

Pre-Paid	Permit	Fee	Inspected	Approved	Inspected	Approved	Inspected	Approved	Inspected	Approved	Inspected	Approved	Inspected	Approved	Inspected	Approved	Inspected	Approved	
Foundation	<input type="checkbox"/>	<input type="checkbox"/>	Building	<input type="checkbox"/>	<input type="checkbox"/>	Backfill	<input type="checkbox"/>	<input type="checkbox"/>	Insulation	<input type="checkbox"/>	<input type="checkbox"/>	Roofing	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>
Post Holes	<input type="checkbox"/>	<input type="checkbox"/>	Electric	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	Stocking	<input type="checkbox"/>	<input type="checkbox"/>	Masonry	<input type="checkbox"/>	<input type="checkbox"/>	Roof	<input type="checkbox"/>	<input type="checkbox"/>	Fire	<input type="checkbox"/>
Slab	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	Flashing	<input type="checkbox"/>	<input type="checkbox"/>	Fence	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>

Other: ☒ FIRE DAMAGE - ENTIRE HOUSE

NOTES:  
1. OBTAIN THE SERVICES OF AN ILLINOIS LICENSED STRUCTURAL ENGINEER.  
2. PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED REMEDIATION PLAN FOR THE FIRE-DAMAGED EAST SECOND FLOOR STRUCTURE.  
3. OBTAIN THE REQUIRED PERMITS AND MAKE CORRECTIONS PER THE ENGINEERING PLAN.  
4. PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED VERIFICATION THAT THE WORK HAS BEEN DONE IN CONFORMANCE WITH THE REMEDIATION PLAN.

INSPECTOR: Ch. H. H. H. 630-368-5101 RECEIVED BY: Ch. H. H. H.

☐ INSPECTION PASSED ☐ Items Approved With Notes (A/N/C) must be corrected prior to certificate.

46

# Who?

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road, Oak Brook, IL 60123  
To Schedule Inspection: 630-368-5101 (8-4-30 PM, except holidays)

FILE NO: \_\_\_\_\_ DATE: 1/31/13  
OCCUPANCY: RESIDENT ADDRESS: 211 PINE STREET

ATTENTION: Joe Blyler TITLE: Property Manager

Violations of the FIRE PREVENTION CODE of the Village of Oak Brook, on these premises are hereby called to your attention. These violations found, unless corrected to the satisfaction of the Village, are subject to an A/N/C or other REMEDIAL ACTION.

1. COMBUSTIBLES  
A. Excessive Storage  
B. Improper Storage  
C. Other

2. DOORS  
A. Blocked  
B. Not Self-Closing  
C. Not Labeled  
D. Other

3. ELECTRICAL  
A. Overloaded  
B. Improper Cords  
C. Extension Cords  
D. Other

4. HEAT APPLIANCES  
A. Clear Combustibles  
B. Blocking  
C. Not Repaired  
D. Other

5. FLAMMABLES  
A. Improper Storage  
B. No Safety Case  
C. Improper Use  
D. Other

6. COMPARTMENTATION  
A. Not Sealed  
B. Improper Storage  
C. Other

7. HOOKUP SYSTEM  
A. Not Sealed  
B. Not Sealed  
C. Not Sealed  
D. Other

8. SPINDEL SYSTEM  
A. Not Sealed  
B. Not Sealed  
C. Not Sealed  
D. Other

9. FIRE ALARM SYSTEM  
A. Not Sealed  
B. Not Sealed  
C. Not Sealed  
D. Other

10. HURDLES  
A. No Handrail  
B. Blocking  
C. Other

11. NO SMOKE  
A. Not Sealed  
B. Not Sealed  
C. Not Sealed  
D. Other

12. WEATHERSTRIPPING  
A. Not Sealed  
B. Not Sealed  
C. Not Sealed  
D. Other

13. EXTINGUISHERS  
A. Not Sealed  
B. Not Sealed  
C. Not Sealed  
D. Other

14. EXTINGUISHERS  
A. Not Sealed  
B. Not Sealed  
C. Not Sealed  
D. Other

15. OCCUPANCY  
A. Not Sealed  
B. Not Sealed  
C. Not Sealed  
D. Other

16. SPECIAL NOTES  
A. Not Sealed  
B. Not Sealed  
C. Not Sealed  
D. Other

REMARKS: IMMEDIATELY remove excessive storage in generator room (E.A.)  
Obtain the services of a licensed electrician to correct open box in third floor stairwell.  
Obtain the required permit, provide and install smoke alarm (E.A.)  
You are hereby notified to remedy the above stated violations of the Fire Prevention Code immediately.

BY: Ch. H. H. H. REINSPECTION 2/14/13

47

# What?

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road, Oak Brook, IL 60123  
To Schedule Inspection: 630-368-5101 (8-4-30 PM, except holidays)

PERMIT #: NONE-FIRE DATE: January 31, 2013 TIME: 1300  
ADDRESS: 1313 MOCKINGBIRD SUITE/FLOOR: \_\_\_\_\_

**INSPECTION REPORT**

Pre-Paid	Permit	Fee	Inspected	Approved	Inspected	Approved	Inspected	Approved	Inspected	Approved	Inspected	Approved	Inspected	Approved	Inspected	Approved	Inspected	Approved	
Foundation	<input type="checkbox"/>	<input type="checkbox"/>	Building	<input type="checkbox"/>	<input type="checkbox"/>	Backfill	<input type="checkbox"/>	<input type="checkbox"/>	Insulation	<input type="checkbox"/>	<input type="checkbox"/>	Roofing	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>
Post Holes	<input type="checkbox"/>	<input type="checkbox"/>	Electric	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	Stocking	<input type="checkbox"/>	<input type="checkbox"/>	Masonry	<input type="checkbox"/>	<input type="checkbox"/>	Roof	<input type="checkbox"/>	<input type="checkbox"/>	Fire	<input type="checkbox"/>
Slab	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	Flashing	<input type="checkbox"/>	<input type="checkbox"/>	Fence	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>

Other: ☒ FIRE DAMAGE - ENTIRE HOUSE

NOTES:  
1. OBTAIN THE SERVICES OF AN ILLINOIS LICENSED STRUCTURAL ENGINEER.  
2. PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED REMEDIATION PLAN FOR THE FIRE-DAMAGED EAST SECOND FLOOR STRUCTURE.  
3. OBTAIN THE REQUIRED PERMITS AND MAKE CORRECTIONS PER THE ENGINEERING PLAN.  
4. PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED VERIFICATION THAT THE WORK HAS BEEN DONE IN CONFORMANCE WITH THE REMEDIATION PLAN.

INSPECTOR: Ch. H. H. H. 630-368-5101 RECEIVED BY: Ch. H. H. H.

☐ INSPECTION PASSED ☐ Items Approved With Notes (A/N/C) must be corrected prior to certificate.

☒ FAILED items REQUIRES inspection ☐ INSPECTION REQUIRED ☐ FIRE DEPT APPROVAL REQUIRED PRIOR TO OCCUPANCY

☐ Paid REFUNDABLE BOND for Temporary or Partial Occupancy or Blocking - Note: Residential properties may also require the replacement of any existing general contractors bond.

48



## Report Writing for the Code Official

# What?

WHAT WAS THE EXTENT OF YOUR INSPECTION

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road  
Oak Brook, IL 60523-2255  
(630) 368-5220

FILE NO. \_\_\_\_\_ DATE: 1/31/13  
OCCUPANT: GUNS & US  
ADDRESS: 311 PINE STREET

ATTENTION: Ina Byler TITLE: Property Manager

Violations of the FIRE PREVENTION CODE, of the Village of Oak Brook, on these premises are hereby called to your attention. These violations found, unless corrected within the time specified, will be enforced with an O.C. and/or a REMEDIAL ORDER.

1. COMBUSTIBLES A. Accumulator Storage B. Improper Storage C. Other	6. COMBUSTIBLES (FURNITURE) A. No Storage B. Improper Storage C. No Storage	11. INSURANCE LABELS (17) SERVICE LABELS A. No Label B. Service C. Other	18. MISCELLANEOUS A. Ceiling Tiles B. Alarm Number C. Posters D. Trash Storage E. Other
2. DOORS A. Blocked B. Not Repair C. Not Self-Closing D. Unapproved E. Other	7. HOOD/EXHAUST SYSTEM A. Hood Package B. No Hood/Exhaust C. Exhaust Grease D. Other	12. EXIT SIGNS A. Inoperative B. No Sign C. Confusing D. Other	19. MISCELLANEOUS A. Ceiling Tiles B. Alarm Number C. Posters D. Trash Storage E. Other
3. ELECTRICAL A. Overloaded B. Defective Cords C. Extension Cords D. Open Boxes E. Other	8. SPRINKLER SYSTEM A. Control Headed B. Choke Storage C. Control Head D. Other	13. EXTINGUISHERS A. Blocked B. Locked C. Inoperative D. Other	20. SPECIAL NOTES A. None B. Other
4. HEAT APPLIANCES A. Clean Combustibles B. No Gas C. No Repair D. Other	9. FIRE ALARM SYSTEM A. Inoperative B. No Signaling C. Alarm Test D. Other	14. EXTINGUISHERS A. No Sign B. Service C. Inoperative D. Other	21. SPECIAL NOTES A. None B. Other
5. FLAMMABLES A. Improper Storage B. No Safety Case C. Improper Use D. Near Fire Place E. Other	10. STAIRWAYS A. No Handrail B. Blocked C. No Sign D. Other	15. NO SMOKING A. No Sign B. No Enforcement C. Other D. Other	22. SPECIAL NOTES A. None B. Other

REMARKS: IMMEDIATELY remove excessive storage in generator room (1.A.)  
Obtain the services of a licensed electrician to correct open box in third floor stairroom.  
B. D. A defective exit light at south stair and west exit (12.A.) \*\*Permits required.  
Obtain the required permit, provide and install south stair handrail (10A)  
You are hereby notified to remedy the above stated violations of the Fire Prevention Code immediately.

BY: Mike H. H. H. REINSPECTION 2/14/13  
FIRE INSPECTOR

49

# Why?

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road  
Oak Brook, IL 60523-2255  
(630) 368-5220

FILE NO. \_\_\_\_\_ DATE: 1/31/13  
OCCUPANT: GUNS & US  
ADDRESS: 311 PINE STREET

ATTENTION: Ina Byler TITLE: Property Manager

Violations of the FIRE PREVENTION CODE, of the Village of Oak Brook, on these premises are hereby called to your attention. These violations found, unless corrected within the time specified, will be enforced with an O.C. and/or a REMEDIAL ORDER.

1. COMBUSTIBLES A. Accumulator Storage B. Improper Storage C. Other	6. COMBUSTIBLES (FURNITURE) A. No Storage B. Improper Storage C. No Storage	11. INSURANCE LABELS (17) SERVICE LABELS A. No Label B. Service C. Other	18. MISCELLANEOUS A. Ceiling Tiles B. Alarm Number C. Posters D. Trash Storage E. Other
2. DOORS A. Blocked B. Not Repair C. Not Self-Closing D. Unapproved E. Other	7. HOOD/EXHAUST SYSTEM A. Hood Package B. No Hood/Exhaust C. Exhaust Grease D. Other	12. EXIT SIGNS A. Inoperative B. No Sign C. Confusing D. Other	19. MISCELLANEOUS A. Ceiling Tiles B. Alarm Number C. Posters D. Trash Storage E. Other
3. ELECTRICAL A. Overloaded B. Defective Cords C. Extension Cords D. Open Boxes E. Other	8. SPRINKLER SYSTEM A. Control Headed B. Choke Storage C. Control Head D. Other	13. EXTINGUISHERS A. Blocked B. Locked C. Inoperative D. Other	20. SPECIAL NOTES A. None B. Other
4. HEAT APPLIANCES A. Clean Combustibles B. No Gas C. No Repair D. Other	9. FIRE ALARM SYSTEM A. Inoperative B. No Signaling C. Alarm Test D. Other	14. EXTINGUISHERS A. No Sign B. Service C. Inoperative D. Other	21. SPECIAL NOTES A. None B. Other
5. FLAMMABLES A. Improper Storage B. No Safety Case C. Improper Use D. Near Fire Place E. Other	10. STAIRWAYS A. No Handrail B. Blocked C. No Sign D. Other	15. NO SMOKING A. No Sign B. No Enforcement C. Other D. Other	22. SPECIAL NOTES A. None B. Other

REMARKS: IMMEDIATELY remove excessive storage in generator room (1.A.)  
Obtain the services of a licensed electrician to correct open box in third floor stairroom.  
B. D. A defective exit light at south stair and west exit (12.A.) \*\*Permits required.  
Obtain the required permit, provide and install south stair handrail (10A)  
You are hereby notified to remedy the above stated violations of the Fire Prevention Code immediately.

BY: Mike H. H. H. REINSPECTION 2/14/13  
FIRE INSPECTOR

50

# Why?

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road, Oak Brook, IL 60523  
Department of Community Development  
To Schedule Inspection: 630-368-5101 (4-4:30PM F, except holidays)

PERMIT #: NONE - FIRE DATE: January 31, 2013 TIME: 1:00  
ADDRESS: 1313 WOODBERRY WEST/FLOOR

**INSPECTION REPORT**

Pre-Paid	Inspected	Approved	Notes
Foundation	Plumbing	Electric	Roofing
Post Holes	Electric	Mechanical	Roofing
Slab	Mechanical	Roofing	Roofing
Masonry	Roofing	Roofing	Roofing
Other	Other	Other	Other

Other: ☒ FIRE DAMAGE - ENTIRE HOUSE

NOTE: 1. OBTAIN THE SERVICES OF AN ILLINOIS LICENSED STRUCTURAL ENGINEER.  
2. PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED REMEDIATION PLAN FOR THE FIRE-DAMAGED EAST SECOND FLOOR STRUCTURE.  
3. OBTAIN THE REQUIRED PERMITS AND MAKE CORRECTIONS PER THE ENGINEERING PLAN.  
4. PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED VERIFICATION THAT THE WORK HAS BEEN DONE IN CONFORMANCE WITH THE REMEDIATION PLAN.

INSPECTOR: Mike H. H. H. SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

☒ INSPECTION PASSED ☐ INSPECTION FAILED - REPAIRS REQUIRED ☐ INSPECTION FAILED - REPAIRS REQUIRED ☐ INSPECTION FAILED - REPAIRS REQUIRED

51

## Report Writing for the Code Official

## Where?

VILLAGE OF OAK BROOK		FILE NO. _____	
2100 Oak Brook Road		FILED: 1/13/13	
Oak Brook, IL 60521-2255		CLERK OF CIRCUIT COURT	
(630) 368-5320		211 PINE STREET	
<b>ATTENTION: See Engr.</b>		<b>TITLE: <u>Property Manager</u></b>	
<p>Violations of the FIRE PREVENTION CODE, of the Village of Oak Brook, on these premises are hereby called to your attention. These violations bear <u>no</u> relation to the work on permit with an (S), or noted as DEFERRED action.</p>			
<b>A. COMBUSTIBLES</b>		<b>C. COMBUSTIBLES</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> A.1. Flammable Storage</li> <li><input type="checkbox"/> A.2. Storage Storage</li> <li><input type="checkbox"/> A.3. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> C.1. Flammable Storage</li> <li><input type="checkbox"/> C.2. Storage Storage</li> <li><input type="checkbox"/> C.3. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A.4. Flammable Storage</li> <li><input type="checkbox"/> A.5. Storage Storage</li> <li><input type="checkbox"/> A.6. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> C.4. Flammable Storage</li> <li><input type="checkbox"/> C.5. Storage Storage</li> <li><input type="checkbox"/> C.6. Other</li> </ul>
<b>D. OTHERS</b>		<b>E. HAZARDOUS MATERIALS</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> D.1. Flammable</li> <li><input type="checkbox"/> D.2. Storage</li> <li><input type="checkbox"/> D.3. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> E.1. Flammable</li> <li><input type="checkbox"/> E.2. Storage</li> <li><input type="checkbox"/> E.3. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> D.4. Flammable</li> <li><input type="checkbox"/> D.5. Storage</li> <li><input type="checkbox"/> D.6. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> E.4. Flammable</li> <li><input type="checkbox"/> E.5. Storage</li> <li><input type="checkbox"/> E.6. Other</li> </ul>
<b>F. ELECTRICAL</b>		<b>G. SPARKING DEVICES</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> F.1. Overhead</li> <li><input type="checkbox"/> F.2. Detachable Cables</li> <li><input type="checkbox"/> F.3. Electrical Cables</li> <li><input type="checkbox"/> F.4. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> G.1. Overhead</li> <li><input type="checkbox"/> G.2. Detachable Cables</li> <li><input type="checkbox"/> G.3. Electrical Cables</li> <li><input type="checkbox"/> G.4. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> F.5. Overhead</li> <li><input type="checkbox"/> F.6. Detachable Cables</li> <li><input type="checkbox"/> F.7. Electrical Cables</li> <li><input type="checkbox"/> F.8. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> G.5. Overhead</li> <li><input type="checkbox"/> G.6. Detachable Cables</li> <li><input type="checkbox"/> G.7. Electrical Cables</li> <li><input type="checkbox"/> G.8. Other</li> </ul>
<b>H. HEAT APPLIANCES</b>		<b>I. FIRE ALARM SYSTEM</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> H.1. Heat Appliances</li> <li><input type="checkbox"/> H.2. Heat Appliances</li> <li><input type="checkbox"/> H.3. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> I.1. Heat Appliances</li> <li><input type="checkbox"/> I.2. Heat Appliances</li> <li><input type="checkbox"/> I.3. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> H.4. Heat Appliances</li> <li><input type="checkbox"/> H.5. Heat Appliances</li> <li><input type="checkbox"/> H.6. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> I.4. Heat Appliances</li> <li><input type="checkbox"/> I.5. Heat Appliances</li> <li><input type="checkbox"/> I.6. Other</li> </ul>
<b>J. FLAMMABLES</b>		<b>K. STOVENS</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> J.1. Flammable</li> <li><input type="checkbox"/> J.2. Other</li> <li><input type="checkbox"/> J.3. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> K.1. Flammable</li> <li><input type="checkbox"/> K.2. Other</li> <li><input type="checkbox"/> K.3. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> J.4. Flammable</li> <li><input type="checkbox"/> J.5. Other</li> <li><input type="checkbox"/> J.6. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> K.4. Flammable</li> <li><input type="checkbox"/> K.5. Other</li> <li><input type="checkbox"/> K.6. Other</li> </ul>
<b>L. OTHERS</b>		<b>M. OTHERS</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> L.1. Other</li> <li><input type="checkbox"/> L.2. Other</li> <li><input type="checkbox"/> L.3. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> M.1. Other</li> <li><input type="checkbox"/> M.2. Other</li> <li><input type="checkbox"/> M.3. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> L.4. Other</li> <li><input type="checkbox"/> L.5. Other</li> <li><input type="checkbox"/> L.6. Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> M.4. Other</li> <li><input type="checkbox"/> M.5. Other</li> <li><input type="checkbox"/> M.6. Other</li> </ul>

**REMARKS: IMMEDIATELY remove extended storage in generator room (S.A.)**

Obtain the services of a licensed electrician to correct open wires in third floor attachment

Obtain the services of an electrician to correct open wires in third floor attachment

Obtain the required permit, provide and install main branch installed (S.A.)

You are hereby notified to remedy the above stated violations of the Fire Prevention Code immediately.

52

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
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## When?



**CITY OF LOS ANGELES**  
**VILLAGE OF OAK BROOK**  
 1200 Park Street, Box 200, Los Angeles, CA 90012  
 Department of Consumer Protection  
 Division of Building Safety

PERMIT # NONE FIRM \_\_\_\_\_ DATE January 21, 2013 TIME 1:00

ADDRESS 151 ROCKWELL

**INSPECTION REPORT**

Item	FLOOR												Roof	Foundation	Other
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th			
Foundation	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Footing	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Post Tension	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Floor	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Slab	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Masonry	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Other	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

**Obs: \_\_\_\_\_ FINE (DAMAGE - FUTURE SOURCE)**

**NOTES:**

- OBTAIN THE SERVICES OF AN ALLIANCE LICENSED STRUCTURAL ENGINEER
- PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED REINVESTIGATION PLAN FOR THE FINE-DAMAGED EAST SECOND FLOOR STRUCTURE.
- OBTAIN THE REQUIRED PERMITS AND MAKE CORRECTIONS PER THE REINVESTIGATION PLAN.
- PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED REINVESTIGATION PLAN THE WORK HAS BEEN DONE IN CONFORMANCE WITH THE REINVESTIGATION PLAN.

INSPECTOR: \_\_\_\_\_ 4307 PARK ROAD Malibu/Orange County - Jones  
 TITLE: \_\_\_\_\_ REGISTERED

☐ REJECTION FRAGES    ☐ You Assigned With B.A.S. (B.A.S.) must be done in compliance

☒ REPAIRS ARE REQUIRED    ☐ REINVESTIGATION IS REQUIRED: Fees must be paid to inspector.

☐ FEE MUST APPLIED, REPAIRS REQUIRED TO OCCUPANCY

THIS RESPONSIBLE OFFICIAL IS REQUIRED TO REPORT TO THE Department of Building, Fire and Safety the results of the inspection and all violations found on this form.

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## When?

VILLAGE OF OAK BROOK		FILE NO. 17-033	
OAK BROOK, IL 60121-2255		ISSUED & FILED	
(03/01/2018 10:52:20)		COUNTY OF DEPEW COUNTY	
			
ATTENTION: State Engineer		TITLE: Property Manager	
<p>FOR THE RECORD: This document is the property of the Village of Oak Brook and is loaned to you for your use only. It is not to be reproduced or distributed without the written consent of the Village of Oak Brook. It is the policy of the Village of Oak Brook to provide a high quality of service to its residents. It is the policy of the Village of Oak Brook to provide a high quality of service to its residents. It is the policy of the Village of Oak Brook to provide a high quality of service to its residents.</p>			
1. PROJECT INFORMATION		2. PROJECT INFORMATION	
A. Project Name: _____ B. Project Location: _____ C. Project Description: _____ D. Project Status: _____ E. Project Owner: _____ F. Project Manager: _____ G. Project Engineer: _____ H. Project Architect: _____ I. Project Consultant: _____ J. Project Inspector: _____ K. Project Surveyor: _____ L. Project Designer: _____ M. Project Fabricator: _____ N. Project Installer: _____ O. Project Maintainer: _____ P. Project Operator: _____ Q. Project User: _____ R. Project Beneficiary: _____ S. Project Stakeholder: _____ T. Project Partner: _____ U. Project Sponsor: _____ V. Project Patron: _____ W. Project Patron: _____ X. A. New Street _____ Y. A. New Street _____ Z. A. New Street _____ AA. A. New Street _____ AB. A. New Street _____ AC. A. New Street _____ AD. A. New Street _____ AE. A. New Street _____ AF. A. New Street _____ AG. A. New Street _____ AH. A. New Street _____ AI. A. New Street _____ AJ. A. New Street _____ AK. A. New Street _____ AL. A. New Street _____ AM. A. New Street _____ AN. A. New Street _____ AO. A. New Street _____ AP. A. New Street _____ AQ. A. New Street _____ AR. A. New Street _____ AS. A. New Street _____ AT. A. New Street _____ AU. A. New Street _____ AV. A. New Street _____ AW. A. New Street _____ AX. A. New Street _____ AY. A. New Street _____ AZ. A. New Street _____ BA. A. New Street _____ BB. A. New Street _____ BC. A. New Street _____ BD. A. New Street _____ BE. A. New Street _____ BF. A. New Street _____ BG. A. New Street _____ BH. A. New Street _____ BI. A. New Street _____ BJ. A. New Street _____ BK. A. New Street _____ BL. A. New Street _____ BM. A. New Street _____ BN. A. New Street _____ BO. A. New Street _____ BP. A. New Street _____ BQ. A. New Street _____ BR. A. New Street _____ BS. A. New Street _____ BT. A. New Street _____ BU. A. New Street _____ BV. A. New Street _____ BW. A. New Street _____ BX. A. New Street _____ BY. A. New Street _____ BZ. A. New Street _____ CA. A. New Street _____ CB. A. New Street _____ CC. A. New Street _____ CD. A. New Street _____ CE. A. New Street _____ CF. A. New Street _____ CG. A. New Street _____ CH. A. New Street _____ CI. A. New Street _____ CJ. A. New Street _____ CK. A. New Street _____ CL. A. New Street _____ CM. A. New Street _____ CN. A. New Street _____ CO. A. New Street _____ CP. A. New Street _____ CQ. A. New Street _____ CR. A. New Street _____ CS. A. New Street _____ CT. A. New Street _____ CU. A. New Street _____ CV. A. New Street _____ CW. A. New Street _____ CX. A. New Street _____ CY. A. New Street _____ CZ. A. New Street _____ DA. A. New Street _____ DB. A. New Street _____ DC. A. New Street _____ DD. A. New Street _____ DE. A. New Street _____ DF. A. New Street _____ DG. A. New Street _____ DH. A. New Street _____ DI. A. New Street _____ DJ. A. New Street _____ DK. A. New Street _____ DL. A. New Street _____ DM. A. New Street _____ DN. A. New Street _____ DO. A. New Street _____ DP. A. New Street _____ DQ. A. New Street _____ DR. A. New Street _____ DS. A. New Street _____ DT. A. New Street _____ DU. A. New Street _____ DV. A. New Street _____ DW. A. New Street _____ DX. A. New Street _____ DY. A. New Street _____ DZ. A. New Street _____ EA. A. New Street _____ EB. A. New Street _____ EC. A. New Street _____ ED. A. New Street _____ EE. A. New Street _____ EF. A. New Street _____ EG. A. New Street _____ EH. A. New Street _____ EI. A. New Street _____ EJ. A. New Street _____ EK. A. New Street _____ EL. A. New Street _____ EM. A. New Street _____ EN. A. New Street _____ EO. A. New Street _____ EP. A. New Street _____ EQ. A. New Street _____ ER. A. New Street _____ ES. A. New Street _____ ET. A. New Street _____ EU. A. New Street _____ EV. A. New Street _____ EW. A. New Street _____ EX. A. New Street _____ EY. A. New Street _____ EZ. A. New Street _____ FA. A. New Street _____ FB. A. New Street _____ FC. A. New Street _____ FD. A. New Street _____ FE. A. New Street _____ FF. A. 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New Street _____ GV. A. New Street _____ GW. A. New Street _____ GX. A. New Street _____ GY. A. New Street _____ GZ. A. New Street _____ HA. A. New Street _____ HB. A. New Street _____ HC. A. New Street _____ HD. A. New Street _____ HE. A. New Street _____ HF. A. New Street _____ HG. A. New Street _____ HH. A. New Street _____ HI. A. New Street _____ HJ. A. New Street _____ HK. A. New Street _____ HL. A. New Street _____ HM. A. New Street _____ HN. A. New Street _____ HO. A. New Street _____ HP. A. New Street _____ HQ. A. New Street _____ HR. A. New Street _____ HS. A. New Street _____ HT. A. New Street _____ HU. A. New Street _____ HV. A. New Street _____ HW. A. New Street _____ HX. A. New Street _____ HY. A. New Street _____ HZ. A. New Street _____ IA. A. New Street _____ IB. A. New Street _____ IC. A. New Street _____ ID. A. New Street _____ IE. A. New Street _____ IF. A. New Street _____ IG. A. New Street _____ IH. A. New Street _____ II. A. New Street _____ IJ. A. New Street _____ IK. A. New Street _____ IL. A. New Street _____ IM. A. New Street _____ IN. A. New Street _____ IO. A. New Street _____ IP. A. New Street _____ IQ. A. New Street _____ IR. A. New Street _____ IS. A. New Street _____ IT. A. New Street _____ IU. A. New Street _____ IV. A. New Street _____ IW. A. New Street _____ IX. A. New Street _____ IY. A. New Street _____ IZ. A. New Street _____ JA. A. New Street _____ JB. A. New Street _____ JC. A. New Street _____ JD. A. New Street _____ JE. A. New Street _____ JF. A. New Street _____ JG. A. New Street _____ JH. A. New Street _____ JI. A. New Street _____ JJ. A. New Street _____ JK. A. New Street _____ JL. A. New Street _____ JM. A. New Street _____ JN. A. New Street _____ JO. A. New Street _____ JP. A. New Street _____ JQ. A. New Street _____ JR. A. New Street _____ JS. A. New Street _____ JT. A. New Street _____ JU. A. New Street _____ JV. A. New Street _____ JW. A. New Street _____ JX. A. New Street _____ JY. A. New Street _____ JZ. A. New Street _____ KA. A. New Street _____ KB. A. New Street _____ KC. A. New Street _____ KD. A. New Street _____ KE. A. New Street _____ KF. A. New Street _____ KG. A. New Street _____ KH. A. New Street _____ KI. A. New Street _____ KJ. A. New Street _____ KK. A. New Street _____ KL. A. New Street _____ KM. A. New Street _____ KN. A. New Street _____ KO.			

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## Report Writing for the Code Official

**hoW?**

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road, Oak Brook, IL 60521  
Department of Community Development

PERMIT #: NONE-FIRE DATE: January 31, 2013 TIME: 1300

ADDRESS: 1313 WOODLAND RD. NOTE: PLUMBING

**INSPECTION REPORT**

Pre-Paid	Building	Plumbing	Electric	Mechanical	Roof	Other	Backfill	Insulation	Ceiling	Stocking	Fire	Flashing	Fence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: ☒ FIRE DAMAGE - ENTIRE HOUSE

**NOTES:**

- OBTAIN THE SERVICES OF AN ILLINOIS LICENSED STRUCTURAL ENGINEER.
- PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED REMEDIATION PLAN FOR THE FIRE-DAMAGED EAST SECOND FLOOR STRUCTURE.
- OBTAIN THE REQUIRED PERMITS AND MAKE CORRECTIONS PER THE ENGINEERING PLAN.

PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED VERIFICATION THAT THE WORK HAS BEEN DONE IN CONFORMANCE WITH THE REMEDIATION PLAN.

INSPECTOR: *John B. Miller* RECEIVED BY: *Matthew Kane-Jones*

☐ INSPECTION PASSED ☐ INSPECTION-FIRE REQUIRED: (See code prior to construction)

☒ FAILED: (See code prior to construction)

☐ FIRE DEPT APPROVAL REQUIRED PRIOR TO OCCUPANCY

☐ POST-REPAIRABLE BOND for Temporary or Partial Occupancy or Blocking. (Note: Residential properties may also require the replacement of any existing general contractors bond.)

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**hoW?**

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road, Oak Brook, IL 60521-2255  
(800) 368-5220

FILE NO: 1721/13 DATE: 1/31/13 OCCUPANCY: RUND-USE ADDRESS: 211 PINE STREET

ATTENTION: *John B. Miller* TITLE: *Property Manager*

Violations of the FIRE PREVENTION CODE of the Village of Oak Brook on these premises are hereby noted to your attention. These violations must comply with the provisions of the code, and shall be corrected within 30 days of the date of this inspection.

1. CHIMNEYS:
  - A. Chimney Structure
  - B. Chimney Flue
  - C. Chimney Liner
  - D. Chimney Cap
  - E. Other
2. DOORS:
  - A. Blocked
  - B. Dead Bolt
  - C. No Self-Closing
  - D. Latched
  - E. Other
3. ELECTRICAL:
  - A. Overhead
  - B. Underground
  - C. Service Drop
  - D. Service Panel
  - E. Other
4. HEAVY APPLIANCES:
  - A. Clearances
  - B. Venting
  - C. Fuel Gas
  - D. Other
5. FLAMMABLES:
  - A. Storage
  - B. Handling
  - C. Disposal
  - D. Other
6. EXHAUST SYSTEMS:
  - A. Hood Range
  - B. Exhaust Fan
  - C. Exhaust Duct
  - D. Other
7. HEAVY DUTY SYSTEMS:
  - A. Structural
  - B. Foundation
  - C. Foundation
  - D. Other
8. SPINDLES SYSTEMS:
  - A. Structural
  - B. Foundation
  - C. Foundation
  - D. Other
9. FIRE ALARM SYSTEMS:
  - A. Alarm
  - B. Sound
  - C. Other
10. STAIRWAYS:
  - A. Handrail
  - B. Staircase
  - C. Other
11. HAZARDOUS:
  - A. Storage
  - B. Handling
  - C. Disposal
  - D. Other
12. EXHAUST SYSTEMS:
  - A. Hood Range
  - B. Exhaust Fan
  - C. Exhaust Duct
  - D. Other
13. EXHAUST SYSTEMS:
  - A. Hood Range
  - B. Exhaust Fan
  - C. Exhaust Duct
  - D. Other
14. EXHAUST SYSTEMS:
  - A. Hood Range
  - B. Exhaust Fan
  - C. Exhaust Duct
  - D. Other
15. EXHAUST SYSTEMS:
  - A. Hood Range
  - B. Exhaust Fan
  - C. Exhaust Duct
  - D. Other
16. EXHAUST SYSTEMS:
  - A. Hood Range
  - B. Exhaust Fan
  - C. Exhaust Duct
  - D. Other
17. EXHAUST SYSTEMS:
  - A. Hood Range
  - B. Exhaust Fan
  - C. Exhaust Duct
  - D. Other
18. EXHAUST SYSTEMS:
  - A. Hood Range
  - B. Exhaust Fan
  - C. Exhaust Duct
  - D. Other
19. EXHAUST SYSTEMS:
  - A. Hood Range
  - B. Exhaust Fan
  - C. Exhaust Duct
  - D. Other
20. EXHAUST SYSTEMS:
  - A. Hood Range
  - B. Exhaust Fan
  - C. Exhaust Duct
  - D. Other

REMARKS: IMMEDIATELY remove excessive storage in generator room (1.A.)

Obtain the services of a licensed electrician to correct open live in third floor stairways.

g. 1) A defective exit light in south stair and west stair (12.A.) (Permits required.)

Obtain the required permit, grounds and install south stair handrail (12A)

You are hereby notified to remedy the above stated violations of the Fire Prevention Code immediately.

BY: *John B. Miller* FIRE INSPECTOR

REINSPECTION 1/14/13

56

56

**hoW?**

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road, Oak Brook, IL 60521  
Department of Community Development

PERMIT #: NONE-FIRE DATE: January 31, 2013 TIME: 1300

ADDRESS: 1313 WOODLAND RD. NOTE: PLUMBING

**INSPECTION REPORT**

Pre-Paid	Building	Plumbing	Electric	Mechanical	Roof	Other	Backfill	Insulation	Ceiling	Stocking	Fire	Flashing	Fence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: ☒ FIRE DAMAGE - ENTIRE HOUSE

**NOTES:**

- OBTAIN THE SERVICES OF AN ILLINOIS LICENSED STRUCTURAL ENGINEER.
- PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED REMEDIATION PLAN FOR THE FIRE-DAMAGED EAST SECOND FLOOR STRUCTURE.
- OBTAIN THE REQUIRED PERMITS AND MAKE CORRECTIONS PER THE ENGINEERING PLAN.

PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED VERIFICATION THAT THE WORK HAS BEEN DONE IN CONFORMANCE WITH THE REMEDIATION PLAN.

INSPECTOR: *John B. Miller* RECEIVED BY: *Matthew Kane-Jones*

☐ INSPECTION PASSED ☐ INSPECTION-FIRE REQUIRED: (See code prior to construction)

☒ FAILED: (See code prior to construction)

☐ FIRE DEPT APPROVAL REQUIRED PRIOR TO OCCUPANCY

☐ POST-REPAIRABLE BOND for Temporary or Partial Occupancy or Blocking. (Note: Residential properties may also require the replacement of any existing general contractors bond.)

57

57

- Always start with a verb.

"THE DEFENDANT KNOWINGLY FAILED TO..."

## Report Writing for the Code Official

**VILLAGE OF OAK BROOK**  
1200 Oak Brook Road  
Oak Brook, IL 60521-2255  
(630) 568-5120

FILE NO. \_\_\_\_\_  
DATE: 1/11/13  
OCCUPANT: GREG B. US  
ADDRESS: 211 PINE STREET

ATTENTION: Joe Eglar TITLE: Property Manager

Violation of the FIRE PREVENTION CODE, of the Village of Oak Brook, on these premises are hereby called to your attention. These violations listed, unless corrected to be made, are called with an (X), or stated in REMARKS below.

<p>1. COMPLIANCE WITH THE FIRE PREVENTION CODE, of the Village of Oak Brook, on these premises are hereby called to your attention. These violations listed, unless corrected to be made, are called with an (X), or stated in REMARKS below.</p> <p><input checked="" type="checkbox"/> A. Excessive Storage <input type="checkbox"/> B. Improper Storage <input type="checkbox"/> C. Not Allowed <input type="checkbox"/> D. Other</p>	<p>7. HOOD/EXHAUST SYSTEM <input type="checkbox"/> A. Hood Backlog <input type="checkbox"/> B. Backflow <input type="checkbox"/> C. Excessive Grease <input type="checkbox"/> D. Other</p>	<p>13. EXISTING SIGNS <input type="checkbox"/> A. Inoperative <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Missing <input type="checkbox"/> D. Other</p>
<p>2. DOORS <input type="checkbox"/> A. Blocked <input type="checkbox"/> B. Locked <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>	<p>8. SPRINKLER SYSTEM <input type="checkbox"/> A. Not Installed <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>	<p>14. EXTINGUISHERS <input type="checkbox"/> A. Missing <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>
<p>3. ELECTRICAL <input type="checkbox"/> A. Not Installed <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>	<p>9. FIRE ALARM SYSTEM <input type="checkbox"/> A. Not Installed <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>	<p>15. NO SMOKING <input type="checkbox"/> A. Not Installed <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>
<p>4. HEAT APPLIANCES <input type="checkbox"/> A. Not Installed <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>	<p>10. STAIRWAYS <input type="checkbox"/> A. Not Installed <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>	<p>16. HOOD/EXHAUST SYSTEM <input type="checkbox"/> A. Not Installed <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>
<p>5. FLAMMABLES <input type="checkbox"/> A. Not Installed <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>	<p>11. EXTINGUISHERS <input type="checkbox"/> A. Missing <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>	<p>17. OCCUPANCY <input type="checkbox"/> A. Not Installed <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>
<p>6. HEAT APPLIANCES <input type="checkbox"/> A. Not Installed <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>	<p>12. EXTINGUISHERS <input type="checkbox"/> A. Missing <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>	<p>18. SPECIAL NOTES <input type="checkbox"/> A. Not Installed <input type="checkbox"/> B. Damaged <input type="checkbox"/> C. Not Labeled <input type="checkbox"/> D. Other</p>

REMARKS: IMMEDIATELY remove excessive storage in generator room (1.A.)  
Obtain the services of a licensed electrician to correct open box in third floor atrium  
(B, D) A defective exit light at south stair and west exit (12.A.) \*Photos required  
Obtain the required permit, provide and install south stair handrail (10A)

You are hereby notified to remedy the above stated violations of the Fire Prevention Code immediately.

BY: Joe Eglar FIRE INSPECTOR

- Always start with a verb.

"THE DEFENDANT KNOWINGLY FAILED TO..."

58

# NEVER EVER

## certify blanket compliance or approval.

59

# SOME GOOD PHRASES

- "Ok at time of inspection"

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### SOME GOOD PHRASES

- “Ok at time of inspection”
- “Cited violations corrected”



61

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### SOME GOOD PHRASES

- “Ok at time of inspection”
- “Cited violations corrected”
- “No violations cited”



62

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### SOME GOOD PHRASES

- “Ok at time of inspection”
- “Cited violations corrected”
- “No violations cited”
- “Ok for Certificate of Occupancy at the time of inspection”



63

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### SOME GOOD PHRASES

- “Ok at time of inspection”
- “Cited violations corrected”
- “No violations cited”
- “Ok for Certificate of Occupancy at the time of inspection”
- “Ok to continue after corrections”



64

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### SOME GOOD PHRASES

- “Ok at time of inspection”
- “Cited violations corrected”
- “No violations cited”
- “Ok for Certificate of Occupancy at the time of inspection”
- “Ok to continue after corrections”
- MORE?



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### Acceptable documentation addresses a MINIMUM of all six:

1. Who was involved?



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**Acceptable documentation addresses a MINIMUM of all six:**

1. **Who** was involved? (Notes, signatures, note if posted on site).



67

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**Acceptable documentation addresses a MINIMUM of all six:**

1. **Who** was involved? (Notes, signatures, note if posted on site).
2. **What** is the extent of your inspection?



68

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**Acceptable documentation addresses a MINIMUM of all six:**

1. **Who** was involved? (Notes, signatures, note if posted on site),
2. **What** is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.



69

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**Acceptable documentation addresses a MINIMUM of all six:**

1. Who was involved? (Notes, signatures, note if posted on site),
2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.
3. **When:**
  - Were you there? (Date and time),



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**Acceptable documentation addresses a MINIMUM of all six:**

1. Who was involved? (Notes, signatures, note if posted on site),
2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.
3. **When:**
  - Were you there? (Date and time),
  - Will there be a reinspection?



71

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1. Who was involved? (Notes, signatures, note if posted on site),
2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.
3. **When:**
  - Were you there? (Date and time),
  - Will there be a reinspection?
4. **Why** were you there?



72

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1. Who was involved? (Notes, signatures, note if posted on site),

2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.

3. When:

▪ Were you there? (Date and time),

▪ Will there be a reinspection?

4. **Why** were you there? (**Inspection, Reinspection, Complaint, Call from Police/Fire, Field observation**).

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73

**Acceptable documentation addresses a MINIMUM of all six:**

1. Who was involved? (Notes, signatures, note if posted on site),

2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.

3. When:

▪ Were you there? (Date and time),

▪ Will there be a reinspection?

4. Why were you there? (Inspection, Reinspection, Complaint, Call from Police/Fire, Field observation).

5. **Where** did this occur?

LEARNING center

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74

**Acceptable documentation addresses a MINIMUM of all six:**

1. Who was involved? (Notes, signatures, note if posted on site),

2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.

3. When:

▪ Were you there? (Date and time),

▪ Will there be a reinspection?

4. Why were you there? (Inspection, Reinspection, Complaint, Call from Police/Fire, Field observation),

5. **Where** did this occur? (**Address and specific location**).

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75

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**Acceptable documentation addresses a MINIMUM of all six:**

1. Who was involved? (Notes, signatures, note if posted on site),
2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.
3. When:
  - Were you there? (Date and time),
  - Will there be a reinspection?
4. Why were you there? (Inspection, Reinspection, Complaint, Call from Police/Fire, Field observation),
5. Where did this occur? (Address and specific location),
6. **hoW** is the recipient of the inspection report being directed to act?



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**Acceptable documentation addresses a MINIMUM of all six:**

1. Who was involved? (Notes, signatures, note if posted on site),
2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.
3. When:
  - Were you there? (Date and time),
  - Will there be a reinspection?
4. Why were you there? (Inspection, Reinspection, Complaint, Call from Police/Fire, Field observation),
5. Where did this occur? (Address and specific location),
6. **hoW** is the recipient of the inspection report being directed to act? ("*The defendant knowingly failed to...*" ).



77

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**Perform the Inspection**

- **GIVEN:** You are an inspector who drives by and sees construction without the required permit behind a residence in your jurisdiction.
- Use the provided Inspection Form.
- Perform the inspection.
- Fill out the inspection form and discuss.



78

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## Report Writing for the Code Official

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81

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ACTIVITY



**Perform the Inspection**



Report Writing for the Code Official

82

LEARNING center

82

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ACTIVITY



**Perform the Inspection**



Report Writing for the Code Official

83

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83

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ACTIVITY



**Perform the Inspection**



Report Writing for the Code Official

84

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84

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ACTIVITY



**Perform the Inspection**



Report Writing for the Code Official

85

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85

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ACTIVITY



**Perform the Inspection**



Report Writing for the Code Official

86

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86

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ACTIVITY



**Perform the Inspection**



Report Writing for the Code Official

87

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87

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ACTIVITY





Report Writing for the Code Official

88

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88

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ACTIVITY



**Perform the Inspection**



Report Writing for the Code Official

89

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89

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ACTIVITY



**Perform the Inspection**



Report Writing for the Code Official

90

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90

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DISCUSSION



## DISCUSSION

- How many items did you cite?
- Did you order the contractor to get a permit?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?
- How do you deal with the lot line/setback issue?

Report Writing for the Code Official

91

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91

Module 3

## Construction Inspection Report

92

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92

## Construction Inspection

- Make sure you have all 6 Ws on the form.
- Don't let the builder do less than the code, don't make the builder do more than the code.
- Cite the appropriate code section.
- Clearly detail the nature of the violation in light of the code.
- DON'T design. "I can't design it for you, but I can tell you that we have previously approved similar situations when they did \_\_\_\_\_, or \_\_\_\_\_. Please feel free to propose any solution that you believe would work."
- Sometimes you need to require a licensed design professional to be involved in the project. (Architect, Engineer, Surveyor)

Report Writing for the Code Official

93

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93

## Report Writing for the Code Official

ACTIVITY



## Construction Inspection



Report Writing for the Code Official

94

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**center**

94

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ACTIVITY



## Construction Inspection

- Who: Woody Butcher
- What:
- When:
- Why
- Where: 211 Pine St.
- hoW:

**2014 National Electric Code® Article 110.3**

***(B) Installation and Use.** Listed or labeled equipment shall be installed and used in accordance with any instructions included in the listing or labeling.*

Report Writing for the Code Official

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95

95

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**DISCUSSION**

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official 

97

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**Construction Inspection**



Report Writing for the Code Official 

98

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**ACTIVITY**

- Who: Finn Mason
- What:
- When:
- Why:
- Where: 1313 Mockingbird Ln.
- hoW:

Report Writing for the Code Official 

99

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**2015 IRC®R311.7.5.1 Risers.**

The riser height shall be not more than 73/4 inches (196 mm). The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm).

**2015 IRC®R311.7.8 Handrails.**

Handrails shall be provided on not less than one side of each continuous run of treads or flight with four or more risers.

Report Writing for the Code Official
100

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**Construction Inspection**

**2015 IRC®R312.1.1 Where required.**

*Guards* shall be located along open-sided walking surfaces, including stairs, ramps and landings, that are located more than 30 inches (762 mm) measured vertically to the floor or *grade* below...

Report Writing for the Code Official
101

101

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**VILLAGE OF BEDFORD**  
1300 Town Road, Bedford, NY 14011  
(716) 425-1000 • Fax: (716) 425-1001 • www.bedsfordny.com

PERMIT # \_\_\_\_\_ DATE: 12/12/2018 TIME: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Item	Permit	Building	Electrical	Plumbing	Mechanical	Roof	Foundation	Backfill	Other
Footings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foot/Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTOR: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

☐ Failed Items REOPEN inspection.

☐ Items Approved With Notes (N/A's) must be corrected prior to commencement.

☐ REINSPECTION FEE REQUIRED: Fees must be paid prior to re-inspection.

☐ Fee NOT INSURABLE: \$5000 for Stop or Partial Stoppage.

Page \_\_\_\_ of \_\_\_\_

Report Writing for the Code Official
102

102

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DISCUSSION



## DISCUSSION

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official

103

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103

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ACTIVITY



## Construction Inspection



Report Writing for the Code Official

104

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104

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ACTIVITY



## Construction Inspection

- Who: Shorty Sparks
- What:
- When:
- Why:
- Where: 485 Mapleton St.
- hoW:

**2015 IBC®714.3.1.2 Through-penetration firestop system.**  
*Through penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E 814 or UL 1479....*

Report Writing for the Code Official

105

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105

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## Report Writing for the Code Official

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106

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## DISCUSSION

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?



Report Writing for the Code Official

107

LEARNING  
center

107

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## ACTIVITY

# Construction Inspection



A photograph of a building under construction. The image shows a concrete foundation wall at the bottom. Above it is a wooden frame structure with vertical studs and horizontal beams. A vertical grey pipe runs through the center of the frame. The upper part of the frame is made of wood and has some handwritten markings, including '12x8' and '12x10'. The background shows more of the building's interior structure and some windows.

Report Writing for the Code Official

108

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108

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ACTIVITY

## Construction Inspection



Report Writing for the Code Official

112



112

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ACTIVITY

## Construction Inspection


- Who: Joyce Hangar
- What:
- When:
- Why:
- Where: 1600 Pennsylvania Ave.
- hoW:

**2015 IBC®R502.6 Bearing.**

The ends of each joist, beam or girder shall have not less than 1-1/2 inches (38 mm) of bearing on wood ... except where supported on a 1-inch by 4-inch (25 mm by 102 mm) ribbon strip and nailed to the adjacent stud or by the use of approved joist hangers.

Report Writing for the Code Official

113



113

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ACTIVITY

## Construction Inspection



**VILLAGE OF BERWICK**  
1340 State Road, Berwick, N. H. 03304  
(603) 863-1234 FAX: (603) 863-1235

PERMIT # \_\_\_\_\_ DATE: 12/15/2018 TIME: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Item	Pass	Fail	Notes
Foundation	<input type="checkbox"/>	<input type="checkbox"/>	
Footing	<input type="checkbox"/>	<input type="checkbox"/>	
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	
Electric	<input type="checkbox"/>	<input type="checkbox"/>	
Insulation	<input type="checkbox"/>	<input type="checkbox"/>	
Roofing	<input type="checkbox"/>	<input type="checkbox"/>	
Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

INSPECTOR: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

☐ Failed Items REOPENED inspection

☐ Items Approved With Notes (i.e., must be corrected prior to certificate)


☐ RESUBMIT FOR PERMIT WITH Items must be paid prior to resubmit

☐ Your permit is VOID if you do not pay for Permit/Inspection

Page \_\_\_\_\_ of \_\_\_\_\_

Report Writing for the Code Official

114



114

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**DISCUSSION**

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official 115 **center**

115

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**Construction Inspection**



Report Writing for the Code Official 116 **center**

116

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**Construction Inspection**

- Who: Ted Shackleford
- What:
- When:
- Why:
- Where: 4051 Flossmoor Road
- hoW:

Report Writing for the Code Official 117 **center**

117

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## Report Writing for the Code Official

**2015 IRC® R316.3 Surface burning characteristics.** Unless otherwise allowed in Section R316.5, foam plastic ... shall have a flame spread index of not more than 75 and shall have a smoke-developed index of not more than 450 when tested in the maximum thickness and density intended for use in accordance with ASTM E 84 or UL 723.

**R316.4 Thermal barrier.** Unless otherwise allowed in Section R316.5, foam plastic shall be separated from the interior of a building by an *approved* thermal barrier of not less than 1/2-inch (12.7 mm) gypsum wallboard, 23/32-inch (18.2 mm) wood structural panel or a material that is tested in accordance with and meets the acceptance criteria of both the Temperature Transmission Fire Test and the Integrity Fire Test of NFPA 275.

118

[illegible][illegible]

119

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## DISCUSSION

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?



Report Writing for the Code Official



LEARNING  
center

120

120

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ACTIVITY



### Construction Inspection



Report Writing for the Code Official

121

LEARNING center

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121

ACTIVITY



### Construction Inspection

- Who: Gaston Hacker
- What:
- When:
- Why:
- Where: 900 Montclair Rd.
- hoW:

Report Writing for the Code Official

122

LEARNING center

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122

ACTIVITY



### Construction Inspection

**2015 IRC ®**

**R502.8.2 Engineered wood products.**

Cuts, notches and holes bored in trusses, structural composite lumber, structural glue-laminated members, cross-laminated timber members or I-joists are prohibited except where permitted by the manufacturer's recommendations or where the effects of such alterations are specifically considered in the design of the member by a *registered design professional*.

Report Writing for the Code Official

123

LEARNING center

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123

## Report Writing for the Code Official

[illegible]

124

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## DISCUSSION

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?



Report Writing for the Code Official

125

LEARNING  
center

125

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ACTIVITY



# Construction Inspection



Report Writing for the Code Official

126

LEARNING

center

126

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ACTIVITY

## Construction Inspection

- Who: Spee D. Framer
- What:
- When:
- Why:
- Where: 1200 Oak Brook Rd.
- hoW:

Report Writing for the Code Official

127

LEARNING center

127

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ACTIVITY

## Construction Inspection

**2015 IBC®107.4 Amended construction documents.** Work shall be installed in accordance with the *approved construction documents*, and any changes made during construction that are not in compliance with the *approved construction documents* shall be resubmitted for approval as an amended set of *construction documents*.

Report Writing for the Code Official

128

LEARNING center

128

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ACTIVITY

## Construction Inspection

**VILLAGE OF BERWYN**  
1200 Oak Brook Road, Berwyn, IL 60404  
Phone: (708) 461-1000 Fax: (708) 461-1001

PERMIT #

DATE: 12/14/2018

TIME:

REQUESTED BY:

PHONE:

ADDRESS:

LOCATION:

Item	Per	Ins	Eng	Arch	ME	Pl	Elect	Fire	Other
Footings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foot Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTOR:

RECEIVED BY:

☐ Failed Does NOT require interpretation.  
☐ Items Approved WITH Notes per item to be corrected prior to commencement.  
☐ REINSPECTION REQUIRED: Item noted for and prior to occupancy.  
☐ PERMITS/ABLE BOND for Temp. or Partial Occupancy.

Page \_\_\_\_ of \_\_\_\_

Report Writing for the Code Official

129

LEARNING center

129

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**DISCUSSION**

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official 130 **center**

130

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**Construction Inspection**



Report Writing for the Code Official 131 **center**

131

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**Construction Inspection**

- Who: Slim Sparks
- What:
- When:
- Why:
- Where: 3060 Saturn St #100
- hoW:

Report Writing for the Code Official 132 **center**

132

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**DISCUSSION**

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official 136 **center**

136

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**Construction Inspection**



Report Writing for the Code Official 137 **center**

137

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**Construction Inspection**

- Who: Lucy Piper
- What:
- When:
- Why:
- Where: 500 New Jersey Avenue, NW
- hoW:

Report Writing for the Code Official 138 **center**

138

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139

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141

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ACTIVITY



Construction Inspection



Report Writing for the Code Official

142

LEARNING center

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142

ACTIVITY



Construction Inspection

- Who: Ty Rapper
- What:
- When:
- Why:
- Where: 4000 Cooper St.
- hoW:

Report Writing for the Code Official

143

LEARNING center

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143

ACTIVITY



Construction Inspection

**2015 IRC®**

**106.4 Amended construction documents.** Work shall be installed in accordance with the *approved construction documents*, and any changes made during construction that are not in compliance with the *approved construction documents* shall be resubmitted for approval as an amended set of *construction documents*.

**R703.3 Nominal thickness and attachments.** The nominal thickness and attachment of exterior wall coverings shall be in accordance with Table R703.3 (1), the wall covering material requirements of this section, and the wall covering manufacturer's installation instructions....

Report Writing for the Code Official

144

LEARNING center

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144



## Report Writing for the Code Official



# Construction Inspection



**VILLAGE OF REDBANK**  
 1200 Town Road, Redbank, IL 60069  
 Phone: (708) 434-4444    Web: [www.villageofredbank.org](http://www.villageofredbank.org)    (708) 461-1333 FAX

PERMIT # \_\_\_\_\_

REQUESTED BY \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE: 12/20/2018

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Permit Type	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee	Permit Fee
Building	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Foundation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pool/Spa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deck	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

INSPECTOR: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

☐ I have signed this permit.

☐ I have signed this permit and it is correct prior to construction.

☐ I have signed this permit and it is correct prior to construction.

☐ I have signed this permit and it is correct prior to construction.

Page \_\_\_\_\_ of \_\_\_\_\_

145

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## DISCUSSION

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?



Report Writing for the Code Official

146

LEARNING  
center

146

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ACTIVITY



# Construction Inspection



Report Writing for the Code Official

LEARNING  
center

147

147

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ACTIVITY

## Construction Inspection

- Who: Canuck Skinner
- What:
- When:
- Why:
- Where: 2700 S. California Ave.
- hoW:

Report Writing for the Code Official

148

LEARNING center

148

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ACTIVITY

## Construction Inspection

**2015 IBC® 1014.7 Clearance.** Clear space between a handrail and a wall or other surface shall be not less than 11/2 inches (38 mm). A handrail and a wall or other surface adjacent to the *handrail* shall be free of any sharp or abrasive elements.

Report Writing for the Code Official

149

LEARNING center

149

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ACTIVITY

## Construction Inspection

**VILLAGE OF BERWICK**  
1340 West Road, Berwick, N. H. 03304  
(603) 863-1234 FAX: (603) 863-1234

PERMIT # \_\_\_\_\_ DATE: 12/15/2018 TIME: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Item	Pass	Fail	Notes	Inspector	Reviewer	Permittee	City	State	Zip
Footing	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foot Holes	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wall	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTOR: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

☐ Failed Items REOPENED inspection  
☐ Items Approved With Notes (i.e., items to be corrected prior to certificate)  
☐ INSPECTION FOR REOPENED Items must be paid prior to occupancy  
☐ Your permit is VALID for 30 days or Partial Occupancy

Report Writing for the Code Official

150

LEARNING center

150

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ACTIVITY

## Construction Inspection

Report Writing for the Code Official

151

LEARNING center

151

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ACTIVITY

## Construction Inspection

- Who: Marty Grass
- What:
- When:
- Why:
- Where: 400 Maple Ave.
- hoW:

Report Writing for the Code Official

152

LEARNING center

152

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ACTIVITY

**1014.6 Handrail extensions.** *Handrails* shall return to a wall, *guard* or the walking surface or shall be continuous to the handrail of an adjacent *flight of stairs* or *ramp* run. Where *handrails* are not continuous between *flights*, the *handrails* shall extend horizontally not less than 12 inches (305 mm) beyond the top riser and continue to slope for the depth of one tread beyond the bottom riser.... The extensions of *handrails* shall be in the same direction of the *flights of stairs* at *stairways* and the *ramp* runs at *ramps*.

Report Writing for the Code Official

153

LEARNING center

153

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**ACTIVITY**

## Construction Inspection

**VILLAGE OF RED ROCK**  
 1200 State Road, Red Rock, IL 60069  
 Phone: (815) 467-0100 Fax: (815) 467-0101

PERMIT # \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_:\_\_\_\_

REQUESTED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LOT/BLK: \_\_\_\_/\_\_\_\_


Item	Pass	Fail	Item	Pass	Fail	Item	Pass	Fail
Foundation	<input type="checkbox"/>	<input type="checkbox"/>	Building	<input type="checkbox"/>	<input type="checkbox"/>	Roofing	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	<input type="checkbox"/>	Insulation	<input type="checkbox"/>	<input type="checkbox"/>
Paint/Hides	<input type="checkbox"/>	<input type="checkbox"/>	Exhaust	<input type="checkbox"/>	<input type="checkbox"/>	Callout	<input type="checkbox"/>	<input type="checkbox"/>
Site	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	Roofing	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	Roof	<input type="checkbox"/>	<input type="checkbox"/>	Fire	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTOR: \_\_\_\_\_ DISCUSSION: \_\_\_\_\_

☐ Failed Items REQUIRES reinspection  
☐ Items Approved With Notes can be rechecked by contractor prior to completion  
☐ RETURN TO THE INSPECTOR (Items must be paid prior to reinspection)  
☐ Your REFUNDABLE BOND for Temp. or Partial Occupancy

Page \_\_\_\_ of \_\_\_\_

Report Writing for the Code Official


154

154

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**DISCUSSION**

## DISCUSSION

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official


155

155

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Module 4

## Existing Property Inspection - Fire/Property Maintenance/Complaints

156

156

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## About the Existing Property Inspection

This inspection typically involves citing violations or deficiencies. i.e. weed letter.  
A better plan is to gather information during the inspection and write the report in the office.

- Photos are essential.
- Use AutoCorrect
- Use QQ to help with filling in templates or forms
- Follow International Property Maintenance Code **Section 107.2 and Section 107.3**



157

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## Construction Inspection

The best existing property inspection report is the one you don't have to write.



158

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## Existing Property Inspection-

A good plan is to gather information during the inspection and write the report in the office.

Photos are ESSENTIAL



159

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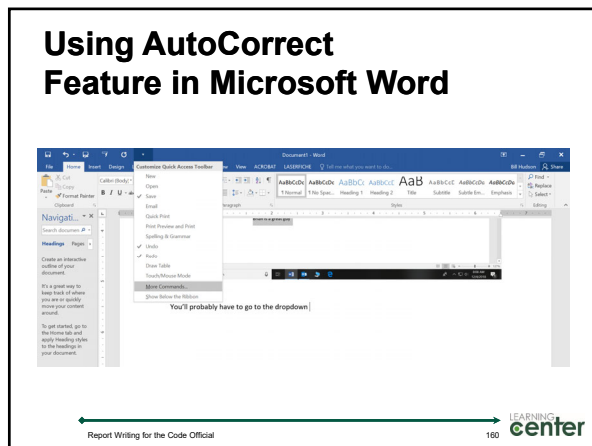
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## Using AutoCorrect Feature in Microsoft Word



160

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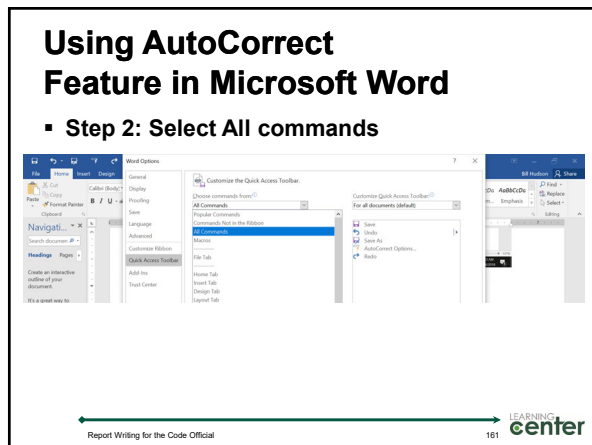
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## Using AutoCorrect Feature in Microsoft Word

- **Step 2: Select All commands**



161

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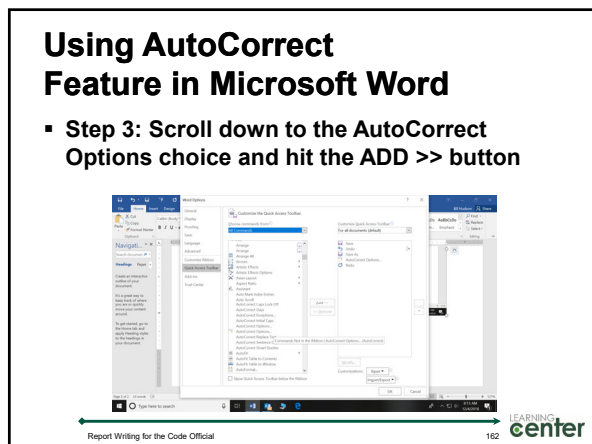
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## Using AutoCorrect Feature in Microsoft Word

- **Step 3: Scroll down to the AutoCorrect Options choice and hit the ADD >> button**



162

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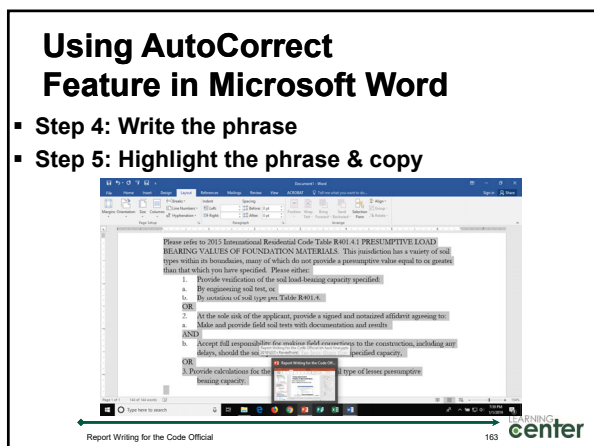
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## Using AutoCorrect Feature in Microsoft Word

- Step 4: Write the phrase
- Step 5: Highlight the phrase & copy



163

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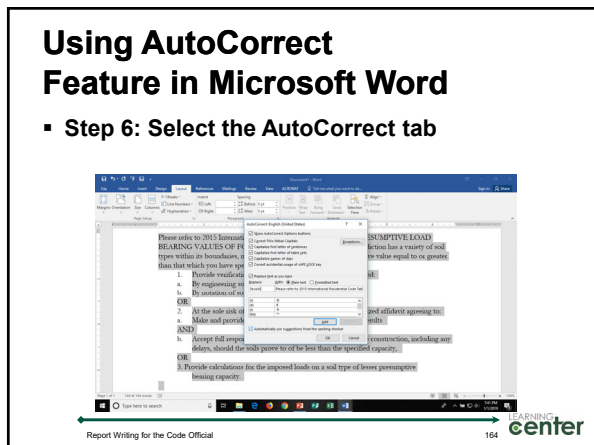
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## Using AutoCorrect Feature in Microsoft Word

- Step 6: Select the AutoCorrect tab



164

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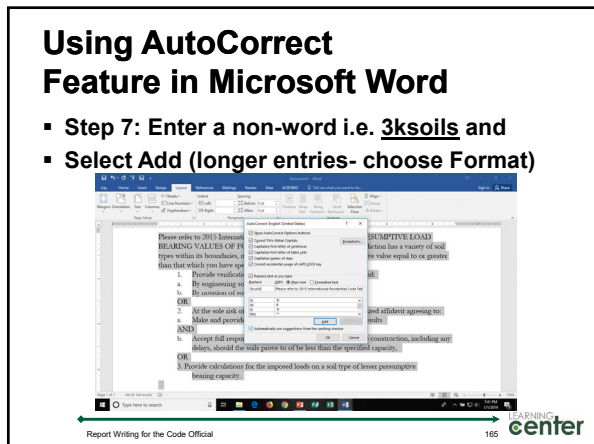
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## Using AutoCorrect Feature in Microsoft Word

- Step 7: Enter a non-word i.e. 3ksoils and
- Select Add (longer entries- choose Format)



165

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## Using AutoCorrect Feature in Microsoft Word

### ▪ Step 8: Test the word.

Type: "3ksoils" →

### ▪ Get:

Please refer to 2015 International Residential Code Table R401.4.1 PRESUMPTIVE LOAD BEARING VALUES OF FOUNDATION MATERIALS. This jurisdiction has a variety of soil types within its boundaries, many of which do not provide a presumptive value equal to or greater than that which you have specified. Please either: Provide verification of the soil load-bearing capacity specified:

By engineering soil test, or

By notation of soil type per Table R401.4.

OR

At the sole risk of the applicant, provide a signed and notarized affidavit agreeing to:

Make and provide field soil tests with documentation and results

AND

Accept full responsibility for making field corrections to the construction, including any delays, should the soils prove to be of less than the specified capacity.

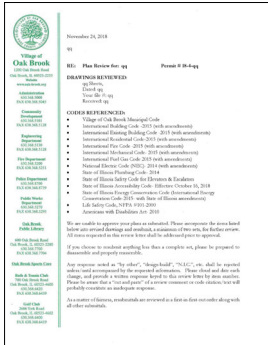
OR

3. Provide calculations for the imposed loads on a soil type of lesser presumptive bearing capacity.

166

## Using QQ

- ✓ Ctrl + F → Find
- ✓ Search for "QQ"
- ✓ Enter will advance through each occurrence
- ✓ Esc will leave you at the chosen location ready to replace



167

## Existing Property Inspection

- Rspu → Rake, sweep and pick up



168



## Existing Property Inspection



Report Writing for the Code Official 169 **LEARNING center**

169

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**IPMC 107.2 Form.** Such notice prescribed in Section 107.1 shall be in accordance with all of the following:

1. Be in writing.
2. Include a description of the real estate sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.
4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the *dwelling unit* or structure into compliance with the provisions of this code.
5. Inform the property *owner* or owner's authorized agent of the right to appeal.
6. Include a statement of the right to file a lien in accordance with Section 106.3.

Report Writing for the Code Official 170 **LEARNING center**

170

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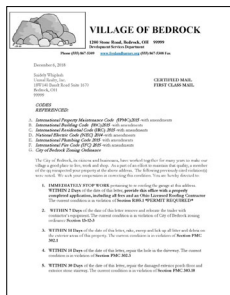
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Report Writing for the Code Official 171 **LEARNING center**

171




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**ACTIVITY**

## 1. Existing Property Inspection



Report Writing for the Code Official



172

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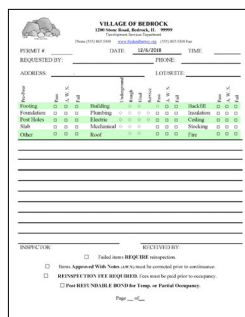
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**ACTIVITY**

## 1. Existing Property Inspection



Report Writing for the Code Official



173

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**DISCUSSION**

## DISCUSSION

- How many items did you cite?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official



174

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**ACTIVITY**

## 2. Existing Property Inspection



Report Writing for the Code Official

175 **LEARNING center**

175

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**ACTIVITY**

## 2. Existing Property Inspection



Report Writing for the Code Official

176 **LEARNING center**

176

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**DISCUSSION**

- How many items did you cite?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official

177 **LEARNING center**

177

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ACTIVITY



### 3. Existing Property Inspection



Report Writing for the Code Official
178 

178

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ACTIVITY



### 3. Existing Property Inspection



Report Writing for the Code Official
179 

179

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DISCUSSION



### DISCUSSION

- How many items did you cite?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official
180 

180

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ACTIVITY

### 4. Existing Property Inspection

Report Writing for the Code Official

181

LEARNING center

181

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ACTIVITY

### 4. Existing Property Inspection

Report Writing for the Code Official

182

LEARNING center

182

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DISCUSSION

### DISCUSSION

- How many items did you cite?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official

183

LEARNING center

183

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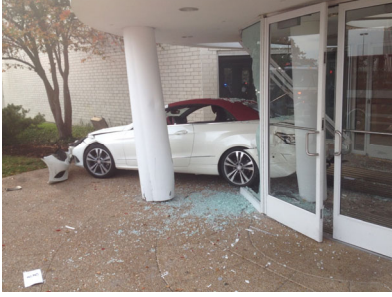
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ACTIVITY



## 5. Existing Property Inspection



Report Writing for the Code Official
LEARNING center 184

184

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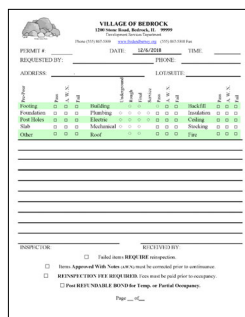
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ACTIVITY



## 5. Existing Property Inspection



Report Writing for the Code Official
LEARNING center 185

185

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DISCUSSION



## DISCUSSION

- How many items did you cite?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official
LEARNING center 186

186

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ACTIVITY

## 6. Existing Property Inspection

Report Writing for the Code Official

187

LEARNING center

187

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ACTIVITY

## 6. Existing Property Inspection

Report Writing for the Code Official

188

LEARNING center

188

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DISCUSSION

## DISCUSSION

- How many items did you cite?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official

189

LEARNING center

189

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Module 5

## Citations, Prosecution and Legal Documents

190

190

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## Citations, Prosecution, & Legal Documents

1. It's better to educate than litigate.
2. Bark without bite is worthless.
  - a) Verbal Judo
  - b) Progressive discipline
3. Take your best case forward
  - a) Dress appropriately
  - b) Have your facts straight
  - c) K. I. S. S.
  - d) Check your spelling
  - e) DOCUMENT!
4. You don't have to win every one.

Report Writing for the Code Official

191

LEARNING center

191

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## Citations, Prosecution, & Legal Documents

1. It's better to educate than litigate.
  - Prosecution should be the very last resort when all else has failed to produce compliance.
  - Be tough, but fair.

Report Writing for the Code Official

192

LEARNING center

192

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### Citations, Prosecution, & Legal Documents

2. Bark without bite is worthless.

a. Verbal Judo

Ask:  
"Is there anything else that I can do that would make you comply with my lawful order?"

Report Writing for the Code Official

193

LEARNING center

193

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### Citations, Prosecution, & Legal Documents

2. Bark without bite is worthless.

b. Progressive discipline

SUNY has a policy of progressive discipline for its employees:

**Steps of Progressive Discipline for employees**

**Step 1:** Verbal Counseling(s) A verbal counseling is generally the first **step** of **progressive discipline**. ...

**Step 2:** Written Warning(s) A written warning is generally the second **step** of **progressive discipline**. ...

**Step 3:** Performance Improvement Plan (PIP) ...

**Step 4:** Termination of Employment.

Report Writing for the Code Official

194

LEARNING center

194

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### Citations, Prosecution, & Legal Documents

2. Bark without bite is worthless.

b. Progressive discipline

Code enforcement is best applied with progressive steps:

**Steps of Progressive Code Enforcement**

**Step 1:** Pre-inspection Notification may be the first **step** of **progressive code enforcement**. ...

a. Verbal

b. Written

**Step 2:** Written Notice: A **violation notice** is the second **step** of **progressive code enforcement**. ...

**Step 3:** **OPTIONAL** ...Reinspection and Notice of Legal Action

**Step 4:** Prosecution.

Report Writing for the Code Official

195

LEARNING center

195

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**Citations, Prosecution, & Legal Documents**  
3. Take your best case to court  
a. Dress appropriately  
b. Have your facts straight  
c. K. I. S. S.  
d. Check your spelling  
e. DOCUMENT!

Report Writing for the Code Official

196

LEARNING center

196

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**Citations, Prosecution, & Legal Documents**  
4. You don't have to win every one.

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197

LEARNING center

197

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**Citations, Prosecution, & Legal Documents**  
▪ Different types of legal documents  
▪ Citations/Tickets  
▪ Depositions  
▪ For prosecution  
▪ For defense  
▪ Long form complaints  
▪ Violations  
▪ Administrative Search Warrant  
▪ Complaint for demolition  
▪ Modifications  
▪ Alternate Means, Methods, & Materials

Report Writing for the Code Official

198

LEARNING center

198

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## CITATIONS

**COMPLAINT**

**COMPLIANCE VIOLATION**      **08 002442 C**

State of Illinois      In the Circuit Court of the  
County of DuPage      Eighteenth Judicial Circuit  
Village of Oak Brook      DuPage County, Illinois

A Municipal Plaintiff vs.

<b>NAME</b>	BIGLIAR      IMA
<b>ADDRESS</b>	3401 JORIE BOULEVARD
<b>CITY</b>	OAK BROOK      STATE IL      ZIP 60523
<b>ADDRESS</b>	211 PINE STREET

THE UNDERSIGNED STATES THAT ON 2 / 1 / 2013 09:00 A

Defendant did unlawfully commit the following offense in the Village of Oak Brook, IL

**AFTER BEING PROPERLY NOTIFIED**

199

199

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## CITATIONS

**COMPLAINT**

**COMPLIANCE VIOLATION**      **08 002442 C**

State of Illinois      In the Circuit Court of the  
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A Municipal Plaintiff vs.

<b>NAME</b>	BIGLIAR      IMA
<b>ADDRESS</b>	3401 JORIE BOULEVARD
<b>CITY</b>	OAK BROOK      STATE IL      ZIP 60523
<b>ADDRESS</b>	211 PINE STREET

THE UNDERSIGNED STATES THAT ON 2 / 1 / 2013 09:00 A

Defendant did unlawfully commit the following offense in the Village of Oak Brook, IL

**AFTER BEING PROPERLY NOTIFIED**

ON 1/31/13, THE DEFENDANT  
KNOWINGLY FAILED TO OBTAIN THE  
REQUIRED BUILDING AND ELECTRICAL  
PERMITS TO REPAIR FIRE DAMAGE  
THAT OCCURRED ON 1/31/13

10-1-1 2009 IBC Section 100.1

200

200

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## CITATIONS

**COMPLAINT**

**COMPLIANCE VIOLATION**      **08 002442 C**

State of Illinois      In the Circuit Court of the  
County of DuPage      Eighteenth Judicial Circuit  
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A Municipal Plaintiff vs.

<b>NAME</b>	BIGLIAR      IMA
<b>ADDRESS</b>	3401 JORIE BOULEVARD
<b>CITY</b>	OAK BROOK      STATE IL      ZIP 60523
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THE UNDERSIGNED STATES THAT ON 2 / 1 / 2013 09:00 A

Defendant did unlawfully commit the following offense in the Village of Oak Brook, IL

**AFTER BEING PROPERLY NOTIFIED**

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## Report Writing for the Code Official

<b>CITATIONS</b>	211 PINE STREET
	AT STREET/UNIT/LOCATION OAK BROOK, IL 60553

THE UNDERSIGNED STATES THAT ON 2 / 1 / 2013 09 00 A

Defendant did unlawfully commit the following offense in the Village of Oak Brook, IL

VIOLATION	AFTER BEING PROPERLY NOTIFIED
	ON 1/31/13, THE DEFENDANT
	KNOWINGLY FAILED TO OBTAIN THE
	REQUIRED BUILDING AND ELECTRICAL
	PERMITS TO REPAIR FIRE DAMAGE
	THAT OCCURED ON 1/31/13

IN VIOLATION OF Village of Oak Brook Municipal Code Ordinance #	10-1-1 2009 IRC Section 105.1
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202

202

<b>CITATIONS</b>	
	Village of Oak Brook Municipal Code Ordinance #

10-1-1 2009 IRC Section 105.1

A Notice to Appear will be issued to you by certified mail and **you shall appear in court at that time and date.**

The Village of Oak Brook pays that the court issue a penalty between \$75 and \$750 per violation as authorized by the corporate authorities of the prosecuting entity. Each day the offense occurs or violation of ordinances which carry a per day fine, are subject to a separate fine between \$75 and \$750 per day.

An arrest warrant may be used if you fail to appear at any hearing.

You may demand a jury trial by filing a jury demand and paying a jury demand fee when entering your appearance, plea, answer to the charge, or other responsive pleading.

A default judgment may be entered in the event you fail to appear in court or answer the charge made on the date set for the defendant's court appearance or any date to which the case is continued. The amount of such default judgment shall be \$750 plus court costs.

Under penalties as provided by law for false certification pursuant to section 735 ILCS 5/1-1.09 of the Illinois Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct.

DATE 2 / 1 / 13 William H. H. H. 97

Signature and Identification of Officer or Other Complainant ID No.

203

203

### Citations, Prosecution, & Legal Documents

- Depositions
  - For prosecution
  - For defense

Report Writing for the Code Official

204

204

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### Citations, Prosecution, & Legal Documents

- Long form complaints
  - Violations

After being notified in writing on November 27, 2018. The defendant knowingly failed to maintain the required exit for the first floor conference room so that it is readily openable from the egress side without the use of a key or special knowledge or effort, in violation of 2015 International Building Code Section 1010.1.9.



Report Writing for the Code Official

205

LEARNING center

205

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### Citations, Prosecution, & Legal Documents

- Long form complaints
  - Violations

**304.2 Protective treatment.** Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

Report Writing for the Code Official

206

LEARNING center

206

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### Citations, Prosecution, & Legal Documents

- Long form complaints
  - Violations

**304.2 Protective treatment.** ...Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted....

Report Writing for the Code Official

207

LEARNING center

207

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## Citations, Prosecution, & Legal Documents

- Long form complaints
  - Administrative Search Warrant

Report Writing for the Code Official 208 **LEARNING center**

208

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## Citations, Prosecution, & Legal Documents

- Long form complaints
  - Complaint for demolition

Report Writing for the Code Official 209 **LEARNING center**

209

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## Citations, Prosecution, & Legal Documents

- Long form complaints
  - Complaint for demolition

Report Writing for the Code Official 210 **LEARNING center**

210

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## Citations, Prosecution, & Legal Documents

- Different types of legal documents
  - Modifications

211

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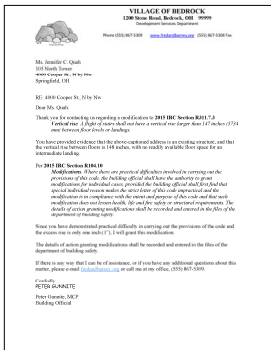
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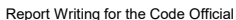

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## MODIFICATIONS



212

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## Citations, Prosecution, & Legal Documents

- Different types of legal documents
  - Alternate Means, Methods, & Materials

213

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### ALTERNATE MEANS, METHODS, & MATERIALS

**VILLAGE OF BEDFORD**  
1200 South Road, Bedford, NH 03043  
Phone (603) 867-5300 [www.townofbedford.org](http://www.townofbedford.org)

**Mr. Stanley Wignand**  
Village Engineer  
100 North Center Street  
Bedford, NH

RE: 2000 Cooper St.  
Dear Mr. Wignand,

Thank you for working on preparing your project for the town engineer's office.

Unfortunately, we are unable to approve your proposal as the Village rules and regulations do not allow the required permit for the first three floors. At the time, it appears that the proposed design does not meet the performance requirements for the first three floors.

**ADDITIONAL COMMENTS:** The design of the first three floors of the building is not in compliance with the Village rules and regulations. The design of the first three floors of the building is not in compliance with the Village rules and regulations. The design of the first three floors of the building is not in compliance with the Village rules and regulations.

**ADDITIONAL COMMENTS:** The design of the first three floors of the building is not in compliance with the Village rules and regulations. The design of the first three floors of the building is not in compliance with the Village rules and regulations. The design of the first three floors of the building is not in compliance with the Village rules and regulations.

If you believe that the design is adequate to meet these provisions, please provide signed and sealed drawings indicating your continued interest in the project. If you have any additional questions about this matter, please e-mail [code@bedford.org](mailto:code@bedford.org) or call our office at (603) 867-5300.

Cordell,  
TOWN ENGINEER

Stephany, MEP  
Building Official

214

214

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## Final Reflection

- **What?** What happened and what was observed in the training?
- **So what?** What did you learn? What difference did this training make?
- **Now what?** How will you do things differently back on the job as a result of this training?

Report Writing for the Code Official

215

215

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216

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217

217

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1-888-ICC-SAFE (422-7233) Ext. 33821  
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E-mail: [learn@iccsafe.org](mailto:learn@iccsafe.org)

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218



218

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