

Village of Westchester

CERTIFICATE OF COMPLIANCE PROGRAM

Purpose

The Village of Westchester's Certificate of Compliance Program is designed to help protect the lives and property of the community, along with preserving the property values in Westchester. This program monitors the life safety, fire and plumbing codes of all residential properties, which include single-family, duplex and multi-family properties and commercial properties at the time of ownership change.

Compliance Process

If you are considering selling your property, you must apply for a certificate of compliance.

- The property owner or his/her agent must complete and submit an application. The application for a Compliance Inspection is available on our website or from the Community Development Department Staff. The inspection fee must be paid prior to scheduling the appointment.
- After the appointment is scheduled and the inspection has taken place a compliance report will be generated for the homeowner to review if violations have been detected.
- If there are no code violations, the Village of Westchester will issue a Certificate of Compliance within three (3) business days of the inspection.
- When all violations are corrected, a re-inspection will need to be scheduled. If everything is in order, the Certificate of Compliance will be issued within five (5) days.
- If a property is being sold "as-is", a Temporary Certificate of Compliance Application (Affidavit Sale) must be completed. This states that the buyer of the subject property has agreed to correct all non-compliant items within 60 days from the date at which the document has been submitted.

Guidelines

- An inspection takes between 45-60 minutes per dwelling unit. All areas of the dwelling and outbuildings must be accessible to the inspector. If there are tenants in the building, please notify them.
- An inspection can typically be scheduled within two (2) weeks of a submitted application. Please note that during the busy season, this could take longer. Please allow adequate time for this inspection before your scheduled closing.
- Most properties in the Village may remain as built as long as they are properly maintained and no life safety or health violations have been identified. If the property has been remodeled or modified, then the structure must be brought into compliance with all current Westchester Municipal Code requirements.
- A Certificate of Compliance is good for six (6) months from the date of issue.
- Apartment buildings, condominiums and commercial inspections include all common areas of the building.