



INSPECTION PROCEDURES

TO SCHEDULE AN INSPECTION, CALL (815) 727-8634. A FORTY-EIGHT (48) HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS. SAFE ACCESS (LADDER) SHALL BE PROVIDED AS PER OSHA RULES & REGULATIONS. THE FOLLOWING INSPECTIONS ARE REQUIRED AND INSPECTED FOR:

1. FOOTING: Footing is to be completely framed and steel (if applicable) set in its final position. It is to be inspected prior to pouring concrete.
 - a) Proper size and elevation with respect to approved site plan
 - b) Soil conditions
 - c) Setbacks
 - d) Frost depth (42" below grade)
 - e) Keyway
 - f) Rebar grounded (if present)
 - 1a. Sediment and erosion control inspection (if applicable)
 - Proper installation of all measures per approved plan.
 2. PIERS: Piers are to be completely framed and steel (if applicable) set in its final position. It is to be inspected prior to pouring concrete.
 - a) Proper size and elevation with respect to approved site plan
 - b) Soil conditions
 - c) Setbacks
 - d) Frost depth (42" below grade)
 3. FOUNDATION: Foundation is to be completely framed and steel (if applicable) set in its final position. It is to be inspected prior to pouring concrete.
 - a) Proper size and elevation with respect to approved site plan
 - b) Soil conditions
 - c) Setbacks
 - d) Frost depth
 - e) Wall properly placed on footing and keyway
 4. BACKFILL: Prior to backfill...
 - a) Proper size of foundation walls
 - b) Straight and plumb foundation walls
 - c) Elevation in respect to frost line (42" below grade)
 - d) Footing drains and gravel installation
 - e) Location of a sump pump
 - f) Drains for window wells
 - g) Anchor bolts and spacing
 - h) Emergency egress windows where applicable
 - i) A spotted Plat of Survey is necessary from an Illinois State Licensed Surveyor or Engineer. This survey must indicate top of foundation and location of building to all lot lines. This survey will be reviewed by the Development Review Division and, upon approval, framing construction can begin.
 5. UNDERGROUND: (Plumbing) prior to pouring concrete.
 - a) Plumbing (an overhead sewer required)
 - b) Stone thickness
 - c) Underground plumbing and an ejector pit
 6. ALL INTERIOR CONCRETE SLABS:
 - a) Compacted fill and/or sub grade preparation
 - b) Depth of gravel and compaction
 - c) Vapor barrier
 - d) Steel reinforcement (wire mesh)
 7. ELECTRICAL SERVICE:
 - a) Eight foot driven ground rod at meter trough. Also, a G.F.I.C. service outlet required at service panel.
 - b) Panel 1/4" off the concrete wall.
 - c) Rebar grounded (if present)
 8. FIREBOX INSPECTION:
 - a) Joints
 - b) Medium refractory mortar
 - c) Combustion air
 9. E.I.F.S.:
 - a) Drainage plane
 - b) Flashings
 - c) Installation as per manufacturer's specifications
 10. MASONRY WALL FLASHING:
 - a) Flashing (prior to installation of brick or stone veneer)
 - b) Building paper wrap
 - c) Drainage plane
 11. ROUGH PLUMBING: Rough plumbing prior to installation of insulation.
 12. ROUGH BUILDING: Rough prior to installation of insulation* and brickwork unless masonry flashing inspection is approved.
 - a) Framing, fire stopping and/or draft stopping
 - b) HVAC (duct insulation where applicable)
 - c) Electrical (conduit required)
 - d) Flashing
 - e) Weather tight
- *No insulation may be installed until all rough inspections have been approved.
13. INSULATION: (No dry wall to be hung until insulation approved)
 - a) Panel Certificate.
 - b) Attic markers
 - **14. FINAL: Made when the house is completed. Allow ten (10) days for title closing.
 - a) Electrical:
 - 1) Arc Fault entire bedroom
 - 2) Kitchen counter, unfinished areas, bathroom, garages and exterior receptacles will have ground fault circuit interrupter protection
 - 3) All exterior and interior lighting
 - 4) Ground to copper rod and then to waterline or bonded.
 - 5) Ground jumper around water meter and water heater.
 - b) Plumbing:
 - 1) Plumbing fixtures
 - 2) Hot water heater: solid pipe T/P relief valve (NO PLASTIC)
 - 3) Future openings capped off
 - 4) Sump pump (discharge to grade)
 - 5) Anti-scald valve set at 115 degrees Fahrenheit (do not use hot water heater to set)
 - c) HVAC:
 - 1) Furnace and duct work for proper installation
 - 2) Vents and flue
 - 3) Covers on duct openings
 - d) Carpentry:
 - 1) Interior/exterior painting and staining
 - 2) Interior trim
 - 3) Kitchen cabinets and countertops
 - 4) Flooring-bathrooms and kitchen impervious to moisture
 - 5) Railings and handrails
 - 6) Interior doors
 - 7) Exterior doors (including locks, threshold and weather stripping)
 - 8) Windows
 - 9) Garage/residential entry and common walls – 5/8 inch drywall.
 - 10) Roofing, ventilation
 - 11) Siding (including fascia and soffit) caulking
 - 12) Masonry-weep holes required
 - 13) Gutters and downspout
 - e) Sediment/ Erosion & Grading:
 - Permanent Stabilization
 - Grading follows approved plan

****INSPECTION SHALL NOT BE CONDUCTED WHEN FURNITURE OR PERSONAL ITEMS ARE ON THE PREMISES. DO NOT MOVE THESE ITEMS IN UNTIL ISSUANCE OF A CERTIFICATE OF OCCUPANCY.**

****NO STRUCTURE SHALL BE OCCUPIED WITHOUT THE BUILDING OFFICIAL'S APPROVAL. ILLEGAL OCCUPANCY SHALL CONSTITUTE LEGAL ACTION.**