

**Village of Vernon Hills  
Community Development Department  
290 Evergreen Drive, Vernon Hills, IL 60061  
Phone 847-367-3704 - Fax 847-367-2541 - <http://www.vernonhills.org>**

**NEW COMMERCIAL BUILDING INSPECTIONS**

**\*\*\*Permit Holders/ Permit Applicants are responsible for scheduling all inspections\*\*\***

**To request an inspection:**

1. Contact the Building Division at (847) 367-3704 between the hours of 8:30am & 3:30pm Monday through Friday at least one working day in advance.
2. Have the correct permit number(s)
3. Have the "Job Name or Vernon Hills' Business Name"
4. Have the correct "Job Address"
5. Know the "Type of Inspection" you are calling for

**The following inspections are required: Please use "Commercial New" Permit # when scheduling them:**

1. Footing (Need soil report by Geotechnical Engineer before inspections)
2. Foundation Wall (Spot survey required with top of foundation at all levels and building setback after inspection)
3. Drain Tile
4. Sewer/Water
5. Water Service - Flushing Test (forms at Fire Department)
6. Underground Electric
7. Under slab Plumbing
8. Underground Plumbing
9. Under slab HVAC
10. Pre pour Concrete Slab - All concrete slabs must be inspected prior to pouring concrete.
11. Raised Floor Electric - Computer Rooms, Etc.
12. Electrical Service
13. Rough Electrical - Walls
14. Rough Plumbing - Walls
15. Framing/HVAC - Walls, Heating Ducts
16. Insulation/Fire stopping/Draft stopping
17. All Final inspections (See page 2)

**Before ceiling tiles are installed call for the following "Above Ceiling Inspections":**

1. Fire Alarm Rough (Call under separate Fire Alarm Permit #)
2. Ceiling Electric (Call under Commercial New Permit #)
3. Ceiling Plumbing (Call under Commercial New Permit #)
4. Fire Sprinklers - Hanger and Hydro (Call under separate Fire Sprinkler Permit #)
5. Fire Department and Village Consultant (if they reviewed) will need to be there at the same time. Need Contractors name and phone number to call back contractor with confirmed time.
6. Rough Telephone/Cable/Computer Cabling (Call under separate Voice/Data or Misc. Electrical Permit #'s)
7. Ceiling Framing/Mechanical (Call under Commercial New Permit #)

### **Fire Alarm**

1. Need Contractors name and phone number to confirm 24 inspection time.

### **Burglar/Security Alarm**

1. Contractor, or someone with a key, needs to be there to open the panel. Get contractors name and phone number in case Electrical Inspector has a problem.

### **Landscape Sprinklers**

1. R.P.Z. Certification is required as inspection.

### **Signs**

1. Underground/Slab Electric
2. Footing
3. Final Sign

NOTE: Contractor needs to be on the job site for inspections to open the sign up. For wall mounted signs, contractor will also have to provide a ladder. Need contractors name and number and time for inspection.

### **Final Inspections Required for Occupancy:**

1. Final Building/Mechanical- Use Commercial New Permit #
2. Final Plumbing- Use Commercial New Permit #
3. Final Electrical- Use Commercial New Permit #
4. Final Fire Department- Use Commercial New Permit #
5. Final Engineering- Use Commercial New Permit #
6. Final Landscaping- Use Commercial New Permit #
7. Final Fire Alarm- Use Fire Alarm Permit #
8. Final Fire Sprinkler- Use Fire Sprinkler Permit #
9. Final Voice & Data- Use Voice & Data Permit #
10. Final Low Voltage- Use Misc. Electrical Permit #
11. Final Sign- Use Sign Permit #
12. Final Security Alarm- Use Security Alarm Permit #
13. All other miscellaneous permits require final inspections also.

Note: -Elevator final inspections must be scheduled with Thompson Elevator.  
-If the business is a food establishment, Lake County Health Department approvals must be submitted to the Building Division.  
-No Stocking of merchandise is allowed prior to final inspections.