

**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>**

**RESIDENTIAL CERTIFICATE OF OCCUPANCY
INSPECTION CHECKLIST**

NOTE: All temporary occupancy permits granted between November 16th through May 14th shall expire on June 15th.

EXTERIOR

1. Building Address and Erosion Control – Installed.
2. Exterior Grade - Black dirt shall be installed between May 15 through November 15. Between November 16 through May 14 the lot, at a minimum, shall be rough graded to within six (6) inches of finished grade and have positive slope from the building. Edges of paved driveways and walks shall be bermed, with dirt or gravel, for safety.
3. Sidewalks and Driveways – Private, public sidewalks and driveways shall be installed between May 15 through November 15. Between November 16 through May 14 gravel sidewalks to building entrances and driveways shall be installed.
4. Stoops, Steps, and Decks – Shall be completely installed, including hand and guard railings. The area below decks shall be graded to finish grade elevations. All grading shall direct the flow of storm water away from the dwelling.
5. Window Wells – Covers, tile and stone installed.
6. Gutters and Downspouts – Splash blocks on-site, preferably installed.
7. Doors and Windows – Shall be installed and in proper working condition. Caulking shall be completed.
8. Siding, Roofing, and Flashing – Shall be completely installed and caulked.
9. Electrical Service – Service entrance conductors shall be covered with a minimum of 18 inches of dirt.
10. Remote Water Meter and Storm Sewer – Installed.
11. Light Fixtures – Installed, exterior lights caulked

INTERIOR

1. Painting and Staining – Completed.
2. Electrical, Plumbing, HVAC – Fixtures and vent diffusers installed.
3. Doors, Interior Trim, and Handrails – Installed.
4. Finished Flooring – Installed.