

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

**INSPECTION TIMING CHECKLIST FOR
RESIDENTIAL FRAME BUILDING**

<u>TYPE OF INSPECTION</u>	<u>WORK TO BE COMPLETED PRIOR TO INSPECTION REQUEST</u>	<u>APPROVAL PRIOR TO PROCEEDING WITH WORK</u>
1) Engineering Pre-Construction	*Silt fence and tree preservation, temporary stone driveway. Village Engineer will note condition of existing infrastructure. Any existing damage to street pavement or curb is noted. Builder will not be held accountable for pre-construction damage.	*Excavate for foundation.
2) Footing Inspection or Trench Footing / Foundation	*Geotechnical Engineer's Report (soil test) to be on site for footing inspection. *The footing is completely prepared for concrete. *All concrete forms must be in place. "Key-in" footings. *Reinforcing steel must be in place and supported as required. *Frozen soil will not be permitted under footing. *No fill material is allowed under footing. Footing shall rest on an undisturbed soil.	*Placing concrete in the footing.
3) Basement Wall Formwork Inspection	*Footing inspection passed and footing poured. *Footing has a required keyway. *Forms are in place and all reinforcing steel is installed. *Forms centered in footing. *Form release oil shall not be applied after the reinforcing steel has been installed. Forms must be pre-oiled prior to setting in place. Minimum two wing walls by every Door for stoop support. Tie in with Rebar to foundation.	*Placing concrete in the forms.

- 4) Building Sewer And Water Inspection
- *The sewer pipe of proper material between the public main and the building wall is in place.
 - *The water pipe of proper material between the public main and the building wall is in place.
 - *Connections to Sewer and Water mains are exposed for observation.
 - *Required separation is maintained between Water and Sewer pipes.
 - *Clean out is installed on building sewer within five (5) feet of foundation wall.
- 5) Backfill
- *All parging and waterproofing is complete.
 - *Approved damproofing must be provided from the footing to the finished grade.
 - *Drain tiles must be in place, covered with adequate depth of approved material and pitched and tied to a sump pit. Gravel backfill is covered with an approved filter membrane.
 - *Windows below grade must be protected by window wells with drain pipe connected to footing drain tile.
 - *Walls must be sufficiently braced to prevent damage by backfilling. Foundation insulation in place if required.
- *Backfilling
- 6) Ground Work Inspection (Plumbing and Mechanical)
- *All underground sewer and all water pipes beneath a concrete floor slab are installed.
 - *All piping must be tested in accordance with Section 890.2230 of the State Plumbing Code and the test must be witnessed and approved by an inspector.
 - *All underslab ductwork shall be of approved material and installed in such a way that it will be encased in concrete after the concrete placement or in accordance with manufacturers instructions. Duct work must be pitched back to furnace. All joints are to be sealed with an appropriate material.
- *Preparing area for concrete slab.

	*Sump pits (where required) must be in place and connected.	
7) Ground Work Inspection (Electrical)	*All underground electrical conduits are installed. IMC or HWG. *No conduit shall be in contact with dissimilar metal.	*Preparing area for concrete slab.
8) Slab Prepour Inspection	*The area is completely prepared for pour and reinforcing steel placed and supported as required. Chalk line snapped on foundation wall for top of foundation. *The gravel and 6 mil vapor barrier must be in place. *If drain tile is specified, it must be in place, properly covered with approved material, sloped and tied to sump pit. Steel columns are plumb and shims fully underneath column *Rigid insulation is installed where required.	*Placing concrete in the slab.
9) Sill Plate (Building Spot)	*Certified survey must show location of foundation as sited and elevation of top of foundation and all steps and bank edges, and dimensions to all lot lines. Spot Survey must be delivered to Building Division the day <i>before</i> inspection. Sill plates must be in place and bolted to foundation. All soil erosion in place (gravel driveway, silt fence).	*Framing.
10) Electric Service	(May be combined with Rough Electric inspection)	
11) Plumbing / Gas Rough-In Inspection	*All vents, gas piping, sewer pipe and water pipe that will be enclosed in a wall are installed and pressure tested in accordance with Section 890.2230 of the State Plumbing Code.	*Building framing inspection
12) Electrical Rough-In Inspection (this inspection may be combined with electrical service inspection.	*All conduits and junction boxes must be installed and adequately supported. *All knockouts must be plugged.	*Building framing inspection.

*Junction boxes must be installed in accordance with their listing (ceiling, fans, etc.).

*Grounding continuity must be maintained either through metal conduit or through the grounding equipment conductor. No conductors shall be pulled until after drywall is in place.

*Approved grounding electrode conductor must be installed to connect neutral buss terminal of service panel and water service pipe on the village side of water meter.

*All low voltage conduit and wiring must be installed at this time.

13) Building Framing/Fire-stopping/Mechanical Inspection

*All plates are installed and secured to the foundation walls as required.

*Bottoms of all columns are braced against lateral displacement.

*All nuts are wrench tight.

*All concealed wall cavities are separated from concealed ceiling cavities by an approved firestopping method.

*All penetrations through floors, plates and soffits are to be firestopped.

*All stairways are in place and secured or temporary if stairs are custom made.

*The dwelling is weather tight, both the exterior sheathing and the roof must be completed.

All windows and doors installed.

*Framing connectors are used where required.

*There is a direct path for all the forces through structural members to the building foundation.

*Electrical and plumbing rough-in inspections are approved.

*No drywall or insulation delivered until after approval of inspection.

*Insulating.

*Installing drywall.

14) Insulation

*All rough-in inspections are approved.

*Appropriate R-values are maintained.

*Installing drywall.

- *Vapor barrier is free of holes.
- *When temperatures are less than 50°F, heat must be provided.

15) Rough Grading

- *Surveyor will stake all key points shown on permit plat. (Stakes to remain in place for final grading.)
- Construction debris and excess stone must be removed from rough grade prior to placing topsoil.
- *Curb Sawcutting-Dots of paint will indicate where curb is to be sawcut. Village Engineer will approve/disapprove location prior to sawcut. (Sawcut should be done as late as possible to minimize curb damage.)
- *Sidewalk-surveyor will stake location and grade of sidewalk. Prior to framing, proofroll subgrade using skidsteer.
- *Driveway apron-Prior to framing, proofroll subgrade using a skidsteer. Village Engineer will mark any damaged curb.

16) Final Electrical Inspection

- *All appliances, fixtures, outlets, panels, switches, etc. are installed, as well as all cover plates.
- *All electrical wiring is complete.
- *All circuits are identified in the panel index

- *Using any equipment, appliance outlets, panel switches, etc.
- *Electrical, mechanical, plumbing and building finals may be done in any order.

17) Final Plumbing Inspection

- *All drywall penetrations are properly covered.
- *All plumbing fixtures and piping are complete and operating properly.
- *All roughed in plumbing fixtures for future use are capped, vented.
- *All appliances must be accessible for maintenance, repair and removal.
- *All floor drains shall be visible and serviceable.
- *Water meter and remote reader must be in place.
- *Yard clean-out must be accessible for inspection.
- *Water heater to be 110°F max.

- *Using plumbing and gas systems.
- *Electrical, mechanical, plumbing, and building finals may be done in any order.
- *Issuing a Certificate of Occupancy.

18) Final Building/Mechanical Inspection

- *All exterior finishes are complete and caulked (siding, soffits, fascia,

- *Issuing a Certificate of Occupancy.

trim).

- *Driveway must be installed.
- *Street address is attached to the house in an approved manner. Shall contrast in color to house trim.
- *All surfaces inside of a house are properly finished.
- *All trim is in place.
- *All work on the approved plans is completed.
- *All floor covering is installed (homeowner may elect to install his/her own floor covering. This must be done within two (2) weeks from the date of issue of Temporary Certificate of Occupancy.
- *Lot must be graded with black dirt to provide positive drainage away from house.

*Occupying any part of the building.

*Electrical, mechanical, plumbing, and building may be done in any order.

19) Fine Grading, Landscaping

- *Survey stakes must be in place and topsoil groomed to meet approved grading plan. No plant material to be placed until fine grade has been inspected. Approval will be subject to acceptance of the lot grading *As Built*.
- *Driveway, sidewalk and topsoil must be placed.
- *Landscape-front yard and parkway shall be sodded. Rear yard shall be seeded unless otherwise required. Drainage swales may require proper installation of sod or straw erosion control blanket. Inspection of parkway tree and/or additional landscaping may be required at this time.

*Issuing a Certificate of Occupancy.

20) Certificate of Occupancy

- *All final inspections have been approved.
- *Certified lot grading *As Built* Survey, showing substantial conformance with approved grading plan, to be approved by Village Engineering Department. (Two ties locating b-box from corners of home to be included on *As Built*.) Utilities must be adjusted to grade.

*Issuing a Certificate of Occupancy.

*Temporary Certificate of Occupancy will be issued only in the following cases:

- a) Fine grading is not possible due to weather conditions
- b) Driveway cannot be installed due to weather conditions.
- c) Landscaping work cannot be completed due to weather conditions
- d) Homeowner elects to install his/her own floor finishes.

*Temporary Certificate of Occupancy (Fee: \$100.00) issued for a maximum of 30 days. This term can be extended upon Code Official approval.