

VILLAGE OF NORTHBROOK
Development & Planning Services

1225 Cedar Lane
 Northbrook, Illinois 60062
 847 664-4050 FAX: 847 272-5068
 www.northbrook.il.us\dps



Inspection Information
New Single Family Residence Permit

GUIDELINES FOR SCHEDULING ALL PERMIT INSPECTIONS

- Inspections must be scheduled with the Permit Coordinators @ 847 664-4050. Do not schedule inspections directly with an Inspector.
- Inspections hours: Monday - Friday 9:00 -12:00 am (Morning) and 1:00 - 4:00 pm (Afternoon)
- A **minimum** of 48 hours notice is required for all inspections. Final inspection requests require additional advanced notice.
- A permit number and address are required to schedule any inspection.
- **All Fire related inspections must be scheduled directly with the Fire Prevention Bureau at 847-664-4500.** If you have questions about an inspection, please contact: Kevin Frangiamore-Director @ 847-644-4501) 8:00 AM - 4:00 PM
- It is recommended that the responsible trade person for the requested inspection is present at all inspections.
- Re-inspection fee (\$75/discipline) will be assessed when there are more than 2 inspections for the same issue.
- Re-inspection fee will be assessed towards same day inspection cancellations.



Development & Planning Services Contact Information

For information or questions, you may contact the following department personnel
 Monday through Friday directly @:

Permit Coordinators (847 664-4050)	8:30 am	-	4:30 pm
Plumbing Inspector (<i>Bill Reupert</i> , 847 664-4062)	7:45 - 8:45 am	&	3:30 - 4:00 pm
Electrical/Mechanical Inspector (<i>Corey Friedman</i> , 847 664-4061)	7:45 - 8:45 am	&	3:30 - 4:00 pm
Tree Preservation (<i>Mark Cacioppo</i> , 847 664-4123)	7:30 am	-	3:00 pm
Site Improvements Inspector (<i>Mike Bukolt</i> , 847 664-4121)	7:30 am	-	3:00 pm
Engineering (site/civil) Reviewer (<i>Jim Baxa</i> , 847 664-4119)	7:30 am	-	3:00 pm
Zoning Reviewer (Rebecca Bonoma, 847 664-4066)	8:30 am	-	4:30 pm



Adopted Codes

The Village of Northbrook enforces the following codes:

2012 International Residential Code (IRC)	Village of Northbrook Zoning Code
2011 National Electrical Code	2014 State of Illinois Plumbing Code
2012 International Mechanical Code	2012 International Fuel Gas Code
2015 International Energy Conservation Code	Standards & Specifications for Public and
2012 International Fire Code	Private Improvements
2012 International Swimming Pool & Spa Code	

& Northbrook Amendments to the Codes

PENALTY FOR WORK WITHOUT A PERMIT

There is a significant penalty for work commenced without a permit.
 Penalty fees are assessed in accordance with the Village's Annual Fee Ordinance.

J.U.L.I.E.

Before excavating, contact J.U.L.I.E (811 or 800 892-0123) to locate underground utilities.

WORK AROUND ELECTRIC & GAS UTILITIES

Any work around, above or below ground utilities can be dangerous and must meet all provisions of the codes to maintain a safe construction site.

See Otherside For Required Inspections

VILLAGE OF NORTHBROOK (DPS)
Required Inspections for all New Single Family Residences
Permit Numbers are required to schedule ALL Inspections.

The sequence of inspections (as applicable) should be scheduled in the order listed below.

I. STRUCTURAL, SITE AND UNDERGROUND

1. Footing, trench, or pier foundation (pre-pour)
2. Foundation wall (pre-pour)
3. 1st Drain tile inspection (damp proof foundation/ exterior insulation/ window well & sump pit)
4. 2nd Drain tile (verification of aggregate backfill material)
5. Underground (plumbing, electric, HVAC, Radon Underground)
6. Floor Slab (basement & garage slabs - pre-pour)
7. Storm and Sanitary sewer service lines - all work exposed (before backfill)
8. Water service - all work exposed (before backfill)
9. Exterior Gas Pipe (if applicable - all work should be exposed)



A Spot Location Survey must be submitted and approved to schedule all inspections past this point. See the Spot Location Survey Approval Application for more information.

II. ROUGH INSPECTIONS (all work exposed)

1. Plumbing (Includes stack test, gas pressure test and shower pan liner/s. Note: In winter weather, a second rough plumbing stack test inspection may be necessary after insulation, prior to drywall)
2. Electrical and electric service (electric service inspections require Electrician present)
3. HVAC
4. Masonry Fireplace (when applicable) - Inspection of fire box, smoke chamber and first flu section



Fire sprinkler permit number is required to schedule any further inspections for a new house

5. Fire Sprinkler inspection (separate permit required which must be posted)



All of the above inspections must be approved before scheduling inspections past this point

6. Framing and fire blocking
7. Insulation
8. Additional fire sprinkler rough inspection (hydrostatic test after insulation but prior to drywall)

III. SITE INSPECTIONS

- a. Exterior Pavement Inspections (driveway, patios, service walks, piers, footings, etc.) - pre pave/pour inspection required for all.
- b. Removal of Perimeter Construction Fencing -building to be secured, removal of all construction debris/materials, completion of rough site grading required

IV. FINAL INSPECTIONS (prior to *Occupancy*)

- a. Final Building inspections - Equipment/appliance installation manuals must be on site at final inspection.
- b. Final Fire Sprinkler
- c. Temporary CO Engineering - 95% Completion letter to be submitted by the Civil Engineer confirming that the drainage system (ie. detention, storm sewer, overland grading) per approved permit drawings.
- d. Final Engineering - Civil engineering 'AS-BUILT' drawings are to be approved prior to scheduling a final inspection. See "As-Built" Submittal Guidelines

CERTIFICATE OF OCCUPANCY*

There are 3 types of Certificates of Occupancy that may be requested:

- Temporary Certificate of Occupancy - Storing Furniture Only (TCO - Limited)
- Temporary Certificate of Occupancy (TCO)
- Final Certificate of Occupancy (FCO)

*Unpermitted storage or occupancy within the residence will result in a **\$750/day** penalty fee towards confirmed violation. Please see Certificate of Occupancy Request form for specific requirements.