

**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. 1<sup>st</sup> Drain tile inspection (damp proof foundation/ exterior insulation/ window well & sump pit)
4. 2<sup>nd</sup> 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 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.