

See Page 2 for Required Inspections

VILLAGE OF NORTHBROOK (DPS)

Required Inspections for Commercial & Multi-Family Residential Permits (as applicable)

Permit Numbers are required to schedule ALL Inspections.

(At times, specific project circumstances may require inspections that are different than indicated.)

**The sequence of (as applicable) inspections should be scheduled in the order as follows
It is recommended that the responsible trade person is present at all inspections**

I. STRUCTURAL, SITE AND UNDERGROUND (Tree preservation inspection is required prior to permit issuance)

- a. Footing, trench, or pier foundation (pre-pour)
- b. Foundation wall (pre-pour)
- c. 1st Drain tile inspection (damp proof foundation/ exterior insulation/ window well and sump pit)
- d. 2nd Drain tile (verification of aggregate backfill material)
- e. Underground (plumbing, electric, HVAC)
- f. Floor Slab (basement and garage slab - pre-pour)
- g. Utility Installations (see note c in Engineering Inspections below)
- h. Water service (all work to be exposed)



For any increase of building footprint or new building, a spot location survey must be submitted and approved by the Zoning Administrator to obtain any inspection past this point.

II. ROUGH INSPECTIONS (all work to be exposed)

- a. Plumbing (Includes stack test. Note: In winter weather, a second rough plumbing stack test inspection may be necessary after insulation, prior to drywall)
- b. Gas Pressure Test
- c. Electrical and electric service (electric service inspections require Electrician present)
- d. HVAC
- e. Fire Alarm/Sprinkler inspection (separate permit required and card must posted)
- f. Framing and firestopping (scheduled after previous rough inspections have taken place)
- g. Insulation
- h. Fire rated wall assembly



Fire alarm/sprinkler permit number is required to schedule any further inspections

- i. Above-ceiling (prior to installation of ceiling tile)

III. SITE DEVELOPMENT INSPECTIONS (when applicable)

- a. Pavement Inspections (parking lot, entries, service walks, etc. (pre-pave/pour)
- b. Stormwater Management (land grading, detention facility, curb & gutter, etc.)
- c. Utility Installation (storm water infrastructure, sanitary utility, water main, etc.)
- d. Site lighting (electrical, pre-pour for fixture bases & conduit, fixture type & locations)
- e. Final grading and landscaping - Must be requested specifically

IV. FINAL INSPECTIONS (prior to Occupancy*) - *Equipment/appliance installation manuals must be on site.*

- a. *Building Inspection* - (plumbing, electrical, HVAC and structural as applicable)
- b. *Fire Inspection* - A final inspection is required for ALL permit types, **schedule @ 847-664-4500**
- c. *Site Development* - Scheduled following approval of "As-Built"
- d. *Health* (for all food service installations) - **Schedule inspections directly with Village Sanitarian Lynn Hoette @ 224-257-0774**
- e. *Elevator* (if applicable) - **Schedule inspection directly with Thompson Elevator @ 847-296-8211**

Certificates of Occupancy*

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

- Temporary Certificate of Occupancy - Furnishing/Stocking Only
- Temporary Certificate of Occupancy (TCO)
- Final Certificate of Occupancy (FCO)

Please see the Certificate of Occupancy Request Form for submittal/approval requirements!!

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