

VILLAGE OF PALATINE

COMMUNITY DEVELOPMENT DEPARTMENT

200 EAST WOOD STREET • PALATINE, IL 60067-5339 • Telephone (847)359-9042

Residential Building Permit: Inspection Requirements

It shall be the duty of the permit holder or their agent as noted on the permit application to notify the Village that the work is ready for inspection. This is very often the General Contractor or the Owner. When an inspection is scheduled, and the work is not ready or is not approved, a reinspection will be required and a reinspection fee will be charged. It is the responsibility of the individual requesting the inspection to know the address (number and street name), permit number when calling for an inspection. Inspections will not be scheduled without this information. The approved job copy of the plans is required to be available to the inspector at the time of the inspection. If the approved job copy is not available on site the inspection will be failed.

A minimum 24-hour notice is required to schedule inspections.

A re-inspection fee will be charged for each failed inspection or any inspection not canceled by 4:00 p.m. on the previous day for inspections scheduled for the next morning and by 11:00 a.m. on the day of for afternoon inspections.

Inspection requirements are listed on the printed permit card and available on the CSS portal at <https://citizen.palatine.il.us>

Building, Engineering & Health Inspections **847-359-9042**
Fire Prevention Inspections **847-359-9029**

Soils Report: A soils report is required on all tear down/rebuild project sites and must be provided at time of footing pre-pour inspection. Additionally, when excavation reveals unsuitable soils, and/or high level of ground water table, or in case of an over dig a soils report with recommendations is required and must be approved prior to footing pour.

Concrete Pre-Pour Inspection: Prior to pouring of any concrete all formwork, including reinforcement and miscellaneous embedments must be inspected.

- Foundation wall and footing requires separate inspections.
- Slab pre-pour inspection includes thickened areas under columns etc. **An underground plumbing inspection must be approved prior to slab pre-pour inspection.**

Foundation Wall Inspection: Footing drain tile, waterproofing/damp proofing and any exterior application of foundation insulation must be inspected prior to backfilling.

Site Utility Inspections: All site utilities, including the water service, sanitary sewer/septic system(s) storm sewer, etc. must be inspected by Engineering and/or appropriate authority having jurisdiction prior to covering or concealment.

Spot Survey Submittal: Is required before scheduling electrical service liven inspection or any rough inspection. It shall indicate location of foundation, elevation of top of foundation in all areas, floor slab and brick ledge elevations. The spot survey shall be submitted to the Building and Inspection Services Division for review and approval.

Liven Electrical Inspection: Prior to COMED connection. **Electrical contractor required to be onsite for inspection.**

Residential Building Permit: Inspection Requirements Continued

Rough Plumbing, Mechanical and Electrical Inspections:

- All plumbing piping, including waste/vent and water piping must be completed prior to rough inspection. Rough plumbing inspection breaks into underground and above-ground inspections. A stack test is done at this time.
- All mechanical ductwork, fire dampers, flues, controls and equipment and gas piping must be completed prior to rough inspection.
- All electrical wiring, controls and equipment must be completed prior to rough inspection.
- All underground or under slab work must be inspected prior to concealment.

Duct Leakage Test: A duct leakage test, as required by the 2021 IECC with Illinois Amendments, shall be submitted. It is recommended that testing be conducted by a Building Performance Institute (BPI) certified contractor. A passing test report must be submitted to the Village. No certificates of occupancy will be issued until the report is received and approved.

Blower Door Test:

Additions, Alterations, Renovations or Repairs: Shall be submitted as required per the 2021 IECC with Illinois Amendments

New Home Construction: Blower door tests are required and must be conducted by a Building Performance Institute (BPI) certified contractor. A passing test report must be submitted to the Village. No certificates of occupancy will be issued until the report is received and approved.

Rough Frame Inspection: All framework, structural and non structural must be inspected and approved prior to covering. Inspection includes proper placement and installation of the required fire-stop system at penetrations of any fire-resistive membrane and sealing-of fire-rated penetrations. **All rough plumbing, mechanical, electrical, fire sprinklers inspections must be approved prior to rough frame inspection.**

House Wrap Inspection: A house wrap inspection is required prior to exterior finishes being installed; after the windows and roofing have been installed.

Insulation Inspection: All required exterior envelope insulation and vapor barriers; all required duct, pipe and apparatus insulation must be inspected prior to concealment.

Private Property Prepour/Subbase Inspections: All solid surfaces to be installed on private property require pre-pour inspections for concrete and subbase/binder course inspections for pavers/asphalt.

Village Property Prepour/Subbase Inspections: Any solid surfaces, or improvements, to be installed in the public right-of way require prepour, subbase and/or binder course engineering inspections (i.e. public sidewalk, driveway apron, street paving, curbing etc).

Topographical Survey Submittal: Is required prior to final grade inspection. A topographical survey shall be prepared after all solid surfaces and site improvements are in place and prepared to final grade elevations. The topographical survey shall be submitted to the Building and Inspection Services Division for review and approval.

Final Grade Inspection: Final grade inspection including completion of site improvements, landscaping, parkway trees, curb and gutter and parking lot striping and any work in the ROW.

Residential Building Permit: Inspection Requirements Continued

Final Frame, Roof, Plumbing, Mechanical and Electrical Inspections:

Alterations, Renovations or Repairs: Final inspections are required upon successful completion of all work. These inspections are conducted when the home is complete and ready to be occupied. All rough inspections must be approved prior to final inspections.

New Home Construction and Additions (where a sub-panel was added): In addition to the above, per 2021 IECC Section R401.3; a permanent energy efficiency certificate shall be completed and posted on or in the electrical distribution panel by the builder or registered design professional.

Fire Code Inspections: For new homes: Inspections must be completed and approved by the Village's Fire Prevention Bureau in order to receive a TCO or CO. These requirements would include inspections of the residential fire sprinkler system and a hydrostatic test.

Certificate of Occupancy/Compliance: A Certificate of Occupancy or a Certificate of Compliance will be issued once all inspections and any conditions of the permit have been approved. The Certificate of Occupancy or a Certificate of Compliance must be requested by the permit holder or their agent. Processing of a Certificate of Occupancy or a Certificate of Compliance may take up to 5 business days.