

VILLAGE OF PALATINE

COMMUNITY DEVELOPMENT DEPARTMENT

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

Commercial 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 all 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 approved prior to footing pour. 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 and after spot survey approval. **Electrical contractor required to be onsite for inspection.**

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Rough Plumbing, Mechanical and Electrical Inspections:

- All plumbing piping, including waste/vent and water piping must be inspected prior to concealment. 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 inspected prior to concealment.
- All electrical wiring, controls and equipment must be inspected prior to concealment.
- All underground or under slab work must be inspected prior to concealment.

Duct Leakage Test: A duct leakage test as required per the 2021 IECC with Illinois Amendments. A passing test report must be submitted to the Village. No certificates of occupancy will be issued until the report is received and approved.

Air Leakage Test: As required by the 2021 IECC with Illinois Amendments. The completed building shall be tested. 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.**

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

Food Establishment Inspections: Inspections by the Environmental Health Division may be required for commercial food service establishments. Contact the Environmental Health Division at (847) 359-9042 for further information and to schedule an inspection. Approval may be required from the Environmental Health Division prior to stocking food or beverages within the establishment. 1) All food service equipment, fixtures and finishes shall be installed according to the approved plans; 2) Food service equipment, including refrigeration shall be operable and capable of maintaining required temperatures; 3) Plumbing fixtures, including mechanical dishwashers and sinks shall be operable and capable of maintaining required temperatures. Any sanitizing systems shall be capable of dispensing and maintaining required chemical concentrations; 4) Floor mounted food service equipment shall be: a) sealed to the floor, b) installed on raised platforms of concrete, or c) elevated on legs; 5) For cleaning purposes, seal any spaces or voids between, behind and above fixed equipment and adjacent walls and ceilings that are greater than 1/32".

Fire Code Inspections: Applicable Palatine and State fire code requirements and inspections must be completed and approved by the Village's Fire Prevention Bureau prior to scheduling a final fire inspection. These requirements would include inspections of underground supply flush test, fire sprinkler hydrostatic, fire alarm, and auxiliary suppression, detection, or pump systems. Additionally, where required an application for a Village business license must be submitted prior to scheduling a final fire inspection.

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

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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.

Final Frame, Plumbing, Mechanical, Electrical, Roof and Fire Inspections: Final inspections are required upon successful completion of all work. These inspections are conducted when the project is complete and ready to be occupied. All rough inspections must be approved prior to final inspections.

Accessibility Inspection: Is required upon successful completion of all work to check compliance with the Illinois Accessibility Code.

Required Special Inspections: In accordance with the Special Inspection Requirements of the code it may be necessary for independent third party inspectors be employed and/or as deemed necessary by the Architect and/or Engineer of record. Copies of all special inspection reports shall be submitted to this department.

Other Required Inspections: Depending on the complexity of a building or structure and the equipment specified for installation, such as elevators, the code may require or allow for other required inspections as deemed necessary by the authority having jurisdiction.

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.