

DU PAGE COUNTY BUILDING & ZONING DEPARTMENT – REQUIRED INSPECTIONS:

- 1. EROSION CONTROL Prior to any excavation or movement of soil, excluding any necessary disturbance required to install sediment & erosion control measures. All erosion control measures indicated on approved grading plans are to be in place and maintained until final grading approval. **Please allow a minimum of 48 hours for that inspection to be completed.**
- 2. FOOTING Before concrete is poured and after footing excavation has been completed & forms have been installed.
- 3. SPOTTED PLAT After pouring the foundation, a spotted plat of survey showing the exact location of the foundation on the lot and top of foundation elevation must be submitted and approved by the Building Official prior to a backfill inspection being scheduled. Allow at least twenty-four (24) hours for survey approval. **(Requirement for new residential and commercial or as otherwise specifically required.)**
- 4. BACKFILL Before backfilling and after footing drain tile and 12" of gravel have been placed, walls have been damp proofed and window wells installed. No framing on the foundation to occur until the backfill inspection is approved.
- 5. RADON Before any insulation, vapor barrier or wall finish is applied and after radon piping system is complete.
- 6. UNDER SLAB PLUMBING After under slab plumbing is installed and before concealing with gravel, fill, etc.
- 7. UNDER SLAB ELECTRICAL After under slab electrical is installed and before concealing with gravel, fill, etc.
- 8. CONCRETE PREPOUR Before any concrete slabs are poured and after insulation, vapor barriers, radon vent piping (where required) and/or wire mesh are installed. Before any concrete is placed for flat work including driveways, patios, service walks, etc.
- 9. FRAMING Before any insulation, vapor barrier or wall finish is applied and after the rough framing fire-stopping is completed.
- 10. HOUSE WRAP INSPECTION Before any exterior siding, brick or stone is applied and after the installation of the house wrap is completed, taped and sealed.
- 11. PLUMBING Before any insulation, vapor barrier or wall finish is applied and after the rough framing is completed.
- 12. ELECTRICAL Before any insulation, vapor barrier or wall finish is applied and after the rough framing is completed.
- 13. HVAC Before any insulation, vapor barriers, or wall finish is applied and after the rough HVAC work is completed.
- 14. ELECTRICAL SERVICE At the time the electrical service is to be energized or re-energized. The panel must be open and accessible to the Code Enforcement Officer. Proper ladders or stairs are required for basement access.

IT IS HIGHLY RECOMMENDED THAT INSPECTIONS #8, #9, #11, #12, #13 AND #14 OCCUR AT THE SAME TIME

- 15. INSULATION Before any interior wall finish is applied and after insulation and vapor barriers are completed and after required State of Illinois energy conservation requirements are met.
- 16. MASONRY FIREPLACE After firebox is constructed and before construction of chimney. Contact your Code Enforcement Officer for complete details.
- 17. PREFAB FIREPLACE After firebox, chimney and fire stopping are installed, before concealing.
- 18. ENERGY CONSERVATION After all requirements of the Illinois Energy Conservation Code have been installed and completed.
- 19. FINAL After all work is completed as proposed on approved plans and permit and before use and/or occupancy of the structure. Please contact the office at the phone number listed below.
- 20. PLUMBING FINAL (if applicable) After all plumbing work is completed per County Code Requirements and before use and/or occupancy of the structure.

OCCUPANCY REQUIREMENTS – PRIOR TO A CERTIFICATE OF USE AND OCCUPANCY BEING ISSUED, THE FOLLOWING ITEMS MUST BE COMPLETED, INSPECTED AND APPROVAL SUBMITTED.

- 1. WELL/SEPTIC Pre-Occupancy approval of any new/repair well/septic system is required. Questions regarding well and/or septic requirements should be directed to the DuPage County Health Department at (630) 682-7400. Contact them for the following inspections:
 - 1. Septic System
 - 2. Well Location
 - 3. Well Final
 - 4. Pre-Occupancy Well/Septic Final
- 2. BUILDING After all work is completed. Since no portion of the building can be used, occupied or furnished before a Certificate of Use and Occupancy is issued, it is recommended that a final building and/or final plumbing inspections be scheduled four (4) or five (5) days prior to the actual move-in date.
- 3. BUILDINGS OTHER THAN SINGLE FAMILY Require a final inspection by the local Fire Protection District also and, if food processing is conducted on the premises, by the County Health Department.

SEE OTHER SIDE FOR TEMPORARY AND FULL GRADING OCCUPANCY REQUIREMENTS

This sheet is provided for your information and is intended to inform you of the required inspections during construction so that you may plan in advance. Should you have questions regarding any item, please call your inspector. The owner or contractor is required to call for the above inspections. **Inspections are scheduled between 8:00 a.m. – 4:00 p.m. Please contact the office at least twenty-four (24) hours prior to the day you are ready for inspection. You must refer to your Permit Number to schedule an inspection. If no required inspection is scheduled at least every ninety (90) days, the permit will expire.** (see other side) **THE OWNER IS ULTIMATELY RESPONSIBLE FOR OBTAINING THE PROPER INSPECTIONS AND CODE COMPLIANCE.**

Call for Building/Plumbing Inspections – (630) 407-6700

Detach this portion and return it to Building & Zoning Department

I have received the above attached information sheet and understand that I, as the property owner/applicant, am ultimately responsible for obtaining the proper inspections and code compliance.

Signature of Property Owner/Applicant

Date

SOME ADDITIONAL THINGS YOU SHOULD KNOW:

1. BONDS
If any bonds have been posted, they will be returned as soon as possible once all the above items have been completed and approved.
2. APPROVED
Almost all permits receive a stamped approved set of drawings which may contain modifications made by the Building Division. These modifications must be complied with. The approved set of drawings is to be kept on the job site. If you have any questions on any of the comments, please call us.
3. REVISIONS
If, during construction, you should decide to add, delete or alter items originally on the approved drawings please contact us to see if a revised drawing is required. **Revisions require the owner's original stamped approved copy of the plans & two (2) new sets of plans or pages submitted with all changes clouded or highlighted. (If plans were stamped by an architect or structural engineer, revised plans must also be stamped). *All red notations from the original approved plans must be addressed on new revised plans or pages and any revision altering the approved footprint of the structure also requires five (5) revised site plans.** Added items such as decks, pools, fireplaces and sheds all require an additional permit.
4. CANCELLATIONS
If you schedule an inspection and discover that it won't be ready, call and cancel the inspection prior to the time scheduled, otherwise you will be charged a fee of fifty dollars (\$50.00) shall be paid prior to scheduling the first re-inspection. An additional fee of seventy-five dollars (\$75.00) shall be paid prior to a second re-inspection. For all subsequent re-inspections, a fee of one hundred dollars (\$100.00) shall be paid prior to scheduling each re-inspection.
5. RE-INSPECTIONS
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6. EXPIRATION
Where no work has been started within ninety (90) days after the issuance of a permit, such permit shall be void. Where work has been started and no request for a required inspection has been recorded within ninety (90) days such permit shall be void. In both instances, fees according to the current schedule of fees, shall be charged for the issuance of a new permit.
7. TEMPERATURE FOR POURING CONCRETE
Building Code **8-304.D.5**: Where ambient outside air temperature is twenty (20) degrees and rising, placed concrete shall be protected from freezing until cured by methods acceptable to the building official. Where ambient outside air temperature is between zero (0) degrees and twenty (20) degrees placed concrete shall be adequately protected with an external heat source until cured. No concrete shall be placed where the ambient outside air temperature is zero (0) or below.
8. OCCUPANCY
IT IS ILLEGAL TO USE, OCCUPY OR FURNISH ANY PORTION OF A BUILDING OR STRUCTURE UNTIL A FINAL INSPECTION HAS BEEN CONDUCTED AND CERTIFICATE OF USE AND OCCUPANCY HAS BEEN ISSUED.

GRADING REQUIREMENTS

TEMPORARY OCCUPANCY REQUIREMENTS **(AVAILABLE SUBJECT TO WEATHER CONDITIONS)**

- ✓ An inspection of the site must be performed. Please contact your drainage inspector.
- ✓ General grading must be completed to direct runoff away from the foundation and not cause a negative impact on neighboring properties.
- ✓ Foundation must be properly backfilled, so that water/runoff drains away from the foundation.
- ✓ All sump pump and downspout discharge lines need to direct water away from the foundation. In addition, these lines cannot have a negative impact on neighboring properties.
- ✓ All sediment erosion control provisions must be properly installed as per the approved plan (silt fence along downslopes, storm inlets protected etc.).
- ✓ Additional items may be required depending on the conditions of the site.

FINAL OCCUPANCY

- ✓ Provide three (3) copies of an Engineer/Surveyor sealed AS-BUILT TOPOGRAPHIC SURVEY that references the approved plan to include the following at a minimum: contour lines at one (1) foot intervals, benchmark, top of foundation, and spot elevations. Additionally, any other requirements conditional per the certification must also be provided (i.e. cross sections, invert elevations, etc.)
- ✓ An inspection of the site will be performed within five (5) to seven (7) working days after the as-built survey has been received.
- ✓ All swales must be installed as per the approved plan.
- ✓ The location of all downspout and sump pump discharge lines must be shown on survey and located in the field if buried. These lines cannot have a negative impact on the neighboring properties.
- ✓ All storm structures (including, but not limited to; driveway culverts and storm inlets) will need to be shown on the survey, as well as, clean and free of any debris.
- ✓ All vegetation must be established. To properly address this requirement the following is acceptable: sod, hydro-seed or seed with an erosion control blanket.
- ✓ The performance/security bond will be released when all the above items have been properly addressed and all re-inspection fees have been paid.

Be advised that if any impacts have taken place on the neighboring property, it may be necessary to provide a letter that has been signed and notarized by that property owner(s) approving/accepting the work done on their property.

Questions and concerns are to be directed to the Building & Zoning Department at (630) 407-6700.