



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



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

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

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

- a. Final building inspections (plumbing, electrical, HVAC and structural as applicable)
- b. Fire alarm/sprinkler-Schedule inspections directly with Fire Prevention Bureau @ 847-664-4500
- c. Exterior site lighting-electrical (pre-pour for fixture bases & conduit, fixture type & locations)
- d. Health (for all food service installations)-Schedule inspections directly with Village Sanitarian Lynn Hoette @ 847-664-4059
- e. Elevator (if applicable)- Schedule inspection directly with Thompson Elevator @ 847-296-8211

**IV. ENGINEERING 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. Final grading and landscaping - Must be requested specifically

**\*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 more specific requirements.

**See Page 1 for General & Inspection Scheduling Information**