Building Inspection Requirements

WORK HOURS
Monday – Friday: 7 a.m. - 6 p.m.
Saturday: 9 a.m. - 6 p.m.
NO WORK ON SUNDAY OR HOLIDAYS, which are New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

INSPECTION HOURS
• Building Inspections are only scheduled for Monday – Wednesday – Friday between 9-11 a.m. and 1-3 p.m.
• Plumbing Inspections are only scheduled Monday 1-4 p.m., Wednesday 8 a.m.-Noon, Friday 1-4 p.m.
• 24 HOUR NOTICE IS REQUIRED PRIOR TO ALL REQUIRED INSPECTIONS.
• Cancellations of scheduled inspections must be made prior to 9:00 a.m. or 1:00 p.m. as applicable.
• Permit card must be posted and visible from street and Village stamped plans must be available at the job site.

ADDITIONS, NEW CONSTRUCTION, REMODELING
• Footing excavated and formed prior to pouring.
• Foundation walls formed 8” above grade
• Footing drains, damp-proofing and foundation insulation (if required) completed.
• Concrete/paver work - patios, house or garage floors, driveways, sidewalks.
• Interior rough plumbing prior to insulation. WATER METER MUST BE INSTALLED AT THIS TIME.
• Rough framing, rough electrical, rough heating/fan ductwork prior to insulation or drywall.
• Firestopping required in new and remodeled buildings. Styrofoam baffles or breathers full length between each rafter for all cathedral ceilings (prior to insulation). Insulation inspections are randomly done at this time.
• Commercial business rough for exit light locations, alarm system, sprinkler system, kitchen hood exhaust by Public Safety 835-4112.
• Underground exterior storm and sanitary sewer lines (SCH 40 PVC or SDR 26).
• Underground exterior water line (Type K copper).
• Rough grading prior to landscaping and prior to drive paving per approved grade plan.
• Silt fence and/or site-tree protection fence removal.
• Commercial/Business final also requires Public Safety sign off 835-4112.
• New house pre-final recommended 2-3 weeks prior to final occupancy (call to schedule 1 week ahead).
• Final grading inspection after sodding and driveway surfacing.
• Final carpentry, electrical, plumbing, heating, and grading for occupancy permit.
• Note: Other inspections may be made at the Village’s discretion.

SPOTTED PLAT OF SURVEY
A spotted plat of survey is required for all new building and accessory building construction. Survey must be provided to the Village showing correct setbacks BEFORE any ground floor walls are constructed. NO exceptions to this requirement $100 fine per day. Room additions may be required to have spotted survey if there are any questions of setbacks from the property line.

DETACHED GARAGE, STORAGE SHEDS, WOOD DECKS (required inspections which General Contractor must request:
• Foundation excavated and formed prior to pouring (identification of necessary setbacks required).
• Rough electrical (if garage is being dry-walled).
• After completion. Interior: GFI type outlets required for garages.
• Exterior: downspouts, grading to structure.

SWIMMING POOLS, SPAS, HOT TUBS
• Excavated and formed (identification of necessary setbacks required).
• Main drain spacing and bonding checked.
• Decking formed with proper bonding/grounding.
• After completion - fence/gates and equipment checked to code compliance.

RE-INSPECTION
A $50 re-inspection fee will be charged for any scheduled inspection that is not ready at the time of inspection and not cancelled prior to 9 a.m. or 1 p.m. as applicable.

NOTE: THE PENALTIES FOR DAMAGING A PROTECTED TREE $750, AND A DEPOSIT OF $175 PER DIAMETER INCH FOR NON-HERITAGE TREES AND $350 PER DIAMETER INCH FOR HERITAGE TREES AND REMOVAL COST 2 YEAR DEPOSIT.