

VILLAGE PRESIDENT

P. Sean Michels

VILLAGE ADMINISTRATOR

Brent M. Eichelberger

VILLAGE CLERK

Alison Murphy



COMMUNITY DEVELOPMENT

VILLAGE TRUSTEES

Sean Herron
Jen Konen
Ted Koch
Heidi Lendi
Rick Montalto
Ryan Walter

INSTRUCTION TO CONTRACTORS

The building permit and lot number/address should be posted on site at all times. A copy of Village approved architectural prints and site plan need to be available for review at any time.

The owner, contractor or his agent shall make requests for inspections to the Village a minimum of 24 hours before inspections are desired. No specific time can be scheduled for any inspections.

Inspections shall be at the following intervals:

1. FOOTINGS: AFTER forms are erected or trenches are excavated and BEFORE the placing of concrete. Soil tests will be required prior to the placement of concrete.
2. BEFORE PLACING FRAMING LUMBAR: Submit a foundation spot survey for approval via email, indicating:
 - a. Record elevation of the top of foundation indicated at the four corners and the proposed top of foundation elevation,
 - b. Location of foundation with ties to the front, side and rear lot lines,
 - c. Accurate dimensions of foundations.
3. BACKFILL: AFTER damp proofing and drain tile is in place and BEFORE backfilling.
4. SUMP LINE CONNECTION: The sump pump line should be connected to the collector with a minimum 2" gravel base BEFORE covering.
5. PLUMBING-UNDERGROUND/RADIANT HEAT: BEFORE covering or concealing.
ROUGH: During test application and BEFORE covering or concealing.
6. ELECTRICAL & HVAC – ROUGH: BEFORE covering or concealment and BEFORE insulation is installed
7. FRAMING – ROUGH: AFTER plumbing, mechanical and electrical are roughed in, and BEFORE covering or concealing, or any insulation is installed and AFTER roof covering is installed.
8. FIRE BLOCKING & CAULKING: AFTER rough inspections but BEFORE any insulation is installed.
9. ELECTRICAL SERVICE: BEFORE connection to ComEd. Village staff will notify ComEd of hookup after inspection is approved.
10. INSULATION: BEFORE drywall delivery and installation.
11. HOUSE WRAP: BEFORE siding or outdoor brickwork is installed.
12. BRICK FAÇADE: AFTER weeps are installed, checking anchor supports and striking the mortar.
13. ALL OUTSIDE CONCRETE WORK – DRIVEWAY, PATIOS, SERVICE/PUBLIC WALKS, ETC: AFTER forms are erected & base is compacted including any reinforcement material and BEFORE placing of any concrete.

VILLAGE PRESIDENT

P. Sean Michels

VILLAGE ADMINISTRATOR

Brent M. Eichelberger

VILLAGE CLERK

Alison Murphy



COMMUNITY DEVELOPMENT

VILLAGE TRUSTEES

Sean Herron
Jen Konen
Ted Koch
Heidi Lendi
Rick Montalto
Ryan Walter

Continued on page 2

13. ALL OTHER CONCRETE FLATWORK SUCH AS GARAGE & BASEMENT FLOORS, CONCRETE SLABS: AFTER any underground plumbing or radiant heat is inspected & any reinforcement material is in place and BEFORE pouring.
14. DECK FRAMING: BEFORE any finished product such as decking or skirting covers the frame.
15. WATER & SANITARY SEWER LINES: B-box must be located outside of any hard (paved or concrete) surface. Not in the driveway or sidewalk. Pipe size and type is per Fox Metro approved plans. Follow the plan comments as indicated for your project. **As required by the State of Illinois, the Illinois Plumbing Code and the Illinois Plumbing License Law, a Licensed Plumber must perform all potable water service connections.** Inspections need to be scheduled with Fox Metro Water Reclamation District at 630-301-6811 when in place and BEFORE backfilling. A re-inspection fee may be charged if not ready or not approved.
 - a. Appropriate fees MUST be PAID to Fox Metro for the sewer connection
 - b. After payment has been made to Fox Metro, the receipt of payment (yellow page) MUST be presented to the Village before a building permit will be issued.
 - c. Please allow ample time for this process.
 - d. All water and sewer connection inspections are scheduled through Fox Metro.
 - e. If you have any questions, please contact Fox Metro at 630-301-6811.
16. FINAL INSPECTIONS FOR OCCUPANCY: Consisting of a final, final plumbing and final water meter (and b-box) and approved AsBuilt Grading Survey.

TO OBTAIN A CERTIFICATE OF OCCUPANCY: The following items must be completed a minimum of two (2) working days before occupancy is desired.

- a. All building inspections must be satisfactorily completed and re-inspection fees & any fines paid in full.
- b. Water meter must be satisfactorily installed and approved & the water b-box must be keyable and to grade.
- c. Receipt of Village Engineer's approval of Final Asbuilt Grading Survey.

When calling for an inspection please have the following information available: Name & phone number of the person to contact regarding the inspection, lot number, address, type of inspection being requested and the date you would like the inspection.

Village working hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Please schedule all inspections with the Village by calling 630-391-7220 by 3:30 p.m. the business day before you want the inspection.