



Village of Glen Ellyn
Community Development Department
 535 Duane Street
 Glen Ellyn, IL 60137
 Phone: 630-547-5250; Fax: 630-547-5370
 www.glenellyn.org

Item	Project Type				Inspection Type	Description
	Demolition	New Construction	Addition/Alteration	Interior Remodeling		
Contractor Notice: Typical Project Inspection Types for Commercial Construction Note: Inspections are performed by the Village unless noted otherwise.						
1	✓				Pre-Demolition	Inspection performed prior to the start of demolition of any principal building to verify that all required temporary fencing, pedestrian and vehicle signage, traffic barriers, tree protection, erosion control measures, etc. are in place and a water source is available for wetting down the areas to be demolished is readily available.
2	✓				Disconnection - Sanitary Sewer	Inspection performed prior to the start of demolition of any principal building to verify that the sanitary sewer has been disconnected, capped and sealed at the Village sewer line, prior to being covered. Temporary disconnects made away from the Village line are only permitted upon prior approval by the Public Works Department.
3	✓				Disconnection - Stormwater Line	Inspection performed prior to the start of demolition of any principal building to verify that the stormwater line has been disconnected, capped and sealed at the Village storm line, prior to being covered. Temporary disconnects made away from the Village line are only permitted upon prior approval by the Public Works Department.
4	✓				Disconnection - Water Service	Inspection performed prior to the start of demolition of any principal building to verify that the water service line has been disconnected, capped and sealed at the Village main water line, prior to being covered. Temporary disconnects made away from the Village main are only permitted upon prior approval by the Public Works Department.
5	✓				Post-Demolition	Inspection performed after all demolition work is complete to verify the site has been returned to a safe condition for pedestrians and traffic. Where new construction is not scheduled to occur within 90 days of the date of building permit issued for demolition, site is inspected for final grading and establishment of ground cover.
6			✓	✓	Clearwater Inspection	Inspection performed to determine the structural integrity or water-tightness of the sanitary service line under any one of the following conditions: 1. The floor area of an addition increases the floor area of a building by more than 75%; or 2. When more than 50% of existing exterior wall and roof structure area is altered; or 3. When interior remodeling work is greater than \$1,000,000 in hard cost or more than 25% of the market value of the building or structure.
7		✓	✓		Pre-Construction	Inspection performed prior to start of construction work to verify that all required temporary fencing, pedestrian and vehicle signage, traffic barriers, tree protection, erosion control measures, etc. are in place.
8		✓	✓		Footing Pre-pour	Inspection performed after a footing is formed and any required reinforcement is set and tied in place, prior to placement of concrete. Note that pushing reinforcements into fresh concrete ("mucking") is not permitted. <i>Provisions for cold-weather protection must be on site, as applicable, for inspection to pass. ACI defines cold weather as "a period when for more than three successive days the average daily air temperature drops below 40 degrees Fahrenheit and stays below 50 degrees Fahrenheit for more than one-half of any 24 hour period."</i>

Item	Project Type				Inspection Type	Description
	Demolition	New Construction	Addition/Alteration	Interior Remodeling		
<p>Contractor Notice: Typical Project Inspection Types for Commercial Construction</p> <p>Note: Inspections are performed by the Village unless noted otherwise.</p>						
9		✓	✓		Foundation Pre-pour	Inspection performed after foundation system is formed and any required reinforcement is set and tied in place, prior to placement of concrete. Note that pushing reinforcements into fresh concrete is not permitted. <i>Provisions for cold-weather protection must be on site, as applicable, for inspection to pass. ACI defines cold weather as "a period when for more than three successive days the average daily air temperature drops below 40 degrees Fahrenheit and stays below 50 degrees Fahrenheit for more than one-half of any 24 hour period."</i>
10		✓	✓		Foundation Survey (Submittal Required)	Though not a field inspection, it should be noted that Village Ordinance 4-1-5(I)1 prohibits work from proceeding past the completion of foundations (with the exception of installation of drain tile and foundation waterproofing) until 1) the applicant submits and gains Village approval of a foundation location survey, prepared by the contractor's Licensed Land Surveyor , for any new building, additions or roofed over accessory structures that are located within two feet of the minimum required zoning setback and, 2) the foundation backfill inspection has been approved.
11		✓	✓		Foundation Backfill	Inspection performed after forms have been removed, foundation dampproofing or waterproofing has been installed, exterior drain tile has been laid, exterior insulation is in place and any required anchoring or bracing has been erected, prior to any such work being covered. <i>Note: Upon contractor's request, and at his own risk, the Foundation Backfill inspection may be called for prior to Village approval of the Foundation Survey.</i>
12		✓	✓		Below Grade Electric	Inspection performed after electrical work below grade is completed, prior to being covered to verify pipe burial depth
13		✓	✓		Below Grade HVAC	Inspection performed after gas lines or ductwork are installed below grade, prior to being covered to verify gas pipe burial depth and presence of tracer wire, and ductwork joints are sealed.
14		✓	✓		Below Grade Plumbing	Inspection performed after plumbing work below grade level is completed, prior to being covered.
15		✓	✓		Below Grade Sewer	Inspection performed after sewer work below grade level is completed, prior to being covered.
16		✓	✓		Slab Pre-pour	Inspection performed after subgrade has been prepared, forms and reinforcing are in place, interior drain tile has been laid, vapor retarder has been installed, and after other required Below Grade inspections have passed, prior to placement of concrete or paver system materials.
17		✓	✓		Electric Service	Inspection performed after the electric service is installed and prior to ComEd energizing the service to verify installation meets ComEd service installation guidelines.
18		✓	✓		Height Certification (Submittal Required)	Though not an inspection, it should be noted that Village Ordinance 4-1-5(I)2 prohibits work from proceeding past the completion of foundations (with the exception of rough electrical, rough mechanical and rough plumbing work) until the applicant submits and gains Village approval of a height certification, prepared by the contractor's Licensed Land Surveyor , for any new principal building or additions that are constructed within two feet of the minimum permitted zoning heights.
19		✓	✓		Rough Roof	Inspection performed after flashings, ice and water shield, underlayment and insulation has been installed and prior to installation of finished exposed roof coverings.
20		✓	✓	✓	Rough Electric	Inspection performed after electrical work in concealed spaces including embedment in concrete slabs, masonry or other sections is completed, prior to being covered and after all wiring is pulled, including low voltage and communications wiring.

Item	Project Type			Contractor Notice: Typical Project Inspection Types for Commercial Construction Note: Inspections are performed by the Village unless noted otherwise.	Inspection Type	Description
	Demolition	New Construction	Addition/Alteration			
21		✓	✓	✓	Rough HVAC	Inspection performed after ductwork, vents and/or gas lines installed in concealed spaces, including embedment in concrete slabs, masonry or other sections is completed, prior to being covered to verify joints are sealed.
22		✓	✓	✓	Rough Plumbing	Inspection performed after plumbing work in concealed spaces, including embedment in concrete slabs, masonry or other sections is completed, prior to being covered.
23		✓	✓	✓	Framing	Inspection performed after all framing is completed and electric, HVAC and plumbing work is installed, prior to wall, floor and ceiling cavities being insulated or installation of wall or ceiling coverings.
24		✓	✓	✓	Plumbing Hydro Test	Hydrostatic testing of the plumbing drainage and venting systems is performed upon completion of the rough plumbing installation by water or air to prove watertight.
25		✓			Rough Fire Sprinklers	Inspection performed after sprinkler system piping is installed and pressurized, prior to being covered. Two inspections are performed, first to verify pressure gauge reading and second to verify pressure has been maintained for a minimum of two hours.
26		✓	✓	✓	Insulation	Inspection performed after all insulation and vapor retarder has been installed, and Final Framing inspection has passed, prior to being covered.
27		✓	✓	✓	Drywall	<i>Required for fire-rated systems only.</i> Inspection performed after each layer of drywall is installed and taped, prior to installation of subsequent layer of drywall, wall coverings or ceiling tiles being installed.
28		✓	✓	✓	Above Ceiling	Inspection performed after all above-ceiling mechanical, plumbing, electrical, fire alarm and fire sprinkler work is completed and before the ceiling finish is installed. All penetrations of demising walls, shaft walls and fire barriers, partitions or walls must be fire-stopped prior to this inspections. All ceiling system hanger wires and framing must be installed prior to this inspection. Lay-in ceiling tile pads may be installed along the ceiling perimeter and at cut-in lighting fixtures and sprinkler heads; however, no other tiles may be installed prior to this inspection.
29		✓	✓		Plumbing Service	Inspection performed after the plumbing service is installed, prior to being covered.
30		✓	✓		Rough Permeable Pavement/Turf	Inspection performed after excavation is complete to verify depth of drainage bed.
31		✓	✓		Final Permeable Pavement/Turf	Inspection is performed after granular backfill and filter fabric are installed, prior to placement of pavement or artificial turf
32		✓	✓		Grading Survey (Submittal Required)	Applicant must submit a Final Grading Plan prepared by a licensed Land Surveyor for Village review and approval prior to scheduling of the Final Grading inspection.
33		✓	✓		Final Grading	Inspection performed after site grading survey has been submitted to verify compliance with approved stormwater management drawings.
34		✓	✓	✓	Final Electric	Inspection performed after all electrical work is complete.
35		✓	✓	✓	Final HVAC	Inspection performed after all HVAC work is complete and fully operational.
36		✓	✓	✓	Final Plumbing	Inspection performed after all plumbing work is complete. Includes inspection of RPZ valves for fire sprinkler and lawn irrigation systems.
37		✓			Final Fire Alarm	Inspection and testing performed after fire alarm system work is complete and connection to monitoring station is established.
38		✓			Final Fire Sprinklers	Inspection and testing performed after fire sprinkler system work is complete and connection to monitoring station is established.
39		✓			Final Sanitary Sewer	Inspection performed after installation of the sanitary sewer, prior to being covered.
40		✓			Final Stormwater	Inspection performed after installation of stormwater piping, inlets, outlets, dry wells, etc., prior to being covered.
41		✓	✓		Final Water Service	Inspection performed after installation of the water service, prior to being covered.

Item	Project Type				Inspection Type	Description
	Demolition	New Construction	Addition/Alteration	Interior Remodeling		
Contractor Notice: Typical Project Inspection Types for Commercial Construction Note: Inspections are performed by the Village unless noted otherwise.						
42	✓	✓	✓		Right-of-Way	Inspection performed to verify that any damage to elements of the public right-of-way have been fully restored, including parkway, sidewalks, curbs and gutters, stormwater and/or sewer basins and the street. <i>Parkway restoration must be complete and new lawn areas established as necessary.</i>
43		✓			Parkway Irrigation	Inspection performed after parkway lines are marked and prior to excavation.
44		✓			Driveway Approach, Sidewalk and Curb	Inspection performed after forms are set, prior to placement of concrete
45	✓	✓	✓		Tree Preservation	Inspection performed after all site work is complete and prior to removal of tree protection to verify that any damage to public trees has been corrected.
46		✓	✓		Landscape Inspection	Inspection performed after all landscape work is complete to ensure compliance with approved landscape plan.
47		✓	✓		Exterior Appearance Inspection	Inspection performed after all exterior finishes, furnishings, equipment, pavement markings and signage have been installed to ensure compliance with approved drawings.
48		✓			Elevator	Inspection performed after all conveyance components and equipment are installed and fully operational.
49		✓			Blower Door Test	Inspection performed by the contractor's Testing Agency after the building thermal envelope is complete to verify the air leakage rate does not exceed 0.40 cfm/ft ² . <i>Blower Door Test report must be submitted and approved prior to scheduling of the Final Building inspection.</i>
50	✓	✓	✓	✓	Final Building	Inspection performed after all phases of the project work are complete and all other required inspections, including those required by other Village departments have passed.

NOTE:

Items encompassed with a dashed line are not field inspections. They are items that require a submittal to the Village for review and approval before the next inspection on the list may be performed. These items are highlighted as a reminder to schedule the survey work and submit the required documentation in a timely manner so that the project is not delayed.

Please note that the inspection types are typical for the projects listed; however, additional inspections or testing may be required due to any individual project scope of work. Third-party testing agencies may be required to be hired and paid for by the owner/contractor to perform such inspections or testing including but not limited to soil compaction, concrete strength testing, welding, spray-applied fire resistant materials, and air infiltration blower door testing. Refer to the permit placard for additional information on the inspection types required for your project.

Additional inspections may be required by other Village departments. It is the owner's/contractor's responsibility to have obtained all necessary inspections required by each department in proper sequence as related to the inspections listed above.

To schedule inspections, please call 630-547-5250.

Construction Hours: Please note that construction, demolition, excavation, grading, deliveries, hauling, loading, staging, operating portable engines and other construction related work activities on the site may only be completed between the hours of seven o'clock (7:00) A.M. to seven o'clock (7:00) P.M. Monday through Saturday and between the hours of eight o'clock (8:00) A.M. to five o'clock (5:00) P.M. on Sundays, except in case of urgent necessity in the interest of public health and safety.