



**Village of Glen Ellyn**  
**Planning & Development Department**  
535 Duane Street  
Glen Ellyn, IL 60137  
www.glenellyn.org  
Planning & Development Dept: 630-547-5250  
Public Works Dept.: 630-469-6756

## **Required Building Permit Inspections**

**It is the duty of the building permit holder or duly authorized agent to contact the Planning & Development Department or the Public Works Department at the above phone numbers to schedule the required inspections listed on the permit card as described below.**

### **Planning & Development Department Inspection - prior to permit issuance - 48 hour notice required:**

**1010 Tree Fencing** - prior to start of utility disconnects, demolition or construction work.

### **Public Works Department Inspection - 24 hour notice required:**

**1250 Water Disconnect** - after lines are capped and sealed and before backfill and demolition of the structure.

**1240 Sanitary Disconnect** - after lines are capped and sealed and before backfill and demolition of the structure.

**1260 Storm Disconnect** - after lines are capped and sealed and before backfill and demolition of the structure.

### **Planning & Development Department Inspections - minimum 48 hour notice required:**

**1000 Demolition** - after silt and perimeter security fencing and other required facilities on the approved site management or restoration plan are installed and site watering means are operational and before the start of demolition work.

**1025 Footing** - after setting forms and reinforcing and bore concrete is poured.

**1070 Foundation Slab** - after setting forms and reinforcing before concrete is poured.

**1030 Foundation Wall** - upon submittal of Foundation Survey and prior to backfill.

The applicant shall submit a foundation location survey prepared by a registered surveyor upon completion of the foundation for all new buildings, additions or roofed over accessory structures that are located within two feet (2') of the minimum required zoning setback, and no further work shall be done, other than installing drain tile and waterproofing the foundation, until the location survey and a backfill inspection have been approved.

**1050 Backfill** - prior to concealing drain tile or damp proofing.

**1080 Underground Plumbing** - open trench prior to backfill.

**1090 Underground Electric** - open trench prior to backfill.

**1100 Electrical Service** - prior to Com Ed energizing new service.

**1120 Framing Rough** - prior to insulation.

**1125 Roof Rough** - after flashing, insulation and underlayment is installed and before the installation of exposed roofing material.

**1110 Height** - upon submittal of Height Certification and prior to exterior finishes.

The applicant shall submit a ridge and eave height certification prepared by a registered surveyor upon completion of the framework for all new principal buildings or additions that are designed within two feet (2') of the maximum permitted zoning heights, and no further work shall be done, other than rough electrical, mechanical, and plumbing work, until the ridge and eave height certification has been approved.

**1150 Mechanical Rough** - prior to insulation.

- 1130 Electrical Rough* - prior to insulation.
- 1140 Plumbing Rough* - prior to insulation.
- 1160 Fire Sprinkler Rough* - prior to insulation and/or drywall.
- 1170 Insulation* - prior to drywall or suspended ceiling.
- 1220 RPZ/DDCA* - with final plumbing inspection.
- 1180 Plumbing Final* - completion of all plumbing work, required prior to final building inspection.
- 1200 Fire Alarm Final* - completion of all alarm work - may be combined with final system test and final building inspection.
- 1210 Elevator Final* - Completion of all elevator work.
- 1360 Grading Final* - upon submittal of final grading survey and prior to occupancy.
- 1345 Landscape Final* - after all site improvements and grading work is complete and prior to occupancy. (Commercial developments)
- 1350 Exterior Appearance* - after all exterior building surfaces are installed and prior to occupancy. (Commercial developments)
- 1230 Building Final* - completion of all work and prior to occupancy.

**Public Works Department Inspections - 48 hours notice required:**

- 1325 Parkway Irrigation* - after parkway lines are marked and prior to excavation.
- 1290 Water Final* - after completion of all work and prior to utility services approval.
- 1280 Sanitary Final* - after completion of all work and prior to utility services approval.
- 1310 Storm Final* - after completion of all work and prior to utility services approval.
- 1300 Outside Water Meter and Register Final* - prior to water service approval.
- 1320 Drive Approach, Sidewalk and Curb Final* - after setting forms and before concrete is poured.
- 1355 Parkway Restoration Final* - after all parkway restoration work is complete.
- 1330 Tree Preservation Final* - prior to removal of all fencing.
- 1254 Road Restoration Final* - after all road restoration work is complete.