



Village of La Grange - Site Development Planning Guidelines  
**INSPECTIONS FOR RESIDENTIAL CONSTRUCTION**  
 DEPARTMENT OF COMMUNITY DEVELOPMENT  
 53 South La Grange Road, La Grange Illinois 60525  
 Phone: 708-579-2320 Fax: 708-579-0980

The following is a list of inspections required for residential construction projects that shall be used to guide construction and ensure compliance with building permit requirements. The work defined for each construction stage shall be examined and approved by the listed inspector prior to the start of the next stage.

<b>CONSTRUCTION INSPECTION REQUIREMENTS</b>	
<b>1. PRECONSTRUCTION STAGE</b>	
1.1 Building Inspector	<i>Preconstruction Conference</i> - A meeting between the builder and the building inspector is required to discuss the key site plan components and development expectations. All inspections shall be scheduled by calling the Department of Community Development (708-579-2320) at least 24 hours prior to the requested inspection time.
<b>2. PRELIMINARY STAGE</b>	
2.1 Building Inspector	<i>Pre-Demolition</i> - The inspection of existing structures prior to demolition shall be scheduled to ensure that (1) the utility disconnections are complete and the property is ready for demolition; that (2) site security fencing, port-o-let facilities, and erosion control provisions have been satisfied; that (3) property lines are clearly marked and defined; and that (4) fencing has been appropriately installed to prevent trespass on neighboring properties by construction operations.
2.2 Building Inspector	<i>Demolition and Site Clearing</i> - The inspection of demolition work is to be scheduled to ensure that waste materials are full removed and conveyed to proper offsite locations. The demolition shall include the complete removal of building foundations, floor slabs, and other similar building foundation components.
<b>3. FOUNDATION STAGE</b>	
3.1 Building Inspector	<i>Foundation Excavation</i> - The inspection of the foundation excavation shall be scheduled to ensure that acceptable management of soils and materials has occurred to limit impacts on neighboring properties and public rights-of-way. Foundation excavations shall be planned to prevent subsidence and damage to neighboring properties. Excavation shoring shall be installed as required to prevent soil subsidence.
3.2 Building Inspector	<i>Foundation Footings</i> - The inspection of framing for building footings shall be scheduled after forms have been set and steel reinforcement has been placed. The inspection shall be scheduled before concrete has been placed.
3.3 Building Inspector	<i>Foundation Walls</i> - The inspection of building foundation walls shall be scheduled after the forms and reinforcing steel has been set. The inspection shall be scheduled before concrete has been placed.

3.4 Building Inspector	<i>Foundation Drains</i> - The inspection of footing and window well drains and water/damp proofing membrane shall be scheduled to occur prior to the placement of backfill. The footing drains shall be placed on at least 2 inches of bedding gravel and backfilled with 12 inches of drainage aggregate. Excess water/damp proofing coating material shall be removed from the foundation drainage aggregate.
3.5 Engineering Inspector	<i>Foundation Spot-Survey</i> - The measurement of the position and elevation of the constructed foundation shall be scheduled to occur immediately after the foundation forms have been removed to confirm constructed conditions. A spotted plat of survey displaying the foundation measurements, including all steps and brick ledges, shall be prepared by a registered land surveyor and submitted to the Department of Community Development for review by the Village Engineer. The rough framing work shall be permitted to proceed only after the spot survey has been reviewed and approved by the Engineer.
4. BUILDING STAGE	
4.1 Building Inspector	<i>Rough Framing</i> - The inspection of rough framing shall be scheduled to occur after or concurrent with rough plumbing and/or rough electric. The walls and ceilings shall not be insulated prior to the framing inspection.
4.2 Building Inspector	<i>Rough Electrical</i> - The inspection of rough electrical shall be scheduled to occur before or concurrent with framing, when all conduit and junction boxes are in place, but prior to the installation of wiring.
4.3 Building Inspector	<i>Rough Plumbing</i> - The inspection of rough plumbing shall be scheduled to occur before or concurrent with framing, once the entire system is installed, properly anchored, and ready for testing. A water test shall be used during the summer season and an air test shall be used during the winter season.
4.4 Building Inspector	<i>Insulation</i> - The inspection of insulation shall be scheduled to occur after the rough plumbing, rough electrical, and rough framing has been inspected and approved.
4.5 Building Inspector	<i>Concrete Floors, Piers, Columns</i> - The inspection of the concrete floors, piers, and columns installed within basement and crawl space areas shall be scheduled to occur after all form work, gravel bedding, and rigid insulation has been placed.
5. UTILITY STAGE	
5.1 Building Inspector	<i>Electrical Service</i> - The inspection of the electrical service equipment shall be scheduled to occur after wiring is complete and proper grounds and groundings have been installed.
5.2 Engineering Inspector	<i>Sanitary Sewer Service</i> - The inspection of the sanitary sewer service shall be scheduled when the sewer has been installed and prior to the installation of backfill. The sewer tap connection, pipe bedding, bend fittings, clean-out fittings, and coupling connections to the building drain shall all be exposed for inspection. The disconnection and removal of any existing sewer service wye or tap connections scheduled for abandonment shall also be exposed for inspection at the sewer main.

5.3 Engineering Inspector	<i>Storm Sewer Service</i> - The inspection of the storm sewer service shall be scheduled when the sewer has been installed and prior to the installation of backfill. The sewer tap connection, pipe bedding, bend fittings, clean-out fittings, and surface drainage structures shall all be exposed for inspection.
5.4 Engineering Inspector	<i>Water Service</i> - The inspection of the new water service shall be scheduled to occur after the copper tubing has been installed and prior to the installation of backfill. The water tap connection, service valve and box, copper service tubing, and any coupling connections shall all be exposed and available for inspection. The disconnection and sealing of the existing water service tap connection scheduled for abandonment shall also be exposed for inspection.
6. SITE WORK STAGE	
6.1 Engineering Inspector	<i>Rough Grading</i> - The inspection of rough grading shall be scheduled to occur following site clean-up, and prior to the completion of fine grading and landscaping. Drainage pathways shall be established for routing surface drainage to outlets.
6.2 Engineering Inspector	<i>Pavements</i> - The inspection of driveway, public sidewalk, service walk, and patio pavements shall be scheduled to occur after sub-grade preparation and framing and prior to the placement of concrete pavements.
6.3 Engineering Inspector	<i>Fine Grading</i> - The inspection of fine grading shall be scheduled to occur following the completion of surface grading and prior to the installation of landscaping.
7. FINAL INSPECTION STAGE	
7.1 Engineering Inspector	<i>Final Site Inspection</i> - The inspection of the site shall be scheduled to occur following the submission of the (as-built) topographic record drawing. The record drawing shall be prepared following the completion of work site restoration, including landscaping, paving, and the restoration of damaged public spaces. A follow-up inspection may be required to address deficiencies identified during the inspection.
7.2 Building Inspector	<i>Final Building Inspection</i> - The inspection of the completed building shall be scheduled to occur after all building work is complete and prior to the installation of furniture and other furnishing of the occupant.
7.3 Public Works Inspector	<i>Water Meter Assembly</i> - The inspection of the water meter, yoke, and valve assembly shall be scheduled to occur prior to the final building inspection. The water service valve and box will also be inspected to verify proper operating condition.
7.4 Building Inspector	<i>Certificate of Occupancy</i> - The request for the Certificate of Occupancy shall be made at least five (5) working days prior to the scheduled date for final building inspection. The approval of the Village Engineer, Director of Public Works, and the Building Inspector are required before the certificate is issued.

8. GENERAL NOTES AND CONDITIONS	
8.1	<p><i>Contact Information -</i></p> <ul style="list-style-type: none"> <li>• The offices of the Department of Community Development is located in the La Grange Village Hall, at 53 South La Grange Road, La Grange, Illinois 60525.</li> <li>• The offices of the Department of Community Development can be contacted by telephone at 708-579-2320, or by facsimile at 708-579-0980.</li> <li>• The office hours for the Department of Community Development are 8:30AM until 5:00PM, Monday through Friday.</li> <li>• All inspections are to be scheduled by the Department of Community Development. Requests for inspection shall be made at least 24 hours prior to the desired inspection time.</li> </ul>
8.2	<p><i>Registration and Bonding -</i></p> <ul style="list-style-type: none"> <li>• All permit registration and bonding requirements for all trades assigned to the project shall be satisfied prior to the issuance of the building permit and the start of construction.</li> <li>• The project scavenger services shall also be identified and licensed prior to the issuance of permits.</li> </ul>
8.3	<p><i>Work Site Management Guidelines -</i></p> <ul style="list-style-type: none"> <li>• The work site shall be maintained in a serviceable condition at all times.</li> <li>• Public spaces shall be cleared of construction spoil and debris by the end of each work day, or as otherwise specified during inspection.</li> <li>• Equipment and materials shall not be stored on parkway or street surfaces.</li> <li>• Public walkways shall be kept clear of mud and debris.</li> <li>• All open excavations shall be properly secured to prevent accidental or unauthorized access.</li> <li>• All damage to public property shall be repaired or replaced as stipulated.</li> <li>• All construction waste containers shall be maintained within the development site and not within public spaces.</li> <li>• Port-o-let facilities shall be regularly maintained and placed in a location that does not create a nuisance for neighboring properties.</li> <li>• All construction fencing and erosion control fencing shall be maintained in a safe, proper, and functioning condition.</li> </ul>
8.4	<p><i>Inspection of Corrected Deficiencies -</i></p> <ul style="list-style-type: none"> <li>• Following the correction of any identified work deficiencies a follow-up inspection shall be scheduled to review and approve the corrected work.</li> </ul>