

24 HOUR NOTICE REQUIRED PRIOR TO ALL REQUIRED INSPECTIONS

Inspections are scheduled between 9:00-10:00 and 1:00-2:00 ONLY Permit weather card must be posted and visible from street and Village stamped plans must be available at the job site.

WORK HOURS

MON - FRI 7 AM - 6 PM SATURDAY 9 AM - 6 PM

NO WORK SUNDAY OR HOLIDAYS:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

ADDITION, NEW CONSTRUCTION, REMODELING

- Footing excavated and formed prior to pouring.
 - Foundation walls formed per approved plans. *NOTE: SURVEY REQUIREMENT FOR ALL NEW BUILDING CONSTRUCTION (showing all building corner distances to lot lines & top of foundation elevations) (see below). On ADDITIONS ONLY WHERE LOT LINES CANNOT BE READILY IDENTIFIED*
 - Footing drain tile, damp-proofing and foundation insulation (if required) completed.
 - Prep pour basement & garage floors.
 - New electric service prior to ComEd connection.
 - Interior rough plumbing prior to insulation. **WATER METER MUST BE INSTALLED AT THIS TIME.**
 - New homes with required fire sprinkler system to have rough-in inspection by Village consultant. FSCI 847-697-1300
 - Rough framing, rough electrical, rough heating/fan ductwork prior to insulation or drywall. Firestopping required in new and remodeled buildings. **VILLAGE STAMPED PLANS MUST BE AT JOB SITE.**
 - Insulation inspections are randomly done at this time.
 - Insulation per Village specs for Village-approved exterior wall or garage wall/ceiling plumbing (2-3 added inspections).
 - Commercial business rough for exit light locations, alarm system, sprinkler system, kitchen hood exhaust by Public Safety (call Public Safety fire inspection 835-4112).
 - Underground exterior storm and sanitary sewer lines (SCH 40 PVC or SDR 26).
 - Underground exterior water line (Type K copper). (water meter to be installed)
 - Rough grading prior to landscaping and prior to drive paving per approved grade plan.
 - Silt fence and/or site-tree protection fence removal. (All site areas to be safe & secure for Village approval).
 - Commercial/Business final also requires Public Safety sign off (call P.S. 835-4112).
 - Documentation of Village fire alarm permit connecting to 3rd party monitoring station for permits applied for after June 1, 2014, only for new homes with no fire sprinkler system.
 - Concrete/paver work - patios, driveways, sidewalks. (pre-pour/pre-pave)
 - New house pre-final inspection recommended 2-3 weeks prior to final occupancy (call to schedule 1 week ahead).
 - All new home builders to provide 3rd party inspection report passing Illinois IRC Energy Code.
 - Final grading inspection after sodding and driveway surfacing; civil engineer signed/sealed; as-built plan required prior to final C.O.; also certifying storm water detention volume and restrictor placement.
 - Final fire sprinkler (FSCI, Fire Safety Consultants 847-697-1300) and elevator (Thompson 847-296-8211) approval by Village consultant. Final carpentry, electrical, plumbing, heating, and grading for certificate of occupancy permit. (fire sprinkler or fire alarm permit only for new homes).
- NOTE: Other inspections may be made at the VILLAGE'S discretion.

**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.**

***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 and top of foundation for all critical locations 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.

REQUIRED INSPECTIONS WHICH GENERAL CONTRACTOR MUST REQUEST:

DETACHED GARAGE, STORAGE SHEDS, WOOD DECKS

- Foundation excavated and formed prior to pouring (identification of necessary setbacks required-see spot survey requirements *).
- Rough electrical (if garage is being dry-walled).
- After completion. *Interior: GFI type outlets required for garages.*
- Exterior: downspouts, grading around structure.

SWIMMING POOLS, SPAS, HOT TUBS

- Excavated and formed (identification of necessary setbacks required).
- Main drain spacing and ground wire bonding checked.
- Decking formed with proper bonding/grounding
- After completion - Fence/gates and equipment checked to code compliance.

REINSPECTION FEE: A \$50 reinspection fee will be charged for any scheduled inspection that is not ready at the time of inspection and was not cancelled prior to 9:00 a.m. or 1:00 p.m. as applicable.



Village of Glencoe

Building & Zoning Division

Attention General Contractor:

It is our policy to strictly enforce the time frames that workers and equipment are allowed to work within. Vehicles are not to be parked or idling at job sites prior to the start of these time frames:

Weekdays	7 AM to 6PM)	Minimum Fine \$200
Saturdays	9 AM to 6 PM)	
Sundays/Holidays	No work (24-38-c))	Maximum Fine \$750

We will hold the general contractor responsible for any violation by his subcontractors and by homeowner landscaping projects. Fines are as follows: for noise/work hour violations minimum fine is \$200; for other items: \$50 for first offense (except those noted below) and \$100 for any second offense at the same job site even if by a different contractor. The Village also reserves the right to issue a stop work order for a one or two day period for an entire job site for **ALL** workers at the time of a second offense. Removing a stop work order has a \$100 fee. Street pavement damage from equipment turning or tracking on asphalt street pavement will result in a Village restoration fee.

Other matters and enforcement action by the Village are:

- Especially during excavation and concrete pours, no stacking of vehicles on area residential blocks; review stacking locations with Village staff (GVC)
- Secured work site fencing and gates at end of work day (IRC 2009)
- Mason/paving contractor sawing material causing dust (21-14.1-14.3); water saw required for this work
- Maintain/restore solid concrete/asphalt sidewalk/street surface after utility excavation (30-6, 30-38)
- No concrete spoil washouts or painters spoils into storm sewer basins \$750 fine. (21A-17, 21A-31)
- Material deliveries on public parkway (concrete pavers, stone, roof shingles, pipes) (30-55)
- Inadequate dust protection during demolition or renovation (21-14.3)
- Open doors or windows prior to demolition (9-50)
- Leaving excessive growth of grass on parkway or other property (20-6)
- Cars or materials blocking public sidewalk (30-55 & 23-84.1)
- Cars parked on parkway (23-84.1)(23-71)
- Material dumped at any time on street or parkway; unauthorized barricades (30-8, 30-55, 30-57)
- Inadequate rubbish disposal (20-3)
- Unprotected open excavations (9-126)
- Inadequate maintenance of fencing around protected trees and tree root zones (34-29(b))
- Tree/tree root damage (penalty fee \$750 plus \$175 or \$350 (Heritage) per diameter inch and removal cost - 2-yr deposit(34-29)
- Dumpsters left on street or on public parkway (30-55)
- Advertising signs (other than for sale signs) on private property (ZC 5-105)
- For sale sign exceeds 6 square feet/no illumination (ZC 5-105-F-13)
- Stone, paver, and roof slate cutting to be with wet saw, no exterior dust (21-14.3)
- Open burning; usually by mason contractor (21-14.1); use propane heater for sand.
- Pumping water on public sidewalk-hose extension to curb and lighted barricade at walk required (30-55)
- Storage containers on driveway for a maximum 48-hr period (ZC5-101-D-2)
- Driving over curb or parkway for site access/deliveries \$200 fine.(23-71)
- Parked vehicles blocking street access. (23-85)
- The loading/unloading of any steel track equipment onto or across any Village street/sidewalk pavement is expressly prohibited. Violators will be subject to fines up to \$5000. Contact the Public Works office to review/discuss options.

Your cooperation with letting **ALL** of your workers know about our ordinance requirements would be greatly appreciated. When construction occurs in a built-up, established community such as Glencoe, noise and dust is of concern to all those living near it that are forced to endure it.

John Houde
Building & Zoning Administrator

**BUILDING & ZONING
VILLAGE of GLENCOE
675 Village Court, Glencoe, Illinois, (847) 835-4111**

**THE FOLLOWING WHERE APPLICABLE MUST BE COMPLETED BEFORE
THE VILLAGE WILL ISSUE A NEW RESIDENTIAL BUILDING PERMIT**

- 1) For new driveway openings either remove existing curb and replace with depressed curb or have driveway opening sawcut (width and location as shown on Village approved grade plan). Some firms that do this type of work are National Curb-Kut of Illinois (847-759-0303 or 847-968-5507) and Fifer Sawcutting (815-455-2914). Driving over curb/parkway \$200 fine.
- 2) Install 6" chain link fence in parkway, silt fencing if required, and 6-foot chain link fence with driven steel posts with a driveway gate around the entire site exactly as shown on grade plan for tree and site protection.
- 3) Provide full-depth 3"crushed rock stone for driveway apron and driveway running to proposed garage foundation location as shown on grade plan.
- 4) Disconnect all underground sewer and water lines at the Village main using a Village pre-qualified contractor; North Shore Gas service line to be disconnected by that utility company.
- 5) Advise the Building & Zoning Division when items 1 to 4 have been completed (847) 835-4111. After our confirmation that the above has been completed, your building permit will be issued.

ANY EXCEPTION MUST BE APPROVED IN WRITING BY THE BUILDING & ZONING ADMINISTRATOR

GENERAL REQUIREMENTS

- 6) Advise your staff and your subcontractors that they may work only between 7:00 am and 6:00 pm on weekdays, 9:00 am and 6:00 pm on Saturdays (24-38(c)). (No Sunday or holiday work permitted; call Village for designated holidays.)
- 7) Advise your staff and your subcontractors that at NO time is parking permitted on the parkway or public sidewalk. (9-27) (23-84.1)
- 8) No materials of any type can be stockpiled on the public parkway/sidewalk or in tree protection zones, nor is tree protection fence to be removed. The general contractor is responsible for protection of the existing trees, sidewalk, curb and street pavement surface at all times. (9-28)
- 9) No signs other than one 6 square foot For Sale sign is permitted on private property. Absolutely no signs allowed on public property. (9-48.4 (r))
- 10) The person that is the **general contractor** or assumes this role is responsible for monitoring the site and the activities of his subcontractors on a daily basis including keeping intact fenced trees protection areas from vehicle access or materials stockpiling.
- 11) The building site must be secured at the end of each day. A 6-foot chain link fence is required around all new house sites during construction. All fences to remain up and maintained until removal is approved by Building & Zoning. The site must be kept clear of debris. The house under construction must be secure and kept free from obvious hazards. There are to be no hazardous material such as boards with nails, chemicals, gasoline cans, etc. left out in the open. (9-21)
- 12) At any time that a vehicle leaves the site and mud is left on the street or sidewalk, it is the **general contractor's** responsibility to have it cleaned up immediately.
- 13) All portable toilet facilities will be located away from the public right-of-way and screened as much as possible from the street. Locations are subject to Village approval.

WORK TIME VIOLATIONS HAVE A \$200 MINIMUM FINE.

**PROTECTED TREE, FENCE REMOVAL, AND/OR MOVING EQUIPMENT/DIRT WITHIN 15 FEET
OF A 8" TREE \$750 PER OCCURRENCE, DRIVING OVER CURB/PARKWAY \$200 FINE, PLUS \$175
PER DIAMETER INCH FOR NON-HERITAGE TREES AND \$350 PER DIAMETER INCH FOR
HERITAGE TREES AND REMOVAL COST 2 YEAR DEPOSIT.**

ALL OTHER CITATIONS: \$50 PER 1ST VIOLATION, \$100 2ND VIOLATION, AND A STOP WORK ORDER