



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4111 | [info@villageofglencoe.org](mailto:info@villageofglencoe.org) | Follow Us: @VGlencoe

Last Updated: January 15, 2020

[www.villageofglencoe.org](http://www.villageofglencoe.org)

## General Inspection Requirements

All inspections are required to be scheduled on-line by the homeowner or contractor.

- Link to schedule: [www.villageofglencoe.org/inspections](http://www.villageofglencoe.org/inspections)

### GENERAL REQUIREMENTS

- **All parties on site must adhere to CDC guidelines such as physical-distancing and wearing adequate masks.**
- Cancellations must be made 24 hours in advance.
- Permit card must be posted and visible from street.
- Village-stamped plans must be available at the job site.
- The re-inspection fee for missing a scheduled inspection is \$100.

### PERMITTED WORK HOURS

- Monday – Friday: 7 a.m. – 6 p.m.
- Saturday: 9 a.m. – 6 p.m.
- No work permitted Sundays or Holidays  
(Holidays are New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas).

### INSPECTION HOURS

- Mondays, Wednesdays, and Fridays between 9 a.m. – 12 p.m. and 1 p.m. – 4 p.m.

### ADDITIONS, NEW CONSTRUCTION, & REMODELING

- Construction, silt, and tree fencing for demolitions, new construction, and additions.
- Footing excavated and formed prior to pouring.
- Foundation walls formed (6" above grade) prior to pouring.
- Footing drains, damp-proofing, and foundation insulation completed prior to backfilling.
- Concrete/Paver work: Pre-Pour inspections for patios, house or garage floors, driveways, and sidewalks.
- Interior rough plumbing.
- Rough framing, rough electrical, and rough heating prior to insulation or drywall.
- Fire blocking required insulation inspection for exterior walls, crawlspace, and attic.
- Final carpentry, electrical, plumbing, and heating prior to final occupancy.
- New home “pre-final” is recommended 2-3 weeks prior to final occupancy.
- Please Note: Other inspections may be made at the Village’s discretion.
- Underground exterior storm and sanitary sewer lines (SCH 40 PVC or SDR 26), including drain tile.
- Underground water service.
- Rough grading prior to landscaping and prior to driveway paving, per approved grade plan. To be scheduled with Village Engineer through the Village website: *Home > Government > Departments > Public Works > Engineering*
- Silt fence and/or site and tree protection fence removal. Sod must be graded within 48 hours.
- Final grading inspection after sodding and driveway surfacing with Village Engineer.
- Commercial business rough inspection for exit light locations, alarm system, sprinkler system, and kitchen hood exhaust. Public Safety must also inspect commercial business improvements of 50% or more.



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## General Inspection Requirements (continued)

### FOUNDATION SURVEY

- A foundation survey is required for all new building and accessory building construction. Survey must be provided to the Village showing the required setbacks BEFORE any ground floor walls are constructed. Room additions may be required to have a foundation survey if there are any questions of setbacks from the property lines.
- No exceptions to this requirement. Contractors will be charged \$100 per day if this requirement is ignored.

### DETACHED GARAGE, STORAGE SHEDS, & WOOD DECKS

- Foundation excavated and formed prior to pouring.
- Rough framing and electrical.
- Final electrical: GFCI type outlets are required for garages.
- Final inspections for all necessary elements.

### SWIMMING POOLS, SPAS, & HOT TUBS

- Excavated and formed with identification of required setbacks.
- Main drain spacing and bonding checked.
- Decking formed with proper bonding/grounding.
- After completion: fence/gates and equipment must be checked for code compliance.
- Final inspections for all electrical and plumbing.

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