



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

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

Updated: May 17, 2023

www.villageofglencoe.org

General Inspection Requirements & Deposit Reimbursements

All inspections must be scheduled online by the contractor or homeowner at www.villageofglencoe.org/inspections.

GENERAL INFORMATION

- Inspections are only available Mondays, Wednesdays, and Fridays between 9 a.m. – 12 p.m. and 1 p.m. – 4 p.m.
- Most inspections require a "rough" inspection prior to pouring concrete, adding walls, burying lines, etc.
- Some projects require more than one Inspector (*i.e., in-ground pool, detached garage, addition, etc.*)
- 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 missed or repeat inspections is \$100.
- If you do not see a specific inspection listed, do not assume that it is not required. Contact the Inspector to confirm.

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*).
- Violations of work hours are subject to increased fines and a Stop Work Order.

ADDITIONS, REMODELS, & NEW CONSTRUCTION

- These will require multiple inspections from different Inspectors.
- Construction, silt, and tree fencing are required for additions, demolitions, and new construction at the discretion of the Village Engineer. Site fencing is required to be inspected prior to demolition and construction.
- Foundation ("Spot") Survey is required for new buildings, additions, and various structures - see page 2 for details.
- Footing excavated and formed - inspect prior to pouring.
- Foundation walls formed (6" above grade) - inspect prior to pouring.
- Footing drains, damp-proofing, and foundation insulation completed prior to backfilling.
- Pre-pour inspections are also required for patios, house or garage floors, driveways, stoops, and sidewalks.
- Rough plumbing, including a "Cross Connection Inspection" for additions and remodels.
- Rough framing, rough electrical, and rough heating prior to insulation and drywall.
- Fire blocking insulation inspection for exterior walls, crawlspace, and attic.
- Underground exterior storm/sanitary sewer lines (*SCH 40 PVC or SDR 26*), incl. drain tile - prior to backfilling.
- Underground water service - inspect prior to backfilling.
- Rough grading prior to landscaping and driveway paving, per approved grade plan.
- Removal of silt fence and/or site and tree protection. Sod must be graded within 48 hours of removal*.
- Final grading inspection after sodding and driveway surfacing with Village Engineer*.
- Final building, carpentry, electrical, plumbing, Knox Box, and heating prior to final occupancy*.
- New home "pre-final" inspections are recommended 3 weeks prior to final occupancy*.
- Commercial buildings also require rough inspections for exit light locations, alarm systems, sprinkler systems, appliances, and kitchen hood exhaust*.
- Commercial business improvements of 50% or more also require inspections from Public Safety.

*See page 2 for general Certificate of Occupancy requirements.



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(continued)

FOUNDATION ("SPOT") SURVEY

- A Foundation (*a.k.a.* "Spot") Survey is required for all new buildings, additions, and various accessory structures*.
*Surveys for additions and accessory structures are at the Village's discretion. The Village may request a Spot Survey (*at the cost of the applicant*) for any project as warranted, including any discrepancies from field inspections.
- Survey must be approved by the Village before any ground floor walls are constructed, and must provide the applicable elevations (*including top of foundation*), all setbacks, and window well dimensions. Contractors may be charged \$100 per day if this requirement is ignored.
- The Village of Glencoe reserves the right to issue a Stop Work Order or rescind approval at any time, including upon receipt of a Spot Survey.

DETACHED GARAGE, STORAGE SHEDS, & WOOD DECKS

- These require multiple inspections from different Inspectors (*i.e., building and engineering*).
- 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

- These require multiple inspections from different Inspectors (*i.e., building, plumbing, and engineering*).
- 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, plumbing, and engineering.

FINAL OCCUPANCY

- It is the General Contractor's full responsibility to ensure their project passes all required inspections.
- The Village of Glencoe is not liable for a project that has failed to schedule or pass all required inspections.
- You may need multiple final inspections from different Inspectors (*i.e., building, plumbing, engineering, FSCI, etc.*).
- A new home requires final inspections for building, plumbing, engineering, and if applicable, FSCI and elevators.
- FSCI (fire protection) reports must state "recommend approval" (*with no corrections*) for any occupancy certificate.
- Additions and accessory structures (*i.e., detached garage*) will require final building, engineering, and if applicable, FSCI and elevator inspections.
- Certificates are only issued for new homes. Certificates for other projects may be available upon request.

DEPOSIT REIMBURSEMENTS

- After your project has passed all required final inspections, the inspection deposit is then scheduled to be reviewed and released by the Finance Department and Glencoe Village Board for next month's meeting.
- The Village Board meets on the 3rd Thursday of each month, and the deposit is mailed out to the depositor on the day after the following month's Village Board meeting. The check is mailed to the address on the depositor's check.
- For example, you project passed all final inspections on May 3rd - your deposit will be mailed out on the day after the June Village Board meeting.