



CITY OF HIGHLAND PARK

RESIDENTIAL ALARM PRE-INSPECTION CHECKLIST

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING DIVISION

1150 Half Day Rd., Highland Park, IL 60035

(P) 847.432.0808, (F) 847.926.8885

(W) www.cityhpil.com, (E) building@cityhpil.com

ALL of the items listed below shall be completed prior to scheduling a residential alarm inspection. Inspections that are cancelled, stopped, or not started due to incomplete installations will be subject to a \$75 fee.

Printed copy of approved drawings

2 Technicians onsite

Knox Box installed

Key for placement in Knox Box

Connection to central station

Materials for testing, i.e. smoke & heats sources

Customer call list with Highland Park Fire Dept. as 1st priority for fire and smoke alarms

In addition to the items above, all inspection requests should include:

Property address

Permit number(s)

ALL requested inspection type(s)

Name, phone, & email of contact for day of inspection

Preferred timeframe of AM (8am-12pm) or PM (12pm-3pm)

The cutoff time is 2:30pm for an inspection on the next business day

~ Incomplete requests will not be scheduled ~

~ Requests must be made with the Permit Administration staff and not directly with an Inspector ~

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com

INSPECTION REQUESTS VIA PHONE CAN BE MADE AT: [847.432.0808](tel:847.432.0808)