



City of Highland Park  
Residential & Light Commercial  
Questions - 847.432.0808  
building@cityhpil.com

**MINIMUM REQUIRED INSPECTIONS FOR PERMITS** (Additional inspections may be required based on the project details)

	Preliminary				Foundation (BSFE, BACC, BCIH, BMFD)				Framing (BSFE, BACC, BCIH, BMFD)		Drain Tile (BSFE)		Plumbing (BPLM)		Electric (BELE)		HVAC (BHVC)		Hardscape <sup>6</sup> (BDRV, BOCP, BDEC)		Other				
	Site Visit	LOI <sup>1</sup>	Tree <sup>2</sup>	Silt Fence	Footing	Walls <sup>3</sup>	Slab	Final	Rough <sup>4,5</sup>	Final	Rough	Final	Rough	Final	Rough	Final	Rough	Final	Pre-Pour	Final	Insulation	Fire	EIFS	D&G (Final)	
<b>MAJOR CONSTRUCTION</b>																									
New Single Family Residence			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	x	
Interior Alteration (Remodel, Basement Finishing, etc.)		X						X	X	X	X	X	X	X	X	X	X			X	X				
Addition			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Garage / Carport / Greenhouse			X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	
Swimming Pool / Hot Tub / Spa			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				X	
Cabana / Workshop			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	
Accessory Buildings (Shed, Sport Court, etc.)			X	X	X		X	X	X					X	X			X	X	X				X	
Full Structure Demolition			X	X			X					X	X						X					X	
Interior Demolition		X						X	X	X	X	X	X	X	X	X	X			X					
<b>EXTERIOR</b>																									
Driveway Installation	X		X	X															X	X				X	
Patio / Stoop / Walkway	X		X	X															X	X				X	
Deck	X		X	X	X			X	X										X	X				X	
Porch / Pergola	X		X	X	X	X	X	X	X			X	X	X	X				X	X	X			X	
Fence (Any new & repairs over 25%)			X						X																
Retaining Wall	X		X	X	X	X	X													X				X	
Wall Veneer (siding, brick, stone, etc.)								X	X																
Roof Replacement & Repairs (over 25%)									X																
Windows								X	X																
Chicken Coop	X							X	X															X	
<b>PLUMBING</b>																									
Irrigation / Lawn Sprinklers													X	X											
Water Heater													X												
Water Service - Private												X	X												
Water Service - Right of Way			X									X	X												
Interior & Exterior Repairs & Installations			X									X	X												
Sanitary & Storm Sewer - Private			X									X	X												
Sanitary & Storm Sewer - Right of Way			X									X	X												
<b>ELECTRICAL</b>																									
Incoming Service / Panel Replacement	X		X												X	X									
Interior & Exterior Repairs and Installations	X		X												X	X									
Solar Panels	X														X	X									
Generator	X		X												X	X									
<b>HVAC</b>																									
Furnace or AC - New															X	X									
Furnace or AC - Replacement															X	X									
<b>FIRE</b>																									
Alarms & Sprinklers		X						X	X						X	X									
Knox Box		X							X																
Elevator		X						X	X						X	X									

<sup>1</sup> LOI (letter of intent) applies to commercial projects only.

<sup>2</sup> Details for tree removal and/or preservation will need to be discussed with the Forestry Division.

<sup>3</sup> Includes required Spot Survey submission.

<sup>4</sup> Rough framing inspection includes firestopping.

<sup>5</sup> Includes required letter from surveyor if the height to the ridge is within 5% of the maximum allowable height.

<sup>6</sup> Hardscape includes driveways, walkways, stoops, and patios.

**Inspection Requests:** [buildinginspections@cityhpil.com](mailto:buildinginspections@cityhpil.com) or 847.432.0808

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.*