The Village of Manhattan is divided into individual zoning districts. Zoning Districts are very exact about what you are allowed to do on your property. They are for the protection of you, your neighbor and the Village. In an attempt to maintain the design and character of your neighborhood, the codes impose certain regulations about where you can build on your property. Zoning codes can make your plans illegal no matter how well you design the project, so be sure to check setback regulations, height of structures, and any other specific restrictions that may apply.

BUILDING CODES

The building codes are designed to safeguard health and safety in every building, identified usually as Building, Plumbing, Mechanical and Electrical. Zoning relates to your property and its relationship to the neighborhood, but building codes deal with the building itself. These building codes are followed when the plans are reviewed at the time of the building permit.

The Village of Manhattan has adopted and enforces the 2006 International Residential Code with local amendments. A copy of the amendments is available on the village web site. www.villageofmanhattan.org

Good drawings are one of the most important steps in completing your building project. If something is not in compliance with the code, we do our best to catch it on the plans rather than in the field during construction. Correcting a problem in the field is very expensive and time consuming.
BUILDING PERMIT REQUIREMENTS
AND INSTRUCTIONS

The Manhattan Building Department requires the following to process your home building permit application. Residential permits may be issued to the owner of the dwelling or residential property or any contractor registered with the Village of Manhattan. A homeowner can do construction on their own house, but any contractors hired by the homeowner must be registered with the Village. Also remember, as the owner of the property or General Contractor, you are ultimately responsible for full code compliance.

AN INCOMPLETE APPLICATION WILL BE RETURNED TO THE APPLICANT AND NOT PROCESSED UNTIL PROPERLY COMPLETED.

1. Completed building permit application (6-part form and 2 inserts)
   A) Page 1: All blanks must be completely filled in.
   B) Page 2:
      a) Section 5: Fill in all blanks that apply to this application.
      b) Section 6: Electrical – Need total Service Amps and Estimated Value.
   C) Page 3:
      a) Section 7: Plumbing – Fill in all blanks that apply to this application.
      b) Section 8: Mechanical – Fill in all blanks that apply to this application. Need total BTU’s and number of tons of furnace and A/C
   D) Page 4: Submit survey or draw site plan showing the following information:
      a) All lot lines with lot dimensions.
      b) Indicate streets adjoining lot lines.
      c) Show all structures with dimensions
      d) Show dimensions of all setbacks from lot lines.
   E) Pages 5 & 6 are for Department Use.
2. Two complete sets of construction plans.

A) All plans for residential construction shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that it will conform to the provisions of all relevant codes, laws, ordinances, rules and regulations.

B) All plans for residential construction shall be prepared by a registered design professional consistent with the professional registration laws of the State of Illinois. The plans shall include the name and address of the registered design professional and shall be signed, sealed and dated by the registered design professional in accordance with the professional registration laws of the State of Illinois.

C) All plans for residential construction shall

1) Verify compliance with the Illinois Energy Efficiency Act and how compliance is obtained or
2) Provide ResCheck completed by Registered Design Professional.
3) REM/Rate or comparable residential energy analysis and rating software.

3. Complete electric panel worksheet.
4. Complete fee calculation worksheet.
5. Submit a complete list of all contractors that will be performing work on the home. All contractors must be registered with the Village of Manhattan. If a change is made in contractors during the construction of the home, the Building Department must be advised of the change and the new contractor must also be registered. (A list of registered contractors is available from the Building Department)
6. If the lot is subject to a homeowners association (HOA) or an architectural review committee (ARC), and the plans have not been previously approved by the HOA or ARC, a letter indicating compliance with the covenants and/or architectural requirements must be submitted.
7. Building Permit/Inspection and Plan Review Fees are due at the time of application.
CONTRACTOR REGISTRATION

IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE THAT ALL CONTRACTORS ARE PROPERLY REGISTERED. IF IT IS DETERMINED THAT AN UNREGISTERED CONTRACTOR IS WORKING ON THE SITE, A STOP WORK ORDER WILL BE ISSUED BY THE BUILDING DEPARTMENT. NO WORK IS TO BE COMMENCED UNTIL THE BUILDING PERMIT HAS BEEN ISSUED AND PAID FOR.

THE GENERAL CONTRACTOR IS RESPONSIBLE TO ENSURE THAT THE STREET RIGHT OF WAY AND ADJACENT PROPERTY IS KEPT FREE FROM CONSTRUCTION DEBRIS. ANY MUD, DIRT OR ROCKS DEPOSITED ON THE STREET FROM THE CONSTRUCTION SITE MUST BE REMOVED IMMEDIATELY.

RESIDENTIAL PLAN REVIEWS

First Review:

- The Village will send one set of plans to B&F Construction Code Services, Inc. for review. B&F Construction will have nine (9) business days from date of receipt to complete the review.

- B&F Construction offers the option for a three (3) business day review at a cost of 2.5 x the plan review fee. Example: Plan review fee is $594.00 x 2.5 = $1485.00

- The builder is directed to contact B&F Construction directly for questions or clarifications associated with the review.

- The builder shall re-submit any plans for re-review to the Village for distribution to B&F Construction.

- The Village will also review the plans to ensure compliance with zoning, setbacks, anti-monotony, brick requirements, etc.

Re-Reviews:

- B&F Construction will have five (5) business days from date of receipt to complete any re-reviews necessary.

- There are no additional costs associated with re-reviews.
Plan Approval:

- Once approved, B&F Construction will provide a letter stating the plans comply with Village Code.
- In most cases, building permits will NOT be issued on a conditional basis unless a compliance letter is received from B&F Construction.

Previously Approved Plans:

- If a model was previously reviewed, a new review is not necessary provided that there are NO changes to the plans and all current codes are followed. The plan review cost will be waived for previously reviewed models with no plan changes.
- If there are minor changes to the plans or additional options added, only those changes or options shall be required to be submitted for review at a reduced cost.
**Village of Manhattan**

**2012 IECC Illinois Compliance Guidelines**

**Prescriptive Path (R402.1):**

<table>
<thead>
<tr>
<th>Specifications</th>
<th>Performance Path (R405): Typical</th>
</tr>
</thead>
<tbody>
<tr>
<td>* R-15/19 top of foundation to 4’ below grade Insulation</td>
<td>* R-11 Full Height Foundation</td>
</tr>
<tr>
<td>* R-10-2’ down to TOS Slab on Grade Insulation</td>
<td>* R-10-2’ Down Slab on Grade</td>
</tr>
<tr>
<td>* R-13 + 5 or R-20 Exterior Wall Insulation</td>
<td>* R-19 Rim and Band Insulation</td>
</tr>
<tr>
<td>* R-13 + 5 or R-20 Rim and Band Insulation</td>
<td>* R-15 + OSB Exterior Wall</td>
</tr>
<tr>
<td>* R-49 Attic Insulation</td>
<td>* R-45 Flat Attic Insulation</td>
</tr>
<tr>
<td>* R-30 ULA and Cantilever Insulation</td>
<td>* R-38 Vaulted Ceiling Insulation</td>
</tr>
<tr>
<td>* U-.32 Windows</td>
<td>* R-30 ULA and Cantilever Insulation</td>
</tr>
<tr>
<td>* Standard Steel Insulated Doors</td>
<td>* U-.34 Windows</td>
</tr>
</tbody>
</table>

**Equipment:**

- Efficiency Set by Federal Law---Not the I-Codes

**Mandatory Items:**

- R402.2.3---Eve Baffles required in every bay where air permeable insulation is installed.
- R402.2.4---Attic Access panels must be weather stripped and gasketed.
- R402.4.1.1---Inspection Checklist-All air barriers and air sealing in place. (See attached)
- R402.4.1.2---Infiltration Testing-Blower door tested to achieve less 5ACH@50.
- R402.4.2---Fireplaces shall have tight fitting flue dampers and outdoor combustion air.
- R403.1.1---Programmable T-stat installed, initially programmed 70 Heat 78 Cooling.
- R403.2.1---Duct Insulation-Ducts outside conditioned space insulated to R-8. (Performance R-6)
- R403.2.2---Duct Sealing-All ducts, plenums and cabinets shall be sealed. (UL 181 tape or mastic)
- R403.2.2---Duct Testing-Ducts (outside the building thermal envelope) shall be tested to have leakage

**less than 4 CFM per 100sq ft. CFA.**

*This requirement is very difficult to meet, HVAC must seal ducts perfectly to pass.*

- R403.2.2.1---Sealed Air Handler-Air Handlers must be sealed to achieve ASHRAE 193.
- R403.2.3---Building Cavities-Building cavities shall not be used as ducts. (supply or return)
- R403.4.2---All hot water lines insulated to minimum R-3. (Not required for performance path)
- R403.5---Mechanical Ventilation-The home must have ventilation air system to meet ASHRAE 62.2.
- R403.6---Equipment must be sized in accordance with ACCA Manual J and include D and S.
- R404.1---Lighting-Minimum 75% of permanent fixtures to have High Efficacy bulbs installed.
**Testing:**
Duct Testing is recommended prior to rough inspections in order to correct leakage problems.

Duct Testing and Blower Door Test results will be required to be submitted for compliance prior to approval of final inspection. Testing and reports must be verified by a Certified Diagnostic Energy Tester independent of contracted work for the project.

**2012 Energy Code Duct Requirements**
**The 2012 Illinois Energy code have very strict duct testing requirements for ducts OUTSIDE CONDITIONED SPACE, ducts must test to have a leakage rate of less than 4CFM per 100sq ft. total leakage. Ducts must be sealed regardless of where they are located.** This document is a guide to assist HVAC installers to achieve the required test results.

**Rough Installers Checklist:**
- Seal all penetrations in the building thermal envelope with foam, caulk, or mastic.
- Seal all duct work with mastic or UL 181 Tape, including factory seams.
- Flex duct connections must have inner liner sealed and exterior liner zip tied and sealed.
- Seal Plenum and coil box connections to furnace cabinet.
- Seal Register boots where they penetrate the sub-floor with mastic or UL 181 tape.
- Seal all corners of register boots with mastic or UL 181 tape.
- Ensure all attic ducts, distribution boxes and register boots insulated to minimum R-6.
- Ensure ductwork located in exterior walls, garage common walls and floors over garages are insulated to minimum R-6.
- Ensure flex duct properly supported, 1 strap per every 5 ft.
- All supply and returns must be hard piped; no building cavities can be used as returns.
- Ensure toe kick registers under cabinets are fully ducted to the diffuser.
- Ensure bath fan piping is insulated to minimum R-6 and routed without sharp bends.

**Final Installers Checklist:**
- Seal ceiling penetrations between boot and drywall with caulk or mastic.
- Install all diffusers before final test out.
- Install filter slot cover.
- Ensure ventilation system is installed (if in HVAC scope).
- Ensure T-stat set to 70 for heating and 78 for cooling.
- Seal all furnace cabinet “knock-outs” and coil connections, with silicone, mastic or approved wrap.

**Helpful tips:**
- The code allows mastic or UL 181 tape, while tape may look cleaner mastic seals better and now with the anti-freeze mastics can be installed year round. Contractors may want to consider mastic applications as the tested results are often better.
- To help prevent Red tags ensure that duct runs and sizing matches the Manual D now required by the code and equipment installed is within the guidelines of ACCA Manual S.
# Insulation & Air Sealing Checklist

<table>
<thead>
<tr>
<th>Section</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Air Barrier and Thermal Barrier</strong></td>
<td>A continuous air barrier shall be installed in the building thermal envelope.</td>
</tr>
<tr>
<td></td>
<td>Exterior thermal envelope contains a continuous air barrier.</td>
</tr>
<tr>
<td></td>
<td>Breaks or joints in the air barrier shall be sealed.</td>
</tr>
<tr>
<td></td>
<td>Air-Permeable insulation shall not be used as a sealing material.</td>
</tr>
<tr>
<td><strong>Ceiling/Attic</strong></td>
<td>The air barrier in any dropped ceiling/soffit shall be aligned with the insulation and any gaps in the air barrier sealed. Access openings, drop down stair or knee wall doors to unconditioned spaces shall be sealed.</td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td>Corners and Headers shall be insulated and the junction of the foundation and the sill plate shall be sealed. The junction of the top plate and top of exterior walls shall be sealed. Exterior thermal envelope insulation for framed walls shall be installed in substantial contact and continuous alignment with air barrier. Knee walls shall be sealed.</td>
</tr>
<tr>
<td><strong>Windows, Skylights and Doors</strong></td>
<td>The space between window/door jambs and framing and skylights and framing shall be sealed.</td>
</tr>
<tr>
<td><strong>Rim Joist</strong></td>
<td>Rim Joist shall be insulated and include an air barrier.</td>
</tr>
<tr>
<td><strong>Floors</strong> (including above garage &amp; cantilevered floors)</td>
<td>Insulation shall be installed to maintain permanent contact with the subfloor decking. The air barrier shall be installed at any exposed edge of insulation.</td>
</tr>
<tr>
<td><strong>Crawl Space Walls</strong></td>
<td>Where provided in lieu of floor insulation, insulation shall be permanently attached to the crawl space walls. Exposed earth shall be covered with a class 1 vapor retarder with overlapping joints taped.</td>
</tr>
<tr>
<td><strong>Shafts and Penetrations</strong></td>
<td>Duct shafts, utility penetrations and flue shaft opening to exterior or unconditioned space shall be sealed.</td>
</tr>
<tr>
<td><strong>Narrow Cavities</strong></td>
<td>Batts in narrow cavities shall be cut to fit, or narrow cavities shall be filled by insulation that installation readily conforms to cavity space.</td>
</tr>
<tr>
<td><strong>Garage Separation</strong></td>
<td>Air sealing shall be provided between the garage and conditioned space.</td>
</tr>
<tr>
<td><strong>Recessed Lighting</strong></td>
<td>Recessed lighting fixtures installed in the building thermal envelope shall be air tight, IC rated and sealed to the drywall.</td>
</tr>
<tr>
<td><strong>Plumbing and Wiring</strong></td>
<td>Batt insulation shall be cut to fit around wiring and plumbing in exterior walls, or insulation that on installation readily conforms to the space.</td>
</tr>
<tr>
<td><strong>Shower/Tub on exterior wall</strong></td>
<td>Exterior walls adjacent to showers and tubs shall be insulated and the air barrier installed separating them from the showers and tubs.</td>
</tr>
<tr>
<td><strong>Electrical/Phone Box on exterior walls</strong></td>
<td>The air barrier shall be installed behind outlets or air sealed boxes shall be installed.</td>
</tr>
<tr>
<td><strong>HVAC Register Boots</strong></td>
<td>HVAC register boots that penetrate the building thermal envelope shall be sealed to the subfloor or drywall.</td>
</tr>
<tr>
<td><strong>Fireplace</strong></td>
<td>An air barrier shall be installed on fireplace walls. Fireplaces shall have gasketed doors.</td>
</tr>
</tbody>
</table>
INDIVIDUAL LOT TOPOGRAPHICAL SURVEYS

The following surveys will be required for all individual lots within a subdivision as part of the home-building process:

**Permit Plats must be submitted for review and approved prior to issuance of a building permit. Please allow for adequate review time and any necessary re-submittals.**

(A) Permit Plat: Two (2) copies of a permit plat, dated not more than six (6) months from the date of submission, shall be submitted with the application for principal structure permit to the Building Department, containing the following information:

1. Legal description of the property.
2. Lot number, street address, lot size and building setback line.
3. Location of existing utility, drainage or other easements.
4. North arrow and scale.
5. Bench mark, plainly labeled and within three hundred feet (300’) of the proposed developed lot.
6. Location and size of the proposed building on the lot, with dimensions to the front, rear and side property lines indicated.
7. Proposed elevations for the top of foundation (including any steps) and adjoining finished adjacent grade.
8. Proposed finished elevations for all property corners, side-yard summits, and any additional spot elevations required to indicate overland drainage patterns. Any specific cross-sectional details for overland flood routing shall be indicated as well.
9. Elevations for the top of existing foundations in the adjacent properties.
10. Proposed driveway and sidewalk placement, proposed driveway slope, proposed sanitary sewer and water service locations, and soil erosion control plan.
11. Indication of any special architectural features necessary to ensure proper drainage for the site (i.e., dropped siding, brick ledge, or retaining walls).
12. Stamp and signature of a Registered Land Surveyor or Registered Professional Engineer (both Illinois certified).
(B) Top of Foundation Survey: Two (2) copies of a Top of Foundation Survey shall be submitted to the Building Commissioner after the foundation walls have been completed and before further construction is undertaken, containing the following information:

1. Exact location of the structure in relation to the lot lines.

2. Elevation of the top of foundation (including any steps).

3. Stamp and signature of a Registered Land Surveyor or Registered Professional Engineer (both Illinois certified), including the following statement: “The top of foundation survey substantially complies with the approved Permit Plat for the lot.” In the event that the final grading of the lot differs from the approved Permit Plat, a statement must be made as to the nature of the change. The Village Engineer may approve minor changes discovered during this Top of Foundation Survey preparation, providing that the changes do not adversely affect the drainage on the land in question or other lands.

(C) Final Grading Survey: Prior to issuance of a certificate of occupancy for any building and after installation of topsoil and prior to installation of landscaping, the builder shall be required to submit two (2) copies of the First Lot Grading Survey to the Building Commissioner, containing the following information:

1. Legal description of the property.

2. Builder’s name, unit number, lot number, street address and building setback line.

3. Location of existing utility, drainage or other easements.

4. North arrow and scale.

5. Bench mark, plainly labeled and within three hundred feet (300’) of the proposed developed lot.

6. Existing elevation of the top of foundation (including any steps) and adjoining finished adjacent grade.

7. Existing elevation of the garage floor at the front of the garage.

8. Location and elevation of any special architectural features (i.e., dropped siding, brick ledge, or retaining walls).
9. Indicate existing driveway slope measured along the center line of the driveway in percentage to house side edge of sidewalk, or to top of curb if there is no sidewalk.

10. Existing finished elevations for all property corners, side-yard summits, and any additional spot elevations required to indicate overland drainage patterns, as well drainage arrows.

11. Elevations for the top of existing foundations in the adjacent properties.

12. Location of water service b-box and location and elevation of any additional utility structures on the lot.

13. Location with measurements of any additional accessory or detached building.

14. All concrete, masonry or brick flatwork.

15. Stamp and signature of a Registered Land Surveyor or Registered Professional Engineer (both Illinois certified), including the following statement: “The final grading of the lot has been completed and substantially complies with the Permit Plat for the lot.” In the event that the final grading of the lot differs from the approved Permit Plat, a statement must be made as to the nature of the change. The Village Engineer may approve minor changes discovered during the Final Lot Grading Survey preparation, providing that the changes do not adversely affect the drainage on the land in question or other lands.
FEES DUE AT TIME OF APPLICATION

A. The building permit/inspection fee for the construction, erection of or addition to a building or structure shall be at the rate of: Total square feet of exterior dimension of usable area (including basements and garages) \( \times \$0.272 \) cents per square foot. (MINIMUM OF $1200)

B. The plan review fees for the construction, erection of or addition to a building or structure shall be at the rate of: Total square feet of exterior dimension of usable area (including basements and garages) \( \times \$0.198 \) cents per square foot. (MINIMUM OF $635)

FEES DUE AT FINAL OCCUPANCY

A. Impact Fees (see attached chart)

B. Water Fees:

(a) Water Tap-on fees if applicable - $5500.00*

(b) Water Meter and Water fees - $ 360.00

(c) Sewer Tap-on Fees if applicable - $9000.00*

(d) Sewer Line Charge - $1,250.00

Residential Units:

$5,500* per single-family residential dwelling unit for water only; and $9,000* per single-family residential dwelling unit for sewer only.

C. Grading Permit Review Fee - $200

D. Re-inspection Fees (if applicable) - $60 per re-inspection

* Due to agreements that are made between the developer of a subdivision and the Village of Manhattan, Water or Sewer Tap-on fees may not be applicable. Other fees may be applicable but may not be listed above. Please call the building department with any questions.
EXAMPLE

TOTAL SQUARE FEET (INCLUDING BASEMENT AND GARAGE) 3,500 SQ. FT.

PLAN REVIEW FEE $ 693.00 (EQUALS 3,500 sq ft @ 0.198 CENTS PER SQ FT) (MINIMUM OF $635)

PERMIT/INSPECTION FEE $ 1200.00 (EQUALS 3,500 sq ft @ 0.272 CENTS PER SQ FT) (MINIMUM OF $1200)

TOTAL PERMIT/PLAN REVIEW & INSPECTION FEES DUE AT TIME OF APPLICATION: $1,893.00

WATER SYSTEM CHARGES

WATER METER $ 330.00
CONSTRUCTION WATER $ 30.00
WATER TAP-ON $5,500.00
SEWER TAP-ON $9,000.00
SEWER LINE CHARGE $1,250.00

GRADING PERMIT REVIEW

GRADING PERMIT REVIEW FEE $ 200.00
**IMPACT FEES**

**DETACHED SINGLE FAMILY HOUSING**

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<thead>
<tr>
<th></th>
<th>TWO BEDROOM</th>
<th>THREE BEDROOM</th>
<th>FOUR BEDROOM</th>
<th>FIVE BEDROOM</th>
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**ATTACHED SINGLE FAMILY HOUSING**

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<tr>
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<td>$2954.85</td>
<td>$3127.77</td>
<td>$3450.05</td>
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INSPECTIONS

Inspection Procedures:
- All inspections must be called into the Village Hall by 3:00pm the business day prior to the day of the requested inspection.
- All Inspections (excluding electrical) are performed by B&F Construction.
- Electrical Inspections are generally performed after 3pm Monday through Friday. Other times may be available subject to the availability of the inspectors.
- One complete set of plans must be available at the construction site during all inspections

NOTE:
- UNDERGROUND WATER AND SEWER LINES MUST BE INSPECTED BY THE PUBLIC WORKS DEPARTMENT BEFORE COVERING
- TO SCHEDULE AN APPOINTMENT CALL 815-418-2100
- 48 HOURS NOTICE IS REQUIRED
- TRENCHES ARE NOT ALLOWED TO BE LEFT OPEN OVERNIGHT

REQUIRED BUILDING INSPECTIONS:

1. **Footing Forms** – When the forms are set and before the concrete is poured
2. **Foundation Forms** - When the forms are set and before the concrete is poured
3. **Backfill** – When the concrete is poured, waterproofed, drain tile is in place and covered with gravel, but before the foundation is backfilled. UNDERGROUND WATER AND SEWER MUST BE INSPECTED BY THE PUBLIC WORKS DEPARTMENT BEFORE COVERING.
4. **Underground Plumbing**– When the piping is located between the floors or underground, but before the covering is in place. Flushing of the underground shall be witnessed.
5. **Water and Sewer Service** – When the water and sewer service is installed, but before they are backfilled.

6. **Electric Service** – When the meter socket and main panel are installed.

**BE SURE TO CONTACT COMED (1-866-NEW-ELEC) TO SET UP YOUR ACCOUNT FOR ELECTRICAL SERVICE. SERVICE WILL NOT BE CONNECTED UNTIL THIS ACCOUNT IS SET UP.**

7. **Framing Rough-in** – Before any drywall, plaster or interior finish is applied. Rough-in of the electrical, plumbing, ductwork must be in place before the inspection. An inspection per floor is required.

8. **HVAC Rough** – When the piping and ductwork is installed.

9. **Electrical Rough-in** – When the rough in work is complete and before the drywall, concrete or backfill is in place.

10. **Plumbing Rough-in** – When the rough in work is complete.

11. **Insulation** – When the insulation is installed prior to the drywall.

12. **Energy** – When all other roughs are complete, the structure is inspected for air leakage.

13. **Concrete Floor Basement** – When the base reinforcing is prepared and in place and before the concrete is poured. All the utilities and services equipment in the concrete must be in place before the inspection.

14. **Concrete Floor Garage** – When the base reinforcing is prepared and in place and before the concrete is poured. All the utilities and service equipment in the concrete must be in place before the inspection.

15. **Water Meter** – Prior to scheduling the final plumbing inspection, meter must be calibrated by the Public Works.

16. **Exterior Concrete** – After minimum 2" aggregate base and forms are installed and before pouring of concrete on all village sidewalks.

17. **Final Plumbing** – When the final work is complete, and before the system is operational.

**PRIOR TO FINAL PLUMBING INSPECTION THE WATER METER MUST BE CALIBRATED BY THE PUBLIC WORKS DEPARTMENT. CALL 815-418-2100 TO SCHEDULE YOUR APPOINTMENT.**
18. **Final HVAC** – When all the HVAC components are complete.

19. **Final Electric** – When all electrical components are complete.

20. **Final Energy** – When all other systems and assemblies are complete.

21. **Final Building** – After structure is 100% complete and ready for occupancy.

   a) Final electrical inspection must be approved
   b) Final plumbing inspection must be approved
   c) All required payments to Village must be current, including water and sewer payments.
   d) Provide Village with date of closing and buyer’s name for water billing.

**Final Grading Surveys must be submitted for review and approved prior to issuance of an occupancy permit. Please allow for adequate review time and any necessary re-submittals.**

**Other Items to be completed prior to occupancy:**

- Street Trees from approved street tree list
- Public Sidewalk
- Final Grading (including parkway)
- Lawn (including parkway)
- Driveway
- Repair of any infrastructure damage (if applicable)

03.01.2020