



# City of Prospect Heights

Department of Building & Zoning

8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070

Office: 847/398-6070 x 211-FAX: 847/590-1854-[www.prospect-heights.il.us](http://www.prospect-heights.il.us)

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## PERMIT GUIDELINE

(Disclaimer: This guide is may not be all inclusive, additional regulations may apply) Edited 5/2013

### **PERMITS REQUIRED:**

In general a permit is required for anything that is new, altered, constructed, enlarged, repaired, moved, removed, demolished, converted, replaced or changed that pertains to occupancy, structural, plumbing, electric, mechanical, heating, ventilation, air-conditioning. Permits are required for but not limited to; re-dry walling, dormers, grading, re-grading, grade alterations, re-sodding, patios, driveways, balconies, water wells, sprinkler systems, parking pads, skylights, enlargement of windows/doors, accessory structures such as; pools, hot tubs, decks, sheds, and/or egress alterations. This includes; kitchen and bathroom remodels, basement remodeling and/or finishing, commercial/multifamily re-roofing, and removal/replacement of service panels, furnaces, air conditioners, and/or water heaters.

Permits are **NOT** required for children play things, painting, papering, carpeting, tiling, and other finish work.

**NOTE: Anything altered, enlarged, installed, and/or replaced shall comply with the most current codes.**

**After a permit is submitted, reviewed, and issued inspections are required:**

### **INSPECTION REQUIREMENTS:**

- Call 847-398-6070 x 211 to schedule an inspection
- In general everything should be inspected by the City inspector prior to concealing it.
- The following are required general inspections pertaining to a permit issued construction job **where and when applicable(not all may apply):**
  - Footing
  - Foundation wall
  - Spot Survey(submit for administrative approval prior to framing)
  - Drain Tile/Damp-proofing (pre-backfill)
  - Underground Plumbing
  - Concrete and/or asphalt (pre-pour and final)
    - Garage Floor
    - Basement Floor

- Stoop
  - Sidewalk
  - Crawlspace
  - Driveway
  - Patio
- Electric Service (panel & meter)
- Electric—Rough
- Plumbing—Rough (water supply/plumbing stack)
- Fire Sprinkler—Rough
- Building (Structural)-Rough
- Mechanical(HVAC)—Rough,
  - including fire-stopping-(No foam allowed)
- Insulation
  - **Ductwork inspection** If any part of the HVAC system is outside the envelope including ductwork, a pressure test (air-leakage rate less than 4cfm per 100sf) shall be performed by an approved third-party agency and their approved inspection reports shall be available for the inspector upon the insulation inspection.
  - **Insulation certificates** shall be posted in the attic and at the electric service panel. Their approved inspection reports shall be available for the inspector upon the final inspection.
- Final Electric
- Final Plumbing
- Final Elevator
- Final Health
- Final Fire Department
- Final Building(structural)
- Final Mechanical (HVAC)
- Final Accessibility
- Final Engineering
  - (Also provide an as-built survey)
- Final **Energy Inspection:**
  - Only new homes shall have a whole house pressure test (resulting in <3 air changes per hour) performed by an approved third-party agency. Their approved inspection reports shall be available for the City inspector upon the final inspection.

**NOTE:** To schedule inspections, call (847) 398-6070 Ext. 211 two (2) business days in advance of the requested inspection date. Electrical inspections will be scheduled between 8 a.m. and 12 p.m. on the requested date. The property owner or representative must provide safe access for inspectors. Additional inspections for code violations, failed inspections, complaints, etc., shall require a \$50.00 inspection fee. All fees must be paid at City Hall prior to receiving any additional inspections. Inspectors cannot accept any payment.

