

REQUIRED INSPECTIONS

Permit # \_\_\_\_\_

Inspector: **Keith Miller 495-4910 Steve Kaak 495-4684 Adam Willard 495-5064**

- I. New construction requires the installation of erosion control measures before disturbing the soil.
- II. **All inspections shall be scheduled by the contractor/owner with a minimum 24 hour advance notice.** A valid permit number is required for scheduling any inspection. Inspectors are in the office from 7:00 am to 8:00 am. Calls received during other times are forwarded to their voice mail (*please be sure to leave the permit number and the address of the project*). Inspectors will return calls within 24 hours to schedule appointments.
- III. **Required Inspections:** (Inspections will vary based upon project type.)
1. **First Inspection - FOOTINGS**  
Principal items for inspection include:
    - Setbacks
    - Forms set, rebar, solid undisturbed soil, removal of vegetation, exterior insulation for foundation (if applicable), tie-in, pier pads dug, holes dug, ready to pour concrete
    - Electrical temporary service poles
    - Erosion control measures
  2. **Second Inspection - PLUMBING UNDERGROUND**  
Includes all plumbing apparatus before covering with concrete/gravel/soil.
  3. **Third Inspection - FRAMING /ROUGH IN**  
Principal items inspected will include:
    - Framing, fire stopping, draft stopping, roof trusses, support structure
    - Rough mechanical (duct work)
    - Rough electrical
    - Rough plumbing
    - All Engineering must be submitted and plans match the structure
    - Possible HVAC compliance with duct work insulation (if applicable)
    - Possible HVAC compliance with duct tightness test certificate (if applicable)
    - IECC compliance for rough-in standards including U-factors of windows and doors
    - Mechanical system piping (if applicable)
  4. **Fourth Inspection - INSULATION**
  5. **Fifth Inspection - FINAL:** (100% of the work shall be completed. The structure shall be vacated of tools, workers, and personal items so as not to impede inspections.)  
Principal items inspected will include:
    - Final mechanical
    - Final plumbing
    - Final electrical
    - Final building
    - Possible HVAC compliance with duct tightness test certificate (if applicable)
    - Blower door test certificate (if applicable)
    - IECC compliance for ceiling and final insulation, and energy on lamps
    - Final grading and Erosion Control
- IV. **Cancellations:** The Planning & Zoning Department (309-672-6915) must be notified at least 4 hours prior to the inspection time. Failure to do so may result in a re-inspection fee.

**FAILURE TO CALL FOR INSPECTIONS WILL RESULT IN NEW PERMITS BEING REQUIRED INCLUDING ALL MECHANICALS AND POSSIBLY RE-INSPECTION FEES.**