



Village of Carol Stream

Community Development Department
500 N. Gary Avenue • Carol Stream, Illinois 60188 • 630/871-6230

REQUIRED INSPECTIONS

The owner, contractor or agent must make requests to the Community Development Department at (630) 871-6230 **at least one working day before inspections are desired.** If an inspection fails, a reinspection charge of \$75.00 may be required prior to any subsequent inspections. Inspections #3 through #12 need not be requested in the order listed.

1. Footings: After forms are erected or trenches are excavated and BEFORE the placing of concrete.
2. Concrete foundations: Before concrete is placed.
3. Backfill: When damp-proofing and drain tile are in place and BEFORE backfilling.
4. Underground Electric, Heating, Plumbing, Insulation: Prior to fill being placed and area being completed for concrete placement.
5. Slabs & Floors: After underground mechanical and insulation have been inspected and after appropriate gravel, vapor barrier and/or wire mesh are installed and BEFORE the placing of concrete.
6. Pre-framing, Residential: (new construction only) Submit a spot survey for approval, showing:
 - a) elevation to top of foundation;
 - b) location of foundation with ties to front, side, and rear lot lines;
 - c) accurate dimensions of foundation.
7. Electric Service: After meter base, distribution panel and service wire is installed.
8. Rough Electric: BEFORE covering or concealment.
9. Rough HVAC: BEFORE covering or concealment.
10. Rough Plumbing: BEFORE covering or concealment.
11. Framing: AFTER plumbing, mechanical and electrical are roughed in and BEFORE covering, concealment or any insulation is installed.
12. Insulation: In walls and ceiling, AFTER all rough inspections and BEFORE drywall is applied.

13. Fire Prevention Bureau Inspections: (Commercial/Industrial) Contact the Fire Prevention Bureau directly at (630) 668-4836. 48 hours notice is required. These inspections must be done prior to Final for Certificate of Occupancy.
- a) Underground Main Flush (prior to connection of any interior piping)
 - b) Fire Suppression System Hydrostatic Piping Test
 - c) Fire Pump Test
 - d) Other Fire Suppression System Test(s) as required
 - e) Fire Alarm System Acceptance Test (A Certificate of Completion must be issued by the installer of the system to the Fire Prevention Bureau prior to scheduling this test.)
 - f) Smoke Evacuation System Test
 - g) Fire Door and Shutter Operation Test
 - h) Duct Smoke Detector Test
14. Certificate of Occupancy: (Residential) Consists of three final inspections:
- a) Building
 - b) Public Works
 - c) Engineering
15. Certificate of Occupancy: (Commercial/Industrial) Consists of six final inspections:
- a) Building
 - b) Public Works
 - c) Engineering
 - d) Fire
 - e) Planning
 - f) Finance

An inspection must be requested through the Community Development Department at **(630) 871-6230** at least 24 hours BEFORE final inspection is desired and prior to date occupancy is desired, except that NO final inspection will be made on a Friday, which is reserved for FINAL re-inspections.

ALL INSPECTIONS MUST BE REQUESTED **AT LEAST** 24 HOURS IN ADVANCE.

Inspections called in after 4 p.m. will be considered as received the next business day.

COMMUNITY DEVELOPMENT DEPARTMENT HOURS:

September through March: 8 a.m. - 5 p.m. Monday - Friday
April through August: 7 a.m. - 7 p.m. Monday
April through August: 7 a.m. - 5 p.m. Tuesday - Friday