



**DEKALB COUNTY**  
**PLANNING/ZONING/BUILDING DEPARTMENT**  
110 E. Sycamore  
Sycamore, IL 60178-1497  
(815) 895-7188  
Fax: (815) 895-1669

### **BUILDING INSPECTION PROCEDURE**

Investigate before you excavate and determine whether or not there are any underground utilities where you plan to dig. If in doubt, call JULIE (1-800-892-0123) 48 hours before you dig.

**NOTICE:** TO SCHEDULE AN INSPECTION, YOU MUST CALL THE BUILDING DEPARTMENT DURING REGULAR BUSINESS HOURS, MONDAY THROUGH FRIDAY FROM 8:30 AM UNTIL 4:30 PM. ALL INSPECTIONS (EXCEPT FINAL INSPECTIONS) REQUIRE A 24 HOUR NOTICE. FINAL INSPECTIONS REQUIRE A 48 HOUR NOTICE. YOU MUST HAVE YOUR PERMIT NUMBER AVAILABLE AT THE TIME OF THE CALL.

#### **REQUIRED INSPECTIONS (as applicable)**

1. **Setbacks:** after surveys have been completed and stakes are in place before issuance of building permit.
2. **Footings / Slab / Trench:** after forms are set and prior to placing of materials.
3. **TOF Affidavit:** If a top of foundation elevation is indicated on the building plan or subdivision plat, a notarized affidavit must be submitted by the excavator or surveyor to the Building Department indicating compliance with the prescribed elevation. Backfill inspection will not be completed without this submittal.
4. **Foundation walls:** prior to backfilling. Backfill **will not be allowed** unless walls are at least 10 days old.
5. **Plumbing underground:** Prior to covering. Piping must be visible.
6. **Electric Meter Base:** Service panel set with disconnects and at least 1 Duplex GFCI receptacle installed. Notify ComEd - 815-490-2329 - regarding new meter base.
7. **Rough-in:** After building is framed and roofed with rough wiring and plumbing is installed and firestopping completed. Before exterior siding, insulation, drywall or any other interior wall covering is installed.
8. **Insulation:** After insulation is in place.
9. **Final Inspection:** No building, structure, or use may be utilized or occupied until final inspection has been conducted and the appropriate certificate issued. i.e., Certificate of Occupancy or Certificate of approval. **48 hour notice is required when requesting a final inspection.**

**NOTES:**

1. When floor plans and/or building structure have been changed from the approved drawing, new drawings and permit application (marked **REVISION**) must be submitted to the Building Department for approval.
2. If work for which a permit is required is started prior to obtaining a permit, the fees specified in the fee scheduled shall be **doubled**. The payment of such additional fee shall not relieve any person from fully complying with the requirements of code, nor from any penalties described herein.
3. No inspections required for concrete flatwork (garage floor, sidewalks, driveways, stoops, etc.) unless plumbing is to be installed under the slab.

**4. THE FOLLOWING PENALTIES AND ENFORCEMENT PROVIDED IN THE COUNTY BUILDING ORDINANCE: Any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or who resists the enforcement of any of the provisions of the Building Ordinance, including provisions adopted by reference, or who refuses to remedy a hazard of fire, explosion, collapse, contagion or spread of infectious disease found to exist and duly ordered eliminated, shall be fined not more than \$500.00 for each offense, and each day upon which such violation continues shall constitute a separate offense.**

**5. CHECK PLAN REVIEW**

**NO INSPECTIONS WILL BE MADE UNTIL PLAN REVIEW HAS BEEN COMPLETED AND PERMIT HAS BEEN PICKED UP AND SIGNED FOR. FIRST OCCURRENCE OF A FAILED INSPECTION OR IF REQUESTED INSPECTION IS NOT READY, WILL BE ACCEPTED WITH NO ADDITIONAL FEE. IF SUBSEQUENT FAILURES OCCUR, A \$35.00 FEE WILL BE CHARGED AND PAYABLE BEFORE ANOTHER INSPECTION CAN BE SCHEDULED.**

**Sec. 14-3 (6) PERMIT EXPIRATION:**

CONSTRUCTION SHALL BEGIN WITHIN SIX (6) MONTHS OF THE DATE OF ISSUE OF A BUILDING PERMIT. THE PERMIT WORK SHALL BE COMPLETED WITHIN TWELVE (12) MONTHS OF COMMENCEMENT. THE PERMIT SHALL EXPIRE IF CONSTRUCTION IS STOPPED, SUSPENDED OR ABANDONED FOR A PERIOD OF SIX (6) MONTHS. INSPECTIONS SHALL BE REQUIRED WITHIN EVERY SIX (6) MONTH PERIOD FOLLOWING COMMENCEMENT OF WORK TO ENSURE THAT PROGRESS IS BEING MADE. IF NO INSPECTIONS ARE PERFORMED DURING ANY SIX (6) MONTH PERIOD FOLLOWING ISSUE OF THE PERMIT, THE PROJECT SHALL BE CONSIDERED SUSPENDED OR ABANDONED AND THE PERMIT SHALL BE CONSIDERED EXPIRED.

**Section 14-3 (7) PERMIT EXTENSION:**

A ONE TIME, NO FEE EXTENSION MAY BE GRANTED ON AN UNEXPIRED PERMIT FOR A PERIOD OF SIX (6) MONTHS, IF REASONABLE CAUSE CAN BE SHOWN WHY THE WORK COULD NOT COMMENCE WITHIN SIX (6) MONTHS OF PERMIT ISSUE OR COULD NOT BE COMPLETED WITHIN THE TWELVE (12) MONTH PERIOD ALLOWED.

**Sec. 14-3 (8) PERMIT RENEWAL:**

A PERMIT WHICH HAS EXPIRED FOR SIX (6) MONTHS OR LESS MAY BE RENEWED AT ONE HALF OF THE ORIGINAL FEE AMOUNT PROVIDED NO CHANGES HAVE BEEN MADE TO ORIGINAL PLANS OR SPECIFICATIONS. PLANS OR SPECIFICATION WHICH HAVE BEEN ALTERED OR REVISED WILL REQUIRE A NEW PLAN REVIEW AT ADDITIONAL COST TO THE PERMIT APPLICANT. PERMITS WHICH HAVE EXPIRED FOR MORE THAN SIX (6) MONTHS SHALL REQUIRE A NEW APPLICATION AND PAYMENT IN THE FULL PERMIT FEE.