



DeKALB COUNTY
PLANNING/ZONING/BUILDING DEPARTMENT
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BUILDING INSPECTION PROCEDURE (RESIDENTIAL)

It is the permit holder's responsibility to have all underground utilities located and marked prior to any excavation. Call JULIE (1-800-892-0123) 48 hours before you plan to dig.

NOTICE: Call inspector at number listed above to schedule inspections. Minimum 24-hour notice required for any inspection. Inspections may be scheduled for AM or PM, Monday through Friday during regular business hours.

REQUIRED INSPECTIONS (as applicable)

1. **Setbacks** after surveys have been completed and stakes are in place before issuance of building permit. Completed prior to issuance of permit.
2. **Footings / Slab / Trench:** after forms are set; reinforcing steel is installed; prior to placement of concrete. Concrete-encased electrode must be in place at this inspection. If undesirable soil conditions are encountered at this inspection, a soil test will be required and all work will be halted. Porta-john or other bathroom facility must be provided on-site prior to this inspection. (per Illinois state law)
3. **TOF Affidavit:** If 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 prior to the foundation walls inspection.
4. **Foundation walls:** If walls are engineer-designed or if vertical reinforcement is prescribed, pre-pour inspection required after all forms and steel reinforcement are in place - prior to placement of concrete.
5. **Backfill:** After dampproofing, drain tile, gravel and rosin paper are in place; after any exterior insulation is in place; prior to backfill. Backfill **will not be allowed** until basement walls are properly braced and at least 10 days old.
6. **Plumbing underground:** Prior to covering. Piping must be visible.
7. **Electric Meter Base** - Warning tape visible for all underground service installations. Service panel set with disconnects (2) ground rods (min. 6' apart), concrete encased electrode (as applicable) and at least 1 Duplex GFCI receptacle installed. Notify Commonwealth Edison regarding new meter base. (County will contact Com Ed after work is approved.)
8. **Rough-in:** After building is framed; thermal barrier is complete and sealed; roofing installed; rough mechanicals installed; firestopping completed. Before exterior siding, insulation, drywall or any other interior wall covering is installed. Any ductwork extending into unconditioned space must be sealed and insulated to R-8 -AND- pressure tested by qualified testing agency PRIOR to rough inspection. Test report must be provided on-site.
9. **Insulation:** After all insulation (except attic) is in place.
10. **Final Inspection:** After all construction is complete. After landscaping is graded away from building. Cover must be removed from main electrical panel for inspection. Attic access must be open with ladder available for inspection. Surveyor-stamped, final grading "as-built" required for all permits in platted subdivisions. **48- hour notice required for all final inspections.**

NOTES:

1. 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.

2. No inspections required for concrete flatwork (garage floor, sidewalks, driveways, stoops, etc.) unless plumbing is to be installed under the slab.

3. **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.**

4. 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 \$50.00 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.