

CONTRACTORS INFORMATION			
Type of Applicant	Name of Contractor	Address, City, State	Telephone No.
Architect			
General			
Carpenter			
HVAC			
Plumbing			
Roofing			
Other			

REQUIRED INSPECTIONS
FOR
OWNER OR CONTRACTORS

1. **FOOTING:** Bearing soil inspection, after footing excavation and form work with installation of all appurtenances if applicable (reinforcement bar, etc.), prior to concrete pour.
2. **FLOOR/DRIVEWAY SLAB:** After underground electrical, plumbing, vapor barrier, wire mesh etc. are installed and gravel compacted, prior to concrete pour.
3. **FOUNDATION WALL:** After all forms and appurtenances are in place and braced, prior to concrete pour.
4. **DRAINTILE:** The entire draitile installation must be complete into the sump pit for the inspection. No backfill may be started until approval of draitile and damproofing is given.
5. **ROUGH:** All trades are to be completed before requesting inspection including plumbing and electric, before any interior wall finish is applied and after the framing is completed.
6. **SEWER AND WATER SERVICES:** Inspection of sewer and water line installation is required while the trench is open, prior to backfill.
7. **ENGINEERING/PUBLIC WORKS DEPARTMENTS:** Inspections on all on-site and off-site improvements according to the approved engineering plans for all construction other than single family residence. Inspections include all below grade and grade improvements. A FINAL INSPECTION and approval of all engineering must be completed by the Engineering or Public Works Departments before a Certificate of Occupancy will be issued.
8. **OTHER INSPECTIONS:** Required, depending on the type of construction
9. **FINAL:** NO OCCUPANCY OF THE STRUCTURE WILL BE PERMITTED UNTIL A FINAL INSPECTION HAS BEEN MADE, AND (when required) CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.

The General Contractor is responsible for all of their subcontractor's work and that the required inspection is made at the proper time. A NOTICE OF 24 HOURS is required in all cases. Incomplete installations requiring reinspection will result in an additional fee. Continued construction without the proper required inspection could result in the Contractor having to remove an element or portion of construction to facilitate approval by the Building and Zoning Department. Forfeiture of all cash bonds and/or refusal to issue a Certificate of Occupancy for the structure could result.

If there is a question or problem, contact the Village of Hillside Building and Zoning Department.