



**VILLAGE OF ARLINGTON HEIGHTS**

33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005  
Phone (847) 368-5560  
Fax (847) 368-5975  
Website: www.vah.com

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

**COMMERCIAL ALTERATION - INTERIOR  
INSPECTION CHECKLIST**

**THE FOLLOWING IS A LIST OF REQUIRED INSPECTIONS:**

**These are the standard inspections for this application type. Depending on your scope of work the project may require additional inspections. Inspections are mandatory while work is in progress to ensure that construction complies with approved plans and code regulations.**

- BD ROUGH CEILING
- EL ROUGH CEILING
- FI ROUGH CEILING
- PL HVAC ROUGH CEILING
- PL ROUGH CEILING
- BD FRAMING
- EL ROUGH
- EL TEMPORARY WIRING
- PL ROUGH
- PL HVAC ROUGH
- FI ROUGH
- HL ROUGH
- FI FIRE STOPPING
- EL SERVICE
- BD INSULATION
- BD ARCHITECT'S LETTER (For all permit work executed with documents prepared by a structural engineer or architect, a letter indicating completion and code compliance must be prepared by the design professional and submitted to Building Services prior to scheduling the final inspection. The statement must be dated, signed, and sealed by the design professional and submitted 48 hours in advance of the final inspection).
- BD FINAL
- EL FINAL
- FI FINAL
- HL FINAL
- PL FINAL
- PL HVAC FINAL

**If applicable, be sure to call for separate inspections under the proper permit number(s) if permits were also required for fire alarm, fire sprinklers, signs, and commercial kitchen hood and duct.**

### **INSPECTION INFORMATION**

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- ★ To schedule an inspection, call Building Services at least 24 hours prior to the time you want the inspection to occur. For larger projects, call at least 48 hours in advance for inspections.
- ★ Your permit number is required in order to schedule an inspection.
- ★ Specific inspection times are not available. You may request A.M. (9-12) or P.M. (12-3) and we will try to accommodate your request.
- ★ When calling for an inspection, please give a contact name and phone number and, if applicable, provide any other special information such as unit number, whether outside gate or door is open or whether unit or building address is displayed.
- ★ Food stores are done in stages. When calling for an inspection, please give location and stage of inspection.
- ★ You must be ready for the inspection. The inspector (s) will not re-inspect your job on the same day. If you are not ready the first time, you will need to call the office and re-schedule for the following day. (A re-inspection fee will apply).
- ★ Approved plans to be available on site, no inspection will be performed without approved plans on site.
- ★ Be sure to schedule your final inspection.
- ★ To receive a temporary or final Certificate of Occupancy, please submit the Request for Occupancy Form to Building Services after all final inspections. A certificate will be issued within 5 days after written application, if the building at the time of application meets the requirements of issuance.
- ★ Work authorized by a permit must begin within **six months** from the date the permit was issued and must also be completed within **one year**. Work extending beyond these time frames requires approval by the Director of Building & Health Services. To obtain approval, fill out the permit extension letter and submit to Building Services.

### **REINSPECTION INFORMATION**

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- ★ If you are not ready for your inspection or if your inspection fails and the inspection has to be rescheduled, a re-inspection fee will be required. (Payment of re-inspection fee (s) is for jobs where there is no cash bond on file).
- ★ Bonds are released after an approved final inspection (s). Please allow 4 weeks for bond refund.