



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 #: _____

**GARAGE
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 PREPOUR/BASE GARAGE FLOOR
- EN PREPOUR/BASE DRIVEWAY (If project includes new driveway). (Work area must be framed and base material in place).
- EL ROUGH
- BD FRAMING
- EL FINAL
- EN FINAL
- BD FINAL

INSPECTION INFORMATION

- ★ To schedule an inspection, call Building Services at least 24 hours prior to the time you want the inspection to occur.
- ★ 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.
- ★ 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.
- ★ For concrete/asphalt/brick work, your permit covers one pre-pour/base and one final inspection by Building and Engineering. Additional inspection charges will be deducted from the bond on file. Approved pre-pour/base and final inspections are required for bond refund. If there is not a pre-pour inspection, your bond will be forfeited.
- ★ Be sure to schedule your final inspection.
- ★ 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

- ★ 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.