



**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 #:** \_\_\_\_\_

**RESIDENTIAL WINDOW(S)  
INSPECTION CHECKLIST**

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

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**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 FINAL (Final inspection from the exterior of the property).

**INSPECTION INFORMATION**

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- ★ Please give location on residence of which windows were replaced.
- ★ To schedule an inspection, call Building Services at least 24 hours prior to the time you want the inspection to occur.
- ★ Final inspection from the exterior of the property required.
- ★ When calling for an inspection, please give a contact name and phone number and provide information on the location of windows replaced on residence.
- ★ 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.
- ★ 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).
- ★ 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).