

# Guide to Building Inspections

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## CERTIFICATE OF OCCUPANCY

A CERTIFICATE OF OCCUPANCY will be issued once a new construction or renovation project is completed and has passed all applicable inspections. No new construction or renovation requiring a permit can be occupied until a Certificate of Occupancy (CO) has been issued.

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## WORK READY FOR INSPECTION

It is the responsibility of individuals scheduling inspections to make sure the work is ready to be inspected and that the job is accessible and exposed for inspection purposes.

A REINSPECTION FEE will be assessed for work that is not ready when the inspection has not been canceled.

**APPROVED PLANS AT JOB SITE:** The copy of the Approved Plans and specifications shall be readily available, at the construction site, for inspectors at the time of inspection. The owner's or construction site copy shall be maintained in legible condition. **INSPECTIONS WILL NOT BE DONE IF APPROVED PLANS ARE NOT AVAILABLE.**

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## SCHEDULING INSPECTIONS

The following information must be provided by individuals scheduling inspections, or the inspections will not be scheduled:

- Permit Number
- Project Name
- Job Address, Lot & Subdivision
- Type of Inspection Requested Date Inspection Needed

Inspections must be called in (815-886-7203) by 3:30 pm the business day before the inspection is needed. For Monday inspections, you must call in on Friday by 3:30 pm.