

Village of Creston / Building Department

Inspector: Toby Petrie
110 North Main Street
Creston, IL 60113
815/757-1218

BUILDING INSPECTION PROCEDURE

Investigate before you excavate and determine whether or not there are any underground utilities where you plan to dig. If in doubt, call JULIE (1-800-892-0123) 48 hours before you dig.

NOTICE: ALL INSPECTIONS EXCEPT FINAL INSPECTIONS, REQUIRE A 24 HOUR NOTICE. FINAL INSPECTIONS REQUIRE A 48 HOUR NOTICE. TO SCHEDULE AN INSPECTION, YOU MUST CALL THE BUILDING DEPARTMENT DURING REGULAR BUSINESS HOURS, MONDAY THROUGH FRIDAY FROM 8:00 AM UNTIL 5:00 PM.

REQUIRED INSPECTIONS (as applicable)

1. **Setbacks** after surveys have been completed and stakes are in place before issuance of building permit. (Certified plat of survey may be accepted in lieu of site inspection. It is the sole responsibility of the permit holder's to verify compliance with Zoning restrictions and Development Standards.
2. **Footings / Slabs** after forms are set and prior to placing of materials. If undesirable soil conditions are encountered at this inspection, a soil test will be required and all work will be halted. Soil test will be required for all permits in Creston Commons Subdivision.
3. **Top Of Foundation Affidavit** Prior to backfill inspection for any lot that is part of an approved subdivision, a notarized affidavit from the excavator or surveyor associated with construction of proposed house shall be provided attesting that the final grading for the lot and the top of foundation for the house abides by the requirement of the approved plans for the subdivision.
4. **Foundation walls** prior to backfilling. Backfill **will not be allowed** unless walls are at least 10 days old.
5. **Plumbing underground** - Work must be exposed (visible) for inspection.
6. **Electric Meter Base** - Warning tape visible for all underground service installations. Service panel set with disconnects (2) ground rods, concrete encased electrode (as applicable) and at least 1 Duplex GFCI receptacle installed. Notify Rochelle Utilities regarding new meter base. (Village will contact Rochelle Utilities after work is approved).
7. **Rough-in:** After building is framed, roofed and rough wiring and plumbing is installed, before any exterior siding or interior insulation is installed.
8. **Insulation Inspection:** After insulation is installed - BEFORE any interior wallboard is installed
9. **Final Inspection:** No building, structure, or use may be utilized or occupied until final inspection has been conducted and the appropriate certificate issued. i.e., Certificate of Occupancy, etc. Final grading "as-built" will be required for all permits in Creston Commons subdivision. **48- hour notice is required when requesting a final inspection.**

NOTES:

1. When floor plans and/or building structure have been changed from the approved drawing, new drawings and permit application (marked **REVISION**) must be submitted to the Building Department for approval.

2. Work for which a permit is required is started prior to obtaining a permit, the fees specified in the fee scheduled shall be **doubled**. The payment of such additional fee shall not relieve any person from fully complying with the requirements of code, nor from any penalties described herein.

3. **THE FOLLOWING PENALTIES AND ENFORCEMENT PROVIDED IN THE VILLAGE BUILDING ORDINANCE: Any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or who resists the enforcement of any of the provisions of the Building Ordinance, including provisions adopted by reference, shall be fined not more than \$500.00 for each offense, and each day upon which such violation continues shall constitute a separate offense.**

4. NUMBER OF INSPECTIONS:

Each permit shall include one inspection per phase of construction plus one additional inspection. Any subsequent inspections will be charged at \$50.00 per inspection with fees payable to Village of Creston, collected prior to inspection.

PERMIT EXPIRATION:

CONSTRUCTION SHALL BEGIN WITHIN SIX (6) MONTHS OF THE DATE OF ISSUE OF A BUILDING PERMIT. THE PERMIT WORK SHALL BE COMPLETED WITHIN TWELVE (12) MONTHS OF COMMENCEMENT. THE PERMIT SHALL EXPIRE IF CONSTRUCTION IS STOPPED, SUSPENDED OR ABANDONED FOR A PERIOD OF SIX (6) MONTHS. INSPECTIONS SHALL BE REQUIRED WITHIN EVERY SIX (6) MONTH PERIOD FOLLOWING COMMENCEMENT OF WORK TO ENSURE THAT PROGRESS IS BEING MADE. IF NO INSPECTIONS ARE PERFORMED DURING ANY SIX (6) MONTH PERIOD FOLLOWING ISSUE OF THE PERMIT, THE PROJECT SHALL BE CONSIDERED SUSPENDED OR ABANDONED AND THE PERMIT SHALL BE CONSIDERED EXPIRED - FEES WILL NOT BE REFUNDED.

PERMIT EXTENSION:

A ONE TIME, NO FEE EXTENSION MAY BE GRANTED ON AN UNEXPIRED PERMIT FOR A PERIOD OF SIX (6) MONTHS, IF REASONABLE CAUSE CAN BE SHOWN WHY THE WORK COULD NOT COMMENCE WITHIN SIX (6) MONTHS OF PERMIT ISSUE OR COULD NOT BE COMPLETED WITHIN THE TWELVE (12) MONTH PERIOD ALLOWED.

PERMIT RENEWAL:

A PERMIT WHICH HAS EXPIRED FOR SIX (6) MONTHS OR LESS MAY BE RENEWED AT ONE HALF OF THE ORIGINAL FEE AMOUNT PROVIDED NO CHANGES HAVE BEEN MADE TO ORIGINAL PLANS OR SPECIFICATIONS. PLANS OR SPECIFICATION WHICH HAVE BEEN ALTERED OR REVISED WILL REQUIRE A NEW PLAN REVIEW AT ADDITIONAL COST TO THE PERMIT APPLICANT. PERMITS WHICH HAVE EXPIRED FOR MORE THAN SIX (6) MONTHS SHALL REQUIRE A NEW APPLICATION AND PAYMENT IN THE FULL PERMIT FEE.

TEMPORARY CERTIFICATE OF OCCUPANCY

PER THE TERMS OF THE ADOPTED BUILDING CODES OF THE VILLAGE OF CRESTON, THE BUILDING OFFICIAL IS AUTHORIZED TO ISSUE A TEMPORARY CERTIFICATE OF OCCUPANCY BEFORE THE COMPLETION OF THE ENTIRE WORK COVERED BY THE PERMIT, PROVIDED THAT SUCH PORTION OR PORTIONS SHALL BE DEEMED TO BE OCCUPIED SAFELY. THE TEMPORARY CERTIFICATE OF OCCUPANCY SHALL BE VALID FOR THE TERM ARRANGED. THE FEE FOR A TEMPORARY CERTIFICATE OF OCCUPANCY IS \$200.00, SHALL BE PAYABLE TO THE VILLAGE OF CRESTON AND SHALL BE RECEIVED BY THE VILLAGE PRIOR TO ISSUANCE OF THE TEMPORARY CERTIFICATE OF OCCUPANCY. IT SHALL BE THE RESPONSIBILITY OF THE PERMIT HOLDER TO SCHEDULE AND PASS FINAL INSPECTION WITHIN THE ARRANGED TIMEFRAME.