



Village of Creston / Building Department

110 North Main Street

Creston, IL 60113

Village Hall: (815) 384-4140

www.villageofcreston.org

BUILDING INSPECTION PROCEDURE

It is the permit holder's responsibility to have all underground utilities located and marked prior to any excavation. Call JULIE (1-800-892-0123) 48 hours before you plan to dig.

NOTICE: Call Village Hall at number listed above to schedule inspections. Minimum 24-hour notice required for any inspection.

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 / Slab / Trench:** after forms are set; reinforcing steel is installed; prior to placement of concrete. Concrete-encased electrode must be in place at this inspection. If undesirable soil conditions are encountered at this inspection, a soil test will be required and all work will be halted. Soil test required for all permits in Creston Commons Subdivision. Porta-john or other bathroom facility must be provided on-site prior to this inspection. (per Illinois state law)
3. **TOF Affidavit:** If top of foundation elevation is indicated on the building plan or subdivision plat, a notarized affidavit must be submitted by the excavator or surveyor to the Building Department prior to the foundation walls inspection.
4. **Foundation walls:** If walls are engineer-designed or if vertical reinforcement is prescribed, pre-pour inspection required after all forms and steel reinforcement are in place - prior to placement of concrete.
5. **Backfill:** After dampproofing, drain tile, gravel and rosin paper are in place; after any exterior insulation is in place; prior to backfill. Backfill **will not be allowed** until basement walls are properly braced and at least 10 days old.
6. **Plumbing underground:** Prior to covering. Piping must be visible.
7. **Electric Meter Base** - Warning tape visible for all underground service installations. Service panel set with disconnects and concrete encased electrode installed and at least 1 Duplex GFCI receptacle installed. Notify Rochelle Utilities regarding new meter base. (Village will contact Rochelle Utilities after work is approved).
8. **Rough-in:** After building is framed; thermal barrier is complete and sealed; roofing installed; rough mechanicals installed; firestopping completed. Before exterior siding, insulation, drywall or any other interior wall covering is installed. Any ductwork extending into unconditioned space must be sealed and insulated to R-8 -AND- pressure tested by qualified testing agency PRIOR to rough inspection. Test report must be provided on-site.
9. **Insulation:** After all insulation (except attic) is in place.
10. **Final Inspection:** After all construction is complete. After final landscape grading is complete. Cover must be removed from main electrical panel for inspection. Attic access must be open with ladder available for inspection. Blower door test report, indicating compliance with Energy Code must be provided. Permanent Energy Code Compliance Certificate must be posted at electrical panel. Surveyor-stamped, final grading "as-built" required for all permits in platted subdivisions. **48- hour notice required for all final inspections.**

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:** One extra inspection allowed per permit. \$50.00 reinspection fee for each additional “failed” inspection. Reinspection fee, made payable to; Village of Creston, must be delivered to Creston Village Hall prior to scheduling next 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 TIME FRAME.