

CITY OF SANDWICH

INSPECTION SCHEDULE FOR COMMERCIAL CONSTRUCTION AND REMODLEING

The following is a general list of required inspections. It is the applicant's responsibility to schedule inspections as required.

To schedule an inspection, call the Building Department at 815-786-8802 not less than 48 hours before the inspection is required. All checked items need to have inspections.

Note: An approved set of building plans and the permit card shall be on the jobsite protected from weather.

_____ **DEMOLITION /** See attached Demolition checklist

_____ **1. SITE:** Before submitting application the owner or builder shall clearly mark with stakes, the property boundaries and the foundation footprint. **See Plat of survey requirements.**

_____ **2. COLUMNS:** Sandwich building official must be informed of timing of installation so a periodic field inspection can be made.

_____ **3. FOOTING:** Excavation completed, footing forms installed, free of standing water and ready to pour.

_____ **4. BACKFILL:** Concrete walls have cured for 8 days, perimeter drain tile installed and gravel covered, damp proofing applied.

_____ **5. SEWER/ WATER:** Excavation exposed and lines visible at the point of connection

_____ **6. ELECTRICAL SERVICE:** Installed service panel

_____ **NOTE:** Prior to framing, a spot survey indicating setbacks and top of foundation must be submitted, reviewed and approved. **See Plat of survey requirements.**

_____ **7. FRAMING:** The structure is framed and roofed. Windows and doors (if applicable) must have energy rating stickers attached.

_____ **8. Electrical:** Rough, below concrete, above ceiling and final

_____ **9. FIRE ALARM:** Rough and final

_____ **10. PLUMBING:** Rough plumbing, below concrete, above ceiling and final

_____ **11. MECHANICAL:** Rough, above ceiling, and final

_____ **12. STANDPIPE:** Rough and final

_____ **13. ELEVATOR:** Rough and final

_____ **14. INSULATION:** Installed Insulation.

_____ **15. FIRE STOPS AND CAULK:** Draft and fire stopping complete.

- ___ 16. **BASEMENT SLAB:** Stone fill and grades established with vapor barrier installed.
- ___ 17. **PUBLIC SIDEWALKS:** Rough framing and final
- ___ 18. **DRIVEWAYS:** Rough framing and final
- ___ 19. **PARKING LOTS:** Rough forms and final
- ___ 20. **LOT STRIPING:** ADA compliancy and final
- ___ 21. **HYDRANTS:** Final
- ___ 22. **HEALTH DEPARTMENT:** Final
- ___ 23. **FIRE DEPARTMENT WALKTHROUGH:** Final
- ___ **OTHER INSPECTION** _____
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- ___ **OTHER INSPECTION** _____
- ___ 24. **Final:** Construction complete and all systems fully functional including plumbing.

NOTE: An as built grading survey must be submitted, reviewed and approved **prior** to a certificate of occupancy being issued. **See Plat of survey requirements.**

If for any reason, work is not ready when inspector arrives for a scheduled inspection, a repeat inspection fee may/ will be charged.

IN NEW CONSTRUCTION, DO NOT OCCUPY BUILDING UNTIL A FINAL INSPECTION HAS BEEN PERFORMED AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.