



**Village of Deerfield**  
Policies and Procedures  
Administrative / General

1.0 Field Inspections

Effective Date:  
January 1<sup>st</sup>, 2018

Issued by:  
Clint E. Case

**INSPECTION PROCEDURES:**

- Contact the building department to schedule at 847-719-7484. A minimum of 24hr notice is required however it is recommended that appointments be set at least 24 - 48hrs in advance for required time slots.
- The building permit number is required to request an inspection.
- Do not leave inspection requests on the voice mail system.
- Plumbing inspections will be separate appointments from the electrical, mechanical and structural inspection. Plumbing inspections are available on Tuesday, Wednesday and Thursday mornings only from 9:00am – 11:30am. Plumbing inspections will be stacked in the order which they are received.
- Village inspector must be met onsite by contact with knowledge of permit and code requirements.
- It is the contractor's responsibility to have the building permits card posted and approved plans onsite for all inspections.

**INSPECTION POLICIES:**

- Inspection appointments may be cancelled up to 30 minutes prior to inspection with no penalty fees charged.
- If the inspection appointment is not cancelled within a reasonable timeframe, the minimum being 30 minutes prior to the scheduled time, Village of Deerfield reserves the right to charge the applicant a \$100 re-inspection fee. Re-inspection fees can be assessed at the discretion of the inspectors and/or department head.
- If no one is present on site within 15 minutes of the scheduled inspection time, inspector(s) must leave and a re-inspection fee may be issued.
- All failed inspections are subject to a \$100 re-inspection fee.
- All re-inspection fees must be paid prior to scheduling another inspection.
- Smoke alarms need to be installed at the time of rough inspections for all kitchen and bath remodels.
- Camera is required at all backfill / sewer repair inspections.