City of Crystal Lake
Community Development Department

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NEW COMMERICIAL BUILDING – INSPECTION LIST

BUILDING DIVISION

- Silt Fence (prior to excavation for foundation – by Engineering Division)
- Footing (prior to placing concrete, with reinforcement in place)
  - Submit soils report prior to pouring
  - Submit concrete test results
- UFER (concrete encased grounding electrode)
- Foundation (prior to placing concrete, with reinforcement in place)
- Submit concrete test results
- Insulation on foundation walls
- Backfill
  - Submit a spot survey prior to erecting any walls on foundation (to verify building location)
- Sewer and Water connections to building plumbing system
- Underground plumbing, electrical, gas and mechanical
- Insulation under floor slabs
- Floor slab (prior to placing concrete, with reinforcement in place)
- Electrical service
- Transformer pad (prior to placing concrete)
- Light pole base (prior to placing concrete, with reinforcement and electric in place)
- Rough framing, electrical, plumbing and mechanical
- Fire-rated assemblies (in-progress and after work is completed) **requires multiple inspections**
  - Schedule meeting with City inspector and plan reviewer prior to work on fire-rated assemblies.
- Special inspections (submit reports for soil bearing, concrete, welds, bolts, grout for structural masonry)
- Insulation in walls and ceiling
- Insulation on roof deck (prior to covering each layer of insulation)
- Above ceiling (provide roof access)
  - **Fire sprinkler and fire alarm permits must be approved, and the systems installed, prior to above ceiling inspection approval** (if applicable to project).
- Fire-stopping of penetrations/joints (in-progress and after work is done) **requires multiple inspections**
  - Schedule meeting with City inspector and plan reviewer prior to installing fire-stopping.
- Roofing (in-progress)
- Siding (in-progress)
- Masonry (in-progress)
- Kitchen Hood and Duct/Spray Booth (if applicable to project)
- HVAC test and balance report
- Private sidewalk pre-pour
- Final inspection: Contact the City at least 10 working days prior to the initial final inspection date. All City Departments and other government agencies must approve final inspection prior to occupancy.
  - Provide roof access
  - Landscape inspection

- Exterior lighting night-time inspection
- Special inspections (submit a complete set of the reports that is signed and sealed)
- Screening of roof/ground equipment (ground level inspection)

Other inspections may be necessary for specific projects.

Inspections for fire sprinkler, fire alarm, elevator, lawn irrigation, and signage are conducted under separate permits.

ENGINEERING DIVISION

- Silt Fence (prior to excavation for foundation)
- Water/Sanitary/Storm sewer (prior to covering)
- Water Main Flush
- Pressure Test
- 24 Hour Test
- Chlorination
- Water System Open
- Sanitary Air Test
- Mandrel Test
- T.V.
- Parking lot Proof Roll Sub-Base
- Parking lot Proof Roll Base
- Curbs Proof Roll
- Public Sidewalk Pre-Pour
- Driveway Sub-Base
- Driveway Base
- Grading
- Final (Drive, Walk)

FIRE PREVENTION BUREAU

- Smoke/Fire dampers drop test (to be witnessed by Fire Inspector)
- Full Bore Flush
- Hydro Pressure Test
- Above Ceiling Hydro
- Above Ceiling
- Fire Sprinkler
- Fire Alarm
- Hood and Duct
- Ansul system
- Final Occupancy

Please note that the information provided in this handout is general in nature. If you have specific questions or need additional information, please contact a Community Development Department representative at (815) 356-3605 or building@crystallake.org.