

Building Inspections

Community Development



Building inspections are required for most permitted projects. The following basic guidelines provide information regarding building inspections and the different inspection types.

Scheduling Inspections

To schedule an inspection, please call: **(847) 448-8207**, and use **Option 5**. Please call a minimum of two (2) business days in advance and have your permit number and contact information available. Please take note of the following reminders:

- Inspections are scheduled on a first-come first-serve basis, with a daily limit per inspector.
- One set of approved/stamped permit drawings must be at the job site for reference at all times.
- Trade subcontractors are required to be on site for ALL rough inspections. The GC, or a representative for the subcontractor, must be on site for final inspections.
- To coordinate approximate times, you may contact the assigned inspector the prior afternoon or morning of the inspection. Same-day cancellations may be subject to a \$70.00 cancellation fee.

Specific Inspection Information

- **Pre-pour - Foundations/Footings** - Prior to pouring concrete
- **Rough - Structural** - Performed AFTER rough inspections for all MEP's are approved.
- **Rough - Fireblocking** - Must be visible for inspection.
- **Rough - Insulation** - AFTER rough inspections for MEP, framing, and fireblocking are approved.
- **Rough - House Wrap** - PRIOR to exterior cladding being installed.
- **Rough - Electrical** - Prior to the application of any wall or ceiling coverings. Electrician must be on-site.
- **Rough - Mechanical** - Prior to concealment of any components.
- **Rough - Plumbing** - Stack and Pressure Tests are required for all newly installed DWV and water piping.
- **Final - Structural** - General Contractor must be on site for the inspection.
- **Final - Electrical** - All devices must be installed.
- **Final - Mechanical** - Test and balance report may be required prior to occupancy.
- **Final - Plumbing** - All fixtures must be installed.
- **Fire Prevention / Suppression** - Exit signs and lighting, fire suppression systems testing, fire alarm system testing and temporary tents. Call 311 to schedule with the Fire Prevention Bureau.
- **Fence** - After the fence has been completely installed.
- **Flatwork - Pre-pour** - Prior to pouring concrete or laying pavers.
- **Flatwork - Final** - Inspection not required for "Remove and Replace"; email photos to: davidwilson@cityofevanston.org.
- **Right-of-Way** - After sewer / water repair has been inspected and backfilled, pre-pour inspection for sidewalk and/or street repair.
- **RPZ/CCCD** - Without fire suppression
- **Sewer Service** - Piping shall be bedded and supported prior to inspection. Inspection must be obtained prior to backfill. The licensed plumber is required to be on site for all inspections.
- **Water Service** - Inspection must be obtained prior to backfill.
- **Signs (Illuminated)** - An inspection of the electrical connection is required to ensure code compliance.
- **Solar Panels** - Inspections are a combination of photo documentation and an in-person final inspection.
- **Roofing** - Roofing inspections are not performed by City of Evanston inspectors. Submit an inspection report from a state-licensed home inspector, third-party inspection agency, or state-licensed engineer. Email report to: davidwilson@cityofevanston.org.
- **Temp. Construction Fence** - After the fence is completely installed.
- **Temporary Tent** - Inspection needed for fire resistance at the time of setup. Call 311 to schedule.

Table of Required Inspections

	Inspection Types																									
	Pre-Pour - Foundation/Footings	Rough - Structural	Rough - Insulation	Rough - House Wrap	Rough - Fireblocking	Rough - Electrical	Rough - Mechanical	Rough - Plumbing	Final - Structural	Final - Electrical	Final - Mechanical	Final - Plumbing	Fire Prevention/Suppression	Fence (after install)	Flatwork - Pre-pour	Flatwork- Final	Right-of-Way (ROW)	RPZ	Sewer Service	Water Service	Temporary Const. Fence	Temporary Structure/Tent	Tree Preservation	Business Walk-Through	Third-Party Inspection	Photos
Project Type																										
New - Commercial																										
New - Residential																										
Addition																										
Exterior Remodel																										
Interior Remodel																										
Accessory																										
Carport																										
Garage																										
Pergola/Gazebo																										
Pool/Hot tub/Spa																										
Shed (> 120 sq. ft.)																										
Demolition																										
Demo																										
Demo (Interior Only)																										
Demo (Pool)																										
Exterior																										
Deck																										
Fence																										
Flatwork - New																										
Flatwork - R/R																										
Porch/Stoop																										
Retaining Wall																										
Roofing/Re-roofing																										
Siding																										
Window/Door - New																										
Electrical																										
EV Charger																										
Generator																										
Illuminated Sign																										
Service Upgrade																										
Solar PV																										
Fire																										
Alarm																										
Sprinkler																										
Mechanical																										
Furnace/AC																										
Radiant Heat																										
Miscellaneous																										
Right-of-Way (ROW)																										
Food/Health																										
Elevators																										
Plumbing																										
Bath Conversion																										
Lawn Sprinkler																										
New Water Service																										
RPZ/CCCD																										
Sewer Repair																										
Storm Sewer																										
Water Heater																										
Water Service Upgrade																										

PLEASE NOTE: Each project is unique and may require inspections that are not outlined in this table. If you have questions, please contact (847) 448-8207.

Inspector Contact Information

Inspector	Trade/Role	Email	Phone
Henry Sonn	Construction Inspections Supervisor	hsonn@cityofevanston.org	(847) 745-8076
David Wilson	Combination Inspector	davidwilson@cityofevanston.org	(224) 296-4487
Claude Garesche	Electrical Inspector	cgaresche@cityofevanston.org	(847) 745-8004
Ciprian Radoescu	Mechanical Inspector	cradoescu@cityofevanston.org	(224) 296-4479
Ken Martens	Plumbing Inspector (Building)	kmartens@cityofevanston.org	(847) 745-8005
Chris Hansen	Plumbing Inspector (Water Dept.)	chansen@cityofevanston.org	(847) 448-8229
Angela Levernier	Tree Preservation	alevernier@cityofevanston.org	(847) 424-5419
Leah Richardson	Right-of-Way	lrichardson@cityofevanston.org	(224) 296-4461

Inspection Times and Fees

Inspector Availability:

Monday - Friday:

9:00am - 12:00pm and **1:00pm - 3:00pm**

Inspection Fees:

First Inspection: \$70

Re-inspection: \$70

Same-day cancellation fee: \$70