

City of Evanston Building Inspections

Schedule an Inspection

To schedule an inspection, call **847-448-8207** and choose **option 5** a minimum of 2 days in advance. Make sure to have your permit number and contact information available.

Inspections are granted upon a first come first serve basis with a daily limit per inspector. One set of approved permit drawings must be at the job site for reference at all times. To coordinate approximate times, you can email your inspector the afternoon prior or morning of the inspection.

Inspection Times Available

Morning - 8:30 a.m. to Noon, Afternoon - 1:00 p.m. to 3:00 p.m.

Inspection Fees

\$45 per inspection/re-inspection

Inspection Types

- **Concrete -Structural Rough** - Prior to the pouring of any concrete footings, piers or foundations, the inspector needs to see that the proper depth, width and location are maintained. They also verify that the reinforcing is as indicated on the approved permit drawings. Also review "Sport Survey" below.
- **Electrical Rough, Plumbing Rough, HVAC Rough, Framing Rough** - After a spot survey showing location of foundation is submitted to Zoning Division for approval within five (5) days of installation and approved.
- **Electrical Rough** - Prior to the application of any wall or ceiling coverings. The inspector needs to check all electrical revisions, rewiring or piping work. The electrician must be present on site at the time of inspection.
- **Electrical Final** - At the completion of the electrical work, all devices must be installed, protected with required cover plates, etc. and in proper working order.
- **Fence** - After fence has been completely installed.
- **Fire Prevention** - The Fire Prevention Bureau must be contacted separately for all inspections of exit signs and lighting, fire suppression systems testing, fire alarm system testing and temporary tents.
- **Framing Rough** - After the structure is framed, but before the insulation or gypsum wallboard is applied. This includes any ceiling enclosure.
- **House Wrap** - Prior to siding being installed.
- **HVAC Final** - At the completion of all connections and HVAC work. Occasionally, a test and balance report will be required prior to occupancy of the space or building.
- **HVAC Rough** - The inspector needs to see the installation of all equipment, piping and duct work prior to any wall, floor or ceiling coverings.

Inspection Types Continued

- **Plumbing Rough** - Prior to any wall, ceiling, floor or fixture coverings are applied and for the use of properly designated equipment. The licensed plumber must be on site at the time of rough inspection.
- **Plumbing Final** - At the completion of all plumbing work all fixtures must be in place. If testing is required, than the results must be witnessed and approved.
- **Roofing** - Photo document any roof sheathing replacement, ice and water shield installation at eaves/valleys, felt paper installation, roof vent/drip edge/flashing installation, insulation installation (if applicable) and the completed roof. Send photos to the assigned inspector on the day of the inspection.
- **Sewer New Service/Repair** – Piping shall be bedded and supported prior to inspection. Inspection must be obtained prior to backfill. The licensed plumber is required to onsite for all inspections.
- **Siding/House Wrap** - Prior to siding being installed.
- **Solar Panels** - Photos of the existing electrical service showing required clearances and grounding requirements and the entire new PV system showing required grounding, bonding and labeling. Due to the number of pictures a link to the photos may be needed as it will be too large as attachments.
- **Spot Survey** - A Spot Survey is required for all permits that increase a building footprint. Spot Surveys must be submitted to Zoning@cityofevanston.org and will be reviewed in 48 hours or less. A rough structural or any other inspection may not occur until the Spot Survey is approved.
- **Structural Final** - At the completion of the general work, when all wall and ceiling coverings have been finished, all stairs: handrails and guardrails have been installed and all life safety and accessibility issues have been completed.
- **Temporary Tent** - Inspection needed for fire resistance at the time of setup. The Fire Prevention Bureau is responsible for this inspection and 311 should still be called to schedule.