



Community Development Department Building & Code Compliance Inspection Protocol

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Martin Scott

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Patrick Kenny

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Ellen Baer

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Effective immediately we are implementing the following changes and protocol for all required building and code compliance inspections applicable to all building permits issued. Note that all policies and protocol listed are subject to change or modification without advanced notice, as deemed necessary, at the discretion of the Village of Western Springs.

Protocol below is applicable to all building inspections to include plumbing, please contact Western Springs Fire Marshal at Ext 193 for Fire Department inspection protocol.

Commercial Projects

- All Inspections** - Please contact building inspector directly to discuss required inspection and project scope for determining how the inspection will be performed.

New Single Family Home Development

- Rough & Final Inspections** - Schedule inspection date and time through inspection line | Inspection will be performed in person by the building inspector provided that no other individuals are onsite during the inspection or only *one* individual responsible for the project may be onsite during the inspection complying with all relevant social distancing protocols.

Single Family Home Addition / Remodeling / Renovation

- Rough & Final Inspections (Home is Completely Vacant / Unoccupied by its Residents)** - Schedule inspection date and time through inspection line | Inspection will be performed in person by the building inspector provided that no other individuals are onsite during the inspection or only *one* individual responsible for the project may be onsite during the inspection complying with all relevant social distancing protocols.
- Rough & Final Inspections (Home is Occupied by Residents)** – Schedule desired inspection date only through inspection line | Inspection will NOT be performed onsite and in person by the building inspector. Upon reviewing the approved plan the building inspector will contact you directly via telephone on the date scheduled and if deemed feasible will outline the required electronic submittal necessary for demonstrating code compliance (e.g. photos). Once the submittal is received and reviewed, further direction will be provided depending on inspection & project type, criteria, etc.



All Other Inspections

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- Exterior Inspections (e.g. concrete work, patios, decks, etc.)** - Schedule inspection date and time through inspection line as normal | Inspection will be performed in person by the building inspector provided that no other individuals are onsite during the inspection or only *one* individual responsible for the project may be onsite during the inspection complying with all relevant social distancing protocols.
- Interior Inspections (e.g. interior draintile, electrical panel inspections, etc.)** – Schedule desired inspection date only through inspection line | Inspection will NOT be performed onsite and in person by the building inspector. Upon reviewing the approved plan and work scope the building inspector will contact you directly via telephone on the date scheduled to outline the required electronic submittal necessary for demonstrating code compliance (e.g. photos). Once received and reviewed, further direction will be provided depending on inspection & project type, criteria, etc.

Contact & Scheduling Information

CLERK
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- Building Inspection Line – 708-246-1800 Ext 191**
 - o Provide the following when calling to schedule:
 - Name | Phone Number | Project Address | Inspection Type | Date / Time desired for the inspection or inspector contact.
 - E-mail address is required for all inspections to facilitate inspection reports and submittal of electronic review materials (e.g. photos).
 - o Once the inspection request has been received, you will be contacted by Community Development staff to confirm and acknowledge the inspection.
- Building Inspector – Robert Schmidt 708-246-1800 Ext 179**

Other Important Information

- Some inspection requests may be delayed or subject to scheduling at a much later date if deemed to be a routine inspection with no time sensitivity and of a lower priority.
- Contractor is responsible for having all village approved plans and related documentation onsite at all times and available for the scheduled inspection.
- Contractor is responsible for allowing safe unsecured access to the jobsite for the inspector – if a lock or key box is onsite provide access code as necessary.
- The modified inspection protocol pertaining to electronic review of work will be executed with the intent of identifying major code deficiencies to the best of our ability under the circumstances. This however does not alleviate the contractor or specific trade from any obligation or responsibility to adhere and comply with all applicable code provisions and regulations for the permitted work and compliance thereof should a specific deficiency not be noted during the review process.
- All electronic inspection reviews are subject to future follow-up field inspection as deemed necessary or required at the sole discretion of the building inspector.