



Community Development Department
Building Services Division
4900 Village Commons
Matteson, IL 60443
(708) 481-8313

PROCEDURES FOR INSPECTIONS

- **Permit Card** - The permit shall be at the job site at all times and visible (in the window) from the street.
- **Construction Documents** - The construction documents must also be on the site for reference and inspection purposes. No construction documents on the site means the inspection will not pass and a re-inspection fee will be required to be paid prior to allowing you to reschedule the inspection.
- **Re-Inspections** - Re-inspection fees shall be received by the Village of Matteson before rescheduling an inspection. No re-inspections shall be performed on the same day of the inspection. Other people are waiting for their inspections.
- **Cancellations** - Cancelled inspections shall be received by the Village of Matteson Building Department by 4pm the day prior to the inspection. If inclement weather forces a cancellation the day of the scheduled inspection the Building Department must receive a call by 8:30 am.
- **Inspection Access** - Equipment necessary to obtain access to the inspection levels must be supplied by the contractor (i.e. ladder). Denied access for inspection constitutes an inspection and fees will be charged accordingly.
- **Inspection Reports** - Inspection reports will be left at the job site unless special arrangements have been made. All inspection list items are expected to be corrected before re-inspection is made.
- Nothing shall be covered by construction, insulation prior to inspection and approval.
- **Rough Building Inspections** - Rough building inspections shall not be made before all rough plumbing, mechanical, or electrical systems are installed. All fire-blocking materials or methods shall be in place at the time of the rough building inspection.
- **Framing Inspections** - No framing inspection shall be performed without all the rough mechanical, plumbing and electrical systems in place so no additional cutting, boring or modifications to the framing is required.

Procedures for Inspections

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- **Design Decisions/Changes**The inspectors cannot make design decisions for you they can only inform you it is not in compliance and give general directions. The permit holder/design professional shall make the design decisions. Design changes shall not be made in the field without first submitting the proposed changes to the Village of Matteson for review and approval.
- **Fire Sprinkler Systems Backflow Preventers** - Fire sprinkler systems backflow preventers shall be tested/approved on an annual basis and approval shall be on site and current. Changes to the system require testing.
- **Basement Remodel Inspections** - Typical inspections for basement remodels include:

Rough Plumbing	Rough Electrical	Rough Mechanical
Rough Building	Insulation	Final Plumbing
Final Electric	Final Mechanical	Final Building