



BUILDING AND RENTAL INSPECTIONS GUIDE

- Building Inspections include plumbing, electrical, structural, mechanical, other building-related inspections.
- Rentals inspections include first, re-inspections and other rental-related inspections.

INSPECTION TIME WINDOWS

Monday – Friday Only **AM:** 9am-12pm **PM:** 12pm-3pm **Plumbing:** 10am-2pm

Required Lead Time

All permit inspections require a 2-business day notice, not including weekends or holidays.

(Exception only: Emergency sewer/water repairs – same day inspections allowed.)

Requests must be received no later than 2:30pm (M-F) to be qualified for the 2-business day notice.

Rental inspections do not offer a 2-business day notice option.

Examples

If your inspection email request is sent Friday at 1pm, your earliest inspection time window (if available) would be Tuesday.

If your inspection email request is sent Monday at 4pm, your earliest inspection time window (if available) would be Thursday.

HOW TO REQUEST INSPECTIONS

<p>REQUEST BUILDING OR RENTAL INSPECTIONS:</p> <p>Email: inspections@vbg.org Subject Line: Choose one</p> <ul style="list-style-type: none"> • Permit inspection • Rental inspection • Rental re-inspection <p>Body of email must contain:</p> <ul style="list-style-type: none"> • Address • Name and Contact number • Inspection type(s) • Date and time preference (am or pm) <p><i>2-business day notice applies to permit inspections only - See above.</i></p> <p>An email response will be sent before close of business day, if requests are received by 2:30pm. Responses to requests received after 2:30pm could occur on the following business day. The email reply will confirm the inspection date and appointment window.</p>	<p>CANCEL BUILDING OR RENTAL INSPECTIONS:</p> <p>Email: inspections@vbg.org Subject Line: Choose one</p> <ul style="list-style-type: none"> • Permit inspection - Cancel • Rental inspection - Cancel • Rental re-inspection - Cancel <p>Body of email must contain:</p> <ul style="list-style-type: none"> • Address • Date of Inspection <p><i>2-business day notice applies to permit inspections only - See above.</i></p> <p>An email response will be sent before close of business day, if requests are received by 2:30pm. Responses to requests received after 2:30pm could occur on the following business day. The email reply will confirm the cancellation was received.</p>	<p>CANCEL AND RESCHEDULE BUILDING OR RENTAL INSPECTIONS:</p> <p>Email: inspections@vbg.org Subject Line: Choose one</p> <ul style="list-style-type: none"> • Rental inspection-Cancel with reschedule • Permit inspection-Cancel with reschedule <p>Body of email must contain:</p> <ul style="list-style-type: none"> • Address • Date of Inspection Cancellation • New requested date and time window preference <p><i>2-business day notice applies to permit inspections only - See above.</i></p> <p>An email response will be sent before close of business day, if requests are received by 2:30pm. Responses to requests received after 2:30pm could occur on the following business day. The email reply will confirm the cancellation was received and the new inspection date and appointment window.</p>
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FIRE INSPECTIONS: Monday – Friday ONLY
(Fire Systems, Occupancy, Racking, Tents)
AM: 8am-11am **PM:** 1pm-2pm
Contact: Joe Welter – (847) 777-6701

PW/ENGINEER INSPECTIONS: Monday – Friday ONLY
(Site, Driveway Base, Public/ROW)
Contact: Kathy Gallagher – (847) 459-2523

Permit must be posted and plans must be on-site.

For exterior permits, place permit with plans in a sealable bag that is accessible and near site location.