



# Village of Mount Prospect

Community Development Department – Building Division  
50 South Emerson Street  
Mount Prospect, Illinois 60056  
Phone: 847/870-5675 Fax: 847/870-6620

**COMMERCIAL  
REQUIRED  
INSPECTIONS AND  
TESTING FOR  
BUILDING**

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## COMMERCIAL REQUIRED INSPECTIONS AND TESTING

**A minimum of 24 hours advance notice (48 or more hours during construction season) is required when requesting inspections.**

**Contact (847) 870-5675, press option #2 to schedule an inspection.**

**The permit applicant is responsible for scheduling all inspections with the Building Division. This list is not exhaustive and other inspections or tests may be required depending upon the scope of the project and phases.**

**Please contact the Building Division with any questions or discuss this information during your pre-submittal meeting. Email address: [building@mountprospect.org](mailto:building@mountprospect.org)**

- Soils Report – Required for the site in cases of new construction, demolition, or unusual site circumstances.
- Test Reports for: all steel (i.e. columns, beams, trusses, and reinforcements) placed in the structure, concrete work and steel placement for foundations, HVAC test and balance reports, and any applicable electric testing reports.
- Pre-Pour Inspections - Required for all footings, foundation walls, floor slabs, flat work, driveways, and any other concrete structures placed on the site. Steel to be installed per plan. If fiber mesh installed, indicate on site with spray paint.
- Water tap and sewer connection inspection at mains. Follow Public Work's details.
- Underground water, sewer, and electric inspection – Completed prior to backfill.
  
- Backfill Inspection (including damp-proofing and drain tile with drainage sock) - All must be complete.
- Rough plumbing stack test, water pressure test, and gas piping air test.
- Rough Inspection – Completed after all structural, mechanical, electrical, plumbing, fireplace (firebox), and fire suppression work is completed, but before the walls are covered.
- Above ceiling inspections (include structural, mechanical, electric, and plumbing)
- Fire Suppression Hydro Test (contact the Fire Department directly).
  
- Electric Service Inspection – Completed after installation, but prior to energizing.
- Insulation Inspection – Completed after fire stopping and insulation are finished.
- Firebox and Masonry Inspection – Completed after flashing and weep holes are finished.
- Final Inspections of the following are required for all permits:
- M.W.R.D. (Metropolitan Water Reclamation District) Final Inspection – M.W.R.D. must conduct a final inspection and issue a letter of approval to the permit applicant. A copy of this document must be submitted to the Building Division prior to the release of an Occupancy Permit or Certificate of Completion.
- Elevator Acceptance Inspection Certificate - Required on all elevators before elevator is allowed to operate. Permit applicant must contact Thompson Elevator for this inspection.