



Community Development Virtual Inspection Checklist

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Interior Alteration

An email will be sent with instruction for video call based on the information provided. Any additional pictures or videos should be emailed to thomas@cville.org. Once the inspection is completed, a report will be emailed to the applicant. Please review the information below before the inspection.

Items needed

- Phone or tablet
- Screwdriver
- GFCI outlet tester

Before you begin

- Have the approved plans with you.
- Turn off notifications on device.
- Connect to wifi if possible.

Items of focus during inspection

Framing:

- Fire blocking
- Handrails/guardrails
- Drilling or notching
- Stairs
- Insulation

Electric:

- Receptacle spacing
- Smoke/CO detectors
- Conduit materials
- Wiring methods
- Branch circuit routes

HVAC:

- Supply locations
- Return locations
- Duct material
- Duct routes
- Combustion air

Flow of virtual inspections

- Inspections should begin at the exterior of the property with the address clearly visible.
- Once the construction area is entered, an overview of the area should be shown to match the scope of work with approved plans
- A clockwise direction from construction area entrance will be followed for inspection
- Inspector will provide feedback on camera field of view with requests of close ups of certain areas.
- Fire blocking and draft stopping of every wall section will need to be shown.
- Every electric raceway and HVAC duct penetration in any portion of the wall, floor, or ceiling assembly will need to be shown.
- If there is access, the underside of the staircase will need to be shown for fire rated protection.
- The electric circuit panel cover will need to be removed to show the panel wiring. The branch circuit directory will need to be shown to identify any new circuits.

Additional photos that may need to be submitted

- Inside of electric junction boxes
- Circuit panel wiring
- Any drilling, notching, or boring in wall studs or floor joists