



City of Loves Park

Community Development Department

100 Heart Boulevard
Loves Park, IL 61111
Phone: (815) 654-5033
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Inspection Request Policy

- Inspections are done during field hours: 9am-4pm M-F.
- The permit holder is responsible for posting the permits on the front of the job site
- The permit holder is responsible for making all inspection requests (only when work is completed and ready for inspection).
- The permit holder is responsible for having all of the following information at the time of the request: permit number, address, subdivision lot number, name of contractor doing the work.
- Inspections will be made within 3 days of the request *Usually they are completed on the same or following day.*
- Inspections requesting a meeting or a time must be made directly with the inspector by calling during office hours: 8am-5pm M-F. *We will do our best to accommodate last minute inspection requests but we cannot assure an inspection request without an appointment verified directly with the inspector.*
- Inspections for structural rough-ins and finals cannot be done until all other trades are complete. Verification is the responsibility of the permit holder by observing the inspection cards left at the job site. *The secretary may not have all other required inspections posted on the computer at the time of the request to verify that you are ready for the structural inspection.*
- Jobs not ready for the requested inspection are subject to a re-inspect fee of \$25.
- Work started without a permit will be assessed a double fee.
- Work that does not pass inspection is subject to a re-inspect fee of \$25 for each additional inspection. *This is at the discretion of the inspector.*