



Village of Indian Head Park
201 Acacia Drive
Indian Head Park, IL 60525
Phone (708) 246-3080 x101 Fax (708) 246-7094
www.indianheadpark-il.gov

INSPECTION REQUEST PROCEDURE

- 1) ***Request inspection PRIOR TO 2:00 P.M. for an inspection the following business day.
(If a request is made AFTER 2:00 P.M. then the inspection will not be performed until
THE DAY AFTER the following day.)***

- 2) ***Building (Framing), Mechanical (HVAC) and Electrical inspections will be conducted on
business days between 8:00 and 11:00 am. Plumbing inspections between 1:00 and 5:00
p.m.
All inspections are assumed ready to go by 8:00 AM - or 1:00 pm. the window of time is for
the
convenience of the inspector. However it is possible to request a phone call 1/2 hour prior to
the Inspector's arrival- make sure contact information is correct.)***

- 3) ***All plans for the project shall be available on the site for the inspector to refer to.***

- 4) ***If you leave an inspection request via voice or e- mail DO NOT CONSIDER IT SCHEDULED
UNTIL YOU RECEIVE A CALL OR EMAIL CONFIRMATION BACK FROM OUR OFFICE.***