



DIRECTORY AND OFFICE HOURS

City of Highland Park – Building Division
1150 Half Day Road – Highland Park, IL 60035

Stephen J. Haser, C.B.O.
Building Division Manager
(847) 926-1173

General Office
7:30 a.m. – 4:00 p.m.
(847) 432-0808

Kathy Rafferty
Office Manager
(847) 926-1174

Kelly Johnson
Administrative Clerk
(847) 432-0808

Linda Dixon
Administrative Clerk
(847) 926-1181

Diane Haubrich
Administrative Clerk
(847) 926-1176

Heather Greenfield
Part-time Building Intern
(847) 926-1172



Inspection and Plan Review

Arnell Gregorski

Residential Plan Examiner/Building Inspector
(847) 926-1171

Mike Croak

Residential Plan Examiner/Building Inspector
(847) 926-1169

Carlos Saplala

Residential Plan Examiner/Building Inspector
(847) 926-1163

Jeff Jauch

Electrical and HVAC Inspector
(847) 926-1164

Bruce Kristy

Plumbing Inspector
(847) 926-1168

Steve Mathiesen

Residential Building Inspector
(847) 926-1175

George Norberg

Commercial Plan Examiner/Inspector
(847) 926-1165

Tim Neargarder

Residential Building Inspector
(847) 926-1167

Ric Granroth

Building Division Engineering Inspector
(847) 926-1187

Theresa Skeens

Community Service Inspector
(847) 926-1610

Additional City of Highland Park Building related points of contact

Fire Prevention Bureau

(847) 926-1075

Engineering Division

General Office

(847) 432-0809

Public Works

General Office

(847) 432-0807

Ravine Inspection

(847) 926-0807

Sewer Division

(847) 926-1150

Water Division

(847) 926-1151

Forestry Division

(847) 926-1149

Street Division

(847) 926-1147

Planning Division

General Office

(847) 432-0867

Subdivision, Planned Unit Development, Special Use Permit, Rezoning, Nonexclusive Special License, Design Review Commission, Zoning Board of Appeals, and Historic Preservation are reviewed by the Planning Division.

REQUIRED INSPECTIONS

Request for inspections should be made more than twenty-four (24) hours prior to inspection, to the Building Division, at (847) 432-0808. Inspection requests will not be taken in the field.

1. Tree preservation fencing.
2. Drainage and grading silt fencing.
3. Temporary driveway (new construction).
4. Footing or trench foundation (prior to pouring).
5. Foundation wall (prior to pour when structural steel is in foundation).
6. Two spot surveys showing top of foundation elevation, new construction (required prior to framing).
7. First drain tile inspection (after forms are removed and prior to stone covering).
8. Second drain tile and damp proofing inspection.
9. Rough grading per approved draining and grading plan.
10. Slab inspection (basement, garage, crawl space).
11. Sewers and water service (all work exposed).
12. Plumbing rough-in (includes gas pipe testing).
13. Electrical rough-in.
14. HVAC rough-in.
15. Structural rough-in, (mechanical rough inspections must have prior approval). Firewalls must be completely exposed.
16. Insulation.
17. Final plumbing (before any occupancy).
18. Final electrical (before any occupancy).
19. Final HVAC (before any occupancy).

20. Final structural, building (before any occupancy).
21. Final sprinkler/alarm (before any occupancy).
22. Driveway (prior to pouring).
23. Engineering Department (final grading and drainage) prior to landscaping.
24. Public right-of-way restoration with seed or sod (seed must have germinated).
25. Water meter pit.