



## **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

**Timothy R. Fisher, CIE, CMI**  
Permit Administrator  
(847) 926-1166

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

**Mike Croak**  
Plan Examiner/Inspector  
(847) 926-1169

**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**

7:00 a.m. – 3:30 p.m.

### **Arnell Gregorski**

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

### **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 Nearing**

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.

#### HOURS OF OPERATION

NO CONSTRUCTION ACTIVITY IS TO BEGIN BEFORE 7:00 A.M. AND MUST CEASE BY 7:00 P.M., MONDAY THROUGH FRIDAY.

NO CONSTRUCTION ACTIVITY IS TO BEGIN BEFORE 9:00 A.M. AND MUST CEASE BY 5:00 P.M. ON SATURDAYS.

NO CONSTRUCTION ACTIVITY AT ALL ON SUNDAYS AND HOLIDAYS.