

# ROCK FALLS BUILDING DEPT NEW RESIDENCE CONSTRUCTION CHECKLIST

1. Initially, general contractor and/or owner will be given zoning ordinances and other specific ordinances (Utilities, Electric, Plumbing, Subdivisions, Street, Stormwater, etc) pertaining to particular project.
2. Set up meeting w/general contractor and subcontractors (if required), Building Inspector and Department Heads (Sewer/water/fire/electric/street):

**\*\* contractor should mark the property for house and garage dimensions according to Site Plan for Bldg Inspector verification \*\***

- a. General Contractor should have Site Plan(footprint of entire property with house-garage placement – setback measurements) and Building Plans(engineering firm/architect drawings/electrical plans) available for review by dept heads and Building Inspector at time of meeting.

**\*\* If changes are made to original plans, Bldg Inspector will require this amended copy for his review and approval.**

- b. General Contractor will provide a cost breakdown listing of all subcontractors for verification of insurance/bond/registration to be made.
- c. Water/Sewer Hookup fees will be determined at time of meeting – depending on availability of sewer/water lines – cost could be based on time and materials
3. Upon approval of Site Plans, On-Site inspection, Building Plans and verification of insurance/bond/registration of all subcontractors – permit will be issued.
4. When construction has been completed, general contractor will be required to schedule a **CERTIFICATE OF OCCUPANCY INSPECTION**. Once Fire Dept and Building Dept have approved occupancy – owner will receive certificate and would be able to move into residence. (\$20 Certificate Fee will be included in original building permit).

For more information please contact the Rock Falls Building Department  
at (815)-622-1108