

# MEMO

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## WILL COUNTY LAND USE DEPARTMENT

### Development Services Division

58 E. Clinton Street, Suite 100  
Joliet, Illinois 60432  
www.willcountylanduse.com

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☎ 815-740-8140 • 📠 815-774-3384

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From: Brian Radner, AICP, Development Services Division Director

Date: February 2, 2021

Re: Phase 4 Inspection Guidelines

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**Effective immediately, the following policies and procedures are being implemented for all required inspections.**

Please note, the following policies and procedures are subject to change without advanced notice, as deemed necessary, at the discretion of the County of Will.

### **Inspection Requests**

Inspections can be requested by:

1. Using Will County Land Use Department's Online Public Portal
2. Calling the Department at 815-740-8140.
3. By emailing the Department at the following address: [building@willcountylanduse.com](mailto:building@willcountylanduse.com). The email request shall include your contact information, permit number, property address, the specific inspection(s) being requested, and a desired inspection date.

Please note, inspection availability may be limited.

### **Exterior Inspections**

The Land Use Department inspection staff will continue conducting all exterior inspections. The inspection will be performed in person by the building inspector provided that no other individuals are

onsite during the inspection or only one individual responsible for the project is onsite during the inspection complying with all relevant social distancing protocols listed below.

### **Interior Inspections**

- Vacant / New Construction

The inspection will be performed in person by the building inspector provided that no other individuals are onsite during the inspection or only one individual responsible for the project is onsite during the inspection complying with all relevant social distancing protocols listed below.

- Occupied Building

Please request the desired inspection(s). The requested inspection(s) will be assigned to the inspector or plan reviewer. The inspector or plan reviewer may determine if documentation can be submitted to verify code compliance. The inspector or plan reviewer may also authorize work to proceed with guidance on how to preserve the site for future inspection. The Land Use Department reserves the right to prohibit the continuance of work, or require on-site inspection.

The inspector or plan reviewer may permit the inspection of an occupied structure provided that all but one person exits the structure during the inspection. Both the inspector and owner/contractor/occupant are required to wear a face mask.

Upon conducting an inspection at an occupied property, whether under construction/alteration/rental, or being remodeled, the inspector will ask whether anyone is sick, has any symptoms of being sick, or has been diagnosed with COVID-19. If the response is affirmative, the inspector will not enter the building.

### **Social Distancing Protocols**

- No handshaking or other physical contact shall occur in the field.
- If one individual responsible for the project is onsite, a 6 foot separation between that individual and the inspector shall be observed at all times.
- Inspectors are to immediately wash hands in accordance with CDC guidelines when re-entering the Land Use Department.
- The inspector is authorized to refuse an inspection request if any individual onsite is displaying signs of illness or violates social distancing protocols listed above.