

**\*All inspections can be scheduled by emailing  
[inspections@villageoflagrange.com](mailto:inspections@villageoflagrange.com)**

**Please ensure your inspection request includes the following information:**

- **Project Address and permit number in the subject line of the email**
- **Name and phone number of contact person for inspection**
- **Type of inspection or inspections requested**
- **Requested inspection date**
- **Other notes/information**

**Example: Email from Contractor to Village**

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**From:** Mike DeLillo  
**Sent:** Wednesday, October 16, 2019 1:32 PM  
**To:** [inspections@villageoflagrange.com](mailto:inspections@villageoflagrange.com)  
**Subject:** 123 Main St. #12345

John Smith 708-555-1234  
Rough Frame, Electrical, and Mechanical  
Tuesday, October 15  
Please call when on the way

You will receive an email response from the Village once your email has been scheduled

If any of the needed information listed above is not included in your email it may delay the scheduling of your inspection.

If you do not include all of the required information in your original email or need to make a change to the request, please send an updated request and add the word "UPDATED" in the subject line.

**Example: Updated Email from Contractor to Village**

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**From:** Mike DeLillo  
**Sent:** Wednesday, October 16, 2019 1:32 PM  
**To:** [inspections@villageoflagrange.com](mailto:inspections@villageoflagrange.com)  
**Subject:** 123 Main St. #12345 UPDATED

John Smith 708-555-1234  
Rough Frame, Electrical, and Mechanical  
Tuesday, October 15  
Please call when on the way

Thank you

Village of La Grange Community Development Department