



VILLAGE OF  
**L I N C O L N S H I R E**

# Information Packet

## Water and Sewer Utility Site Inspection

Revised: January 2024

**Public Works Department**

205 Schelter Road, Lincolnshire, IL 60069

Business Hours: M-F, 7:00 a.m. – 3:00 p.m.

P: 847-883-8600

F: 847-883-8608

[www.lincolnshireil.gov](http://www.lincolnshireil.gov)



# VILLAGE OF LINCOLNSHIRE

## **SITE INSPECTION PAMPHLET**

### **ACKNOWLEDGEMENT / SIGNATURE PAGE**

#### **General Contractor:**

I \_\_\_\_\_, have received the Village of Lincolnshire Water and Sewer Utility Site Inspection Pamphlet. I have read the pamphlet, understand the information and procedures I am to follow, and am familiar with all other applicable Village codes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

#### **Underground Contractor:**

I \_\_\_\_\_, have received the Village of Lincolnshire Water and Sewer Utility Site Inspection Pamphlet. I have read the pamphlet, understand the information and procedures I am to follow, and am familiar with all other applicable Village codes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

UTILITY SITE INSPECTION INFORMATION

**Contacts:**

Utilities Division: 847-913-2383 (Hours of operation: 7:00 a.m. – 3:00 p.m.)  
Engineering Division: 847-913-2387 (Hours of operation: 7:00 a.m. – 3:00 p.m.)  
Inspection Line: 847-913-2325 (Hours of operation: 8:30 a.m. – 4:30 p.m.)

**Hours of Construction:**

Monday – Friday: 7:00 a.m. – 7:00 p.m.  
Saturday: 8:00 a.m. – 4:00 p.m.  
Sunday: No construction permitted  
Holidays: No construction permitted

Any underground utilities installed not during regular inspection hours (7:00 a.m. – 2:30 p.m.) Monday through Friday shall be left exposed in a safe manner until the next business day.

Please note that tickets will be issued for work done outside the construction hours listed above. Tickets will also be issued for illegal hydrant usage, illegal cross connections, and debris in the right-of-way and roadways.

**ALL INSPECTIONS MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE.**

The following items require Village inspection and approval. All inspections are conducted on a request basis. It is the responsibility of the contractor to call the Village, as well as all permitting agencies, and make an appointment for each required inspection.

SEWERS

All applicable exterior sewer pipes and structures shall be inspected by the Utilities Division prior to backfilling. No work shall begin on any sewer until the Village receives prior proper notification.

***Reminder:*** The Village of Lincolnshire requires chimney seals on all sanitary manholes, 8" maximum adjustment rings, and complete parging of the interior of the sanitary structure.

WATER MAIN TAPS

All water main taps are to be called into the Village of Lincolnshire Utilities Division at least 24 hours prior to the tap. The water main core shall be given to the inspector.

All water main taps that require water to be shutdown will be permitted on Tuesdays, Wednesdays, and Thursdays. The contractor responsible for the construction work must distribute a construction notice/precautionary boil order advisory to all affected residents or customers before 8:00 a.m. with a minimum 24-hour notice. Subsequently, once water service is restored, a Utilities Division staff member will collect a water sample for laboratory testing to ensure water quality. Upon receiving the sample results, the contractor is obligated to distribute a boil order lifted notice to all affected residents or customers.

## WATER SYSTEM

Water mains, service lines, and fire lines are subject to all Village required testing:

- Pressure Tested for 2 hours at 150psi +- 5psi
- Chlorinated and sampled within 30 days of passing pressure test

All above work shall be arranged with the Utilities Division

***Reminder:*** The Utilities Division requires a substantial flush of the system followed by a pressure pretest of the main or service line. All water main is to be poly wrapped unless PVC and all valves greater than 22" are to be installed in 60" valve vaults or larger (excluding hydrants). Please note that any water used on the job site will require the use of a hydrant meter rental (to be used on an in-service hydrant). Hydrant meters are available through the Public Works Department. For inquiries, and to initiate the process, please contact the Public Works Administrative Assistant at 847-913-2380. All required paperwork and payments must be submitted before a hydrant meter can be issued. Requests for hydrant meter rentals should be made at least 48 hours in advance of the desired usage time. Construction water will only be allowed on a new water main or service after the above-mentioned tests are conducted, passed, and yield negative sample results. The Utilities Division will activate the water main or service and decide on the location for setting up the hydrant meter.

Before the building occupancy is granted, the final punch list, prepared by the Utilities Division and submitted to the Village Engineer, must be completed and approved by both divisions. The final inspection will not be performed before the finished grade, including landscaping, paving, etc., is in place.

Two completed sets of reproducible "as-builts" plans must be prepared and submitted to the Village Engineer prior to the final inspection for approval and acceptance.

ALL CHANGES to the plans require notification by the design engineer/site superintendent for approval of change from the Village Engineer or authorized personnel.

The contractor is responsible for compliance with all applicable laws, rules, standards, and regulations, as well as completing the construction in accordance with the requirements and practices of the Village of Lincolnshire, whether implicitly or explicitly specified in the drawings or permits.

Your cooperation and understanding of these procedures and processes help expedite inspection times and ensure the proper installation of utilities, as well as meeting construction timelines and deadlines. This helps avoid delays caused by improper scheduling, installation, and multiple re-inspections.

## WATER METERS

Water meters should be purchased at the time of permit pickup.

Before picking up a water meter, a 48-hour advanced notice must be given to the Public Works Administrative Assistant in order to prepare the meter and components. Water meters are available for pickup at the Public Works Facility, 205 Schelter Rd, Lincolnshire, IL 60069. The contractor is required to pick up the water meter from the Public Works Facility and sign for it.

**\*\*\*The Public Works Facility only stocks ¾" and 1" meters. All other sizes will have to be specially ordered.**

**Water and Sewer Utility Site Information – Village of Lincolnshire, IL –  
Public Works Department**

**\*\*\*Water meters take between 4 – 25 weeks from time of order to arrive at the Public Works Facility.**

All water meters must be installed horizontally. A dual check valve must be installed after the meter per the Village detail. Final occupancy will not be granted if the dual check is not installed. Once the meter is installed along with the dual check valve, the contractor must call and schedule and Final Meter Appointment with the Public Works Administrative Assistant at 847-913-2380.

**FINAL METER APPOINTMENT**

Final Meter Appointments can be scheduled by calling the Public Works Administrative Assistant at 847-913-2380, Monday – Friday from 7:00 a.m. – 3:00 p.m. A 48-hour advance notice must be given to the Public Works Administrative Assistant. This appointment must be made and completed prior to gaining final occupancy.

All water usage from the time the meter is installed up to the Final Meter Appointment shall be billed to the general contractor and must be paid for in full before final occupancy is granted.

**WATER METER SPREAD INFORMATION CHART**

METER SIZE	LENGTH FLANGE TO FLANGE	METER SPREAD
3/4" METER (M35)	* 12 3/4" ( 7 1/2" )	11 3/4"
1" METER (M55,M70)	* 16" ( 10 3/4")	15"
1.5" Elliptical Long (M120)	13"	14"
2" METER	17"	18"
3" METER	17"	18"
4" METER	24"	25"
6" METER	24"	25"

\* DENOTES METER LENGTH PLUS THREADED ADAPTERS

Meter Spread: Is the air distance between FNPT adaptors for meter with adaptor installation.

**APPROVED MATERIALS**

**Sanitary:**

- Pipe Materials
  - o SDR 26 (Preferred), Schedule 40, Ductile Iron
    - Ductile Iron (Preferred) or Schedule 40 through the foundation
- Fittings
  - o SDR 26, SDR 35, Schedule 40, Ductile Iron, Non-Shear Couplings
- Clean-Out Caps
  - o Thread style

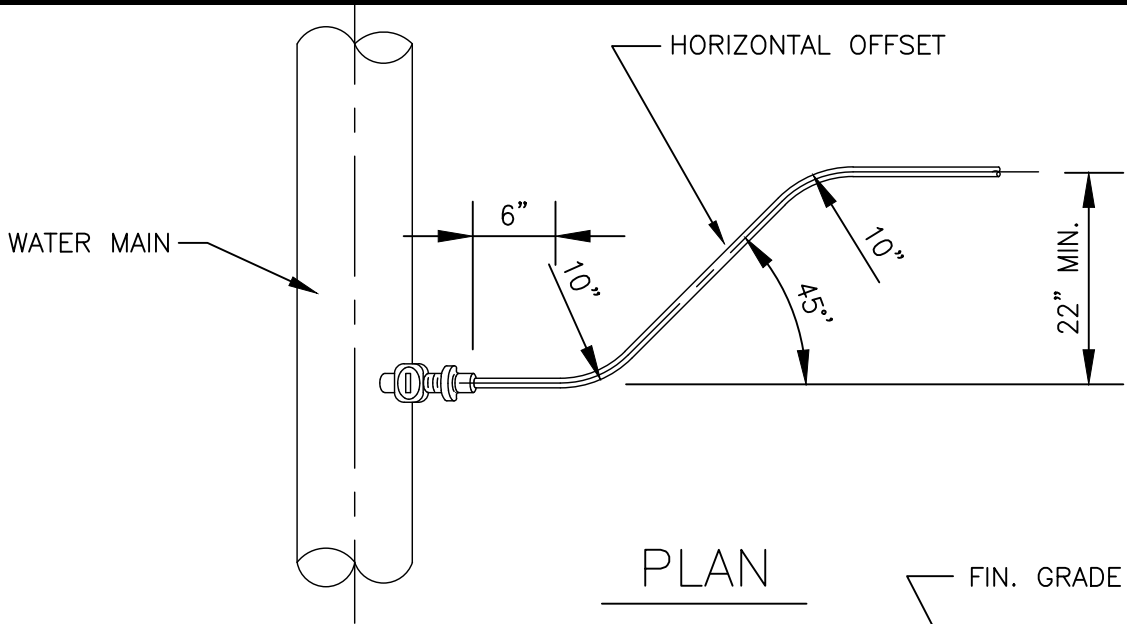
**Water:**

- Pipe Materials (Services .75"-2")
  - o Copper (Type K)
- Pipe Materials (Services 3"-12")
  - o Ductile Iron (Preferred), PVC (C900)
- Pipe Materials (Main Line)
  - o Ductile Iron
- Fittings
  - o Lead-Free Brass (Flared or Compression), Ductile Iron, PVC (C900), Hy-Max Couplings
- Buffalo Box
  - o Minneapolis Style (Direct thread onto curb stop) Steel

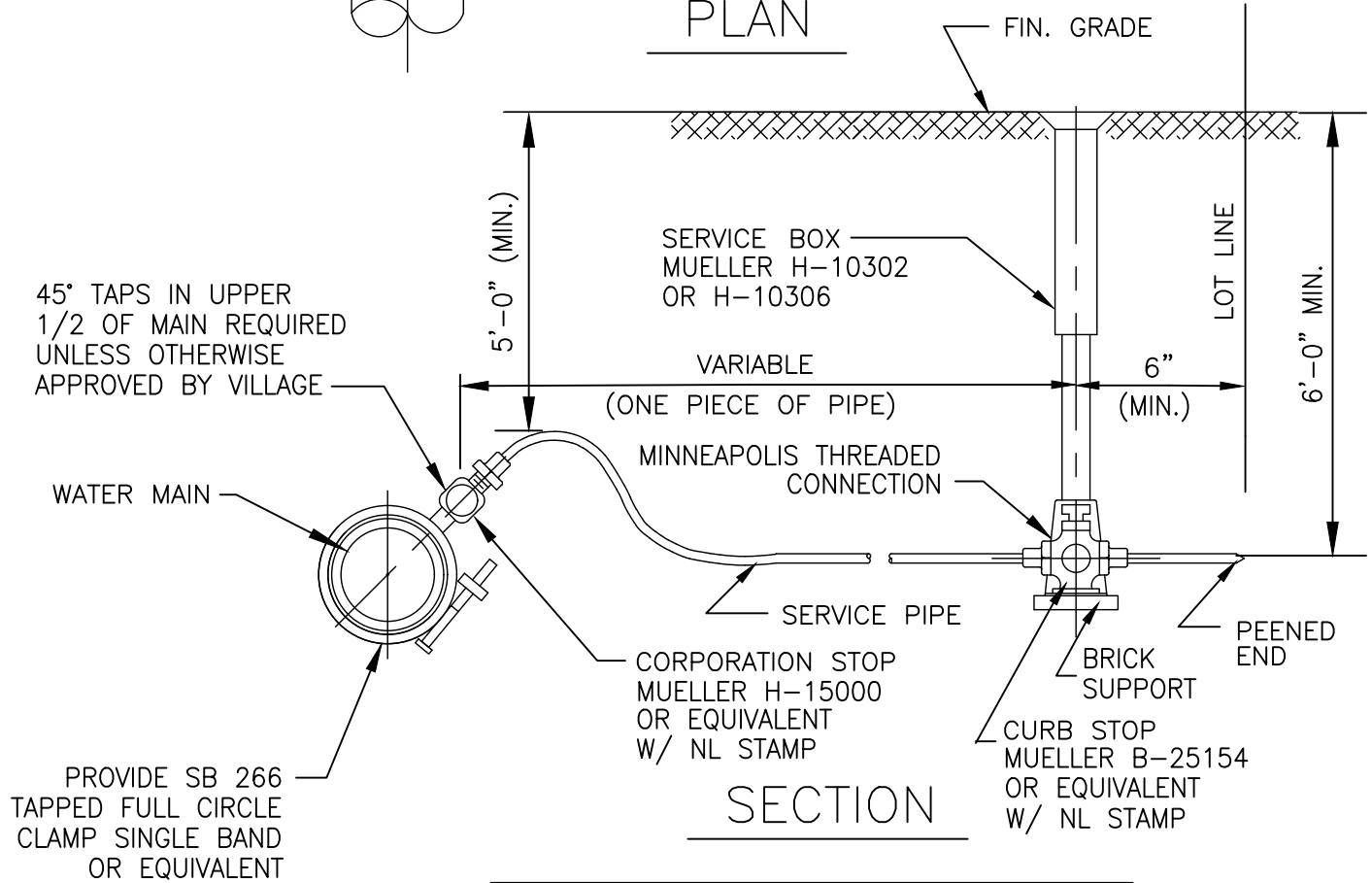
**Storm:**

- Pipe Materials
  - o SDR 26 (Preferred), Schedule 40, Reinforced Concrete Pipe
- Fittings
  - o SDR 26, SDR 35, Schedule 40, NDS Style Pop-ups

***\*The Village highly recommends installing tracer wire on all underground utilities.***



PLAN



SECTION

45° TAPS IN UPPER 1/2 OF MAIN REQUIRED UNLESS OTHERWISE APPROVED BY VILLAGE

PROVIDE SB 266 TAPPED FULL CIRCLE CLAMP SINGLE BAND OR EQUIVALENT

NOTE:  
DIRECT TAP IS REQUIRED WITH NEW WATER MAIN INSTALLATION OF SERVICE INSTALLATION. SUBJECT TO VILLAGE APPROVAL.

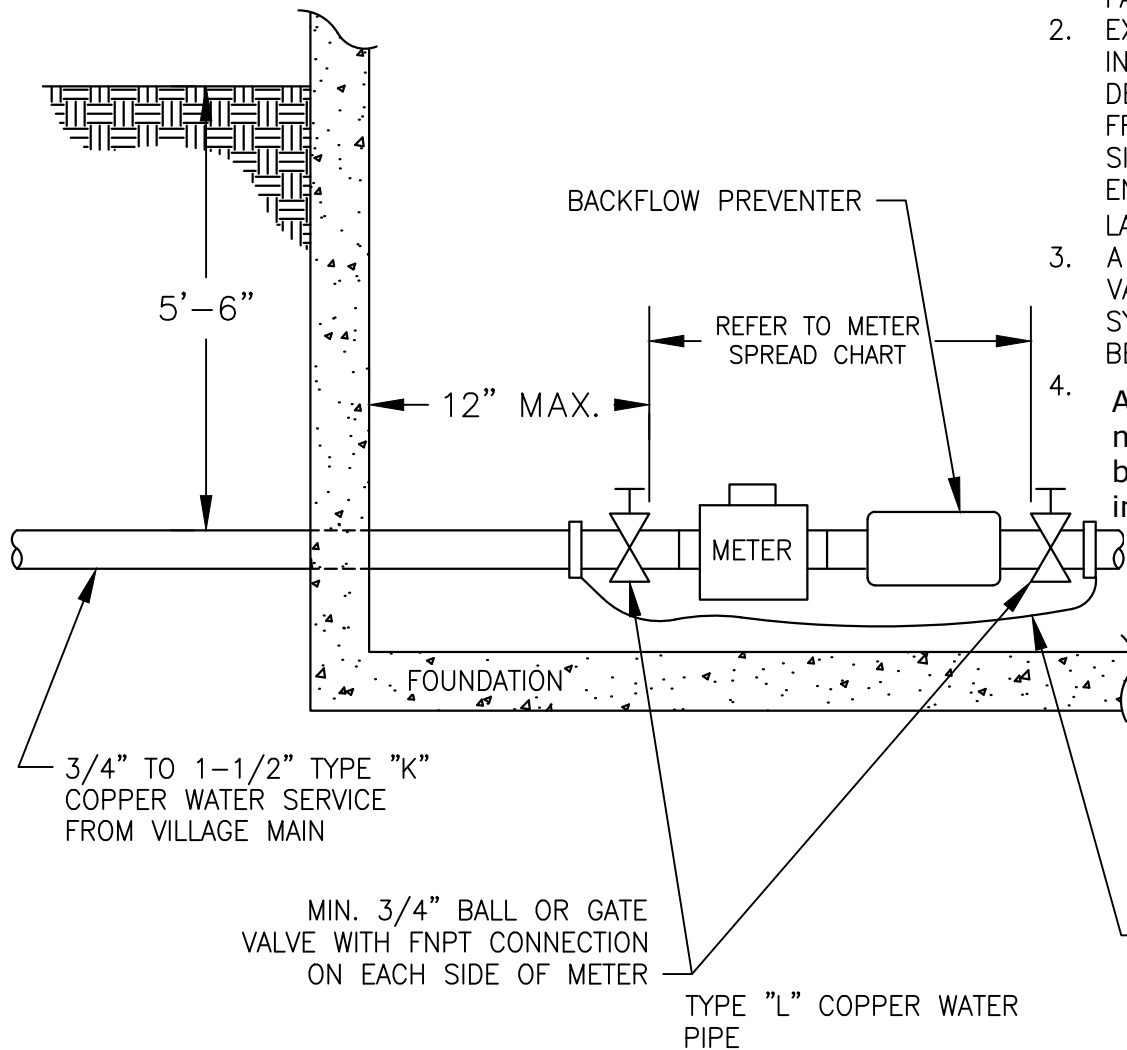
SERVICE PIPE	CORP. STOP	CURB STOP	SERVICE BOX
3/4"	3/4"	3/4"	1 1/2"
1"	1"	1"	1 1/2"
1 1/2"	1 1/2"	1 1/2"	2"
2"	2"	2"	2"



VILLAGE OF  
**LINCOLNSHIRE**  
PUBLIC WORKS DEPARTMENT

**WATER SERVICE INSTALLATION**

DESIGNED BY	SCALE NONE
DRAWN BY B&W	PROJECT NO. 180900
CHECKED BY	SHEET NO.
DATE SEP. 2021	<b>F-13</b>



**NOTES:**

1. METER SPREAD MEASUREMENT IS TAKEN FROM VALVE FACE ON EITHER SIDE OF METER.
2. EXISTING WELLS MUST BE CAPPED, ABANDONED AND INSPECTED IN ACCORDANCE TO LAKE COUNTY HEALTH DEPARTMENT. OR MUST BE PHYSICALLY DISCONNECTED FROM THE PUBLIC WATER SYSTEM. ONLY ONE EXTERIOR SILLCOCK IS PERMITTED ON WELL SYSTEM. WELL PIPING ENTERING DWELLING MUST BE COLOR CODED AND LABELED "NON POTABLE WATER".
3. A THERMAL EXPANSION TANK OR A PRESSURE RELIEF VALVE MUST BE INSTALLED ON THE COLD WATER SYSTEM NEAR THE WATER HEATER WITH NO SHUT-OFF BETWEEN THE HEATER AND DEVICE.
4. A backflow preventer (dual check valve) must be installed after the meter. This must be installed to pass final plumbing inspection.
5. The meter must be picked up at the Public Works Department and installed by a licensed plumber.
6. After the meter has been installed, the contractor must have a "final meter appointment" scheduled in order to have the meter inspected.

ELECTRICAL BONDING STRAP (8 AWG MIN) WITH PIPE GROUNDING CLAMPS



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**LINCOLNSHIRE**  
PUBLIC WORKS DEPARTMENT

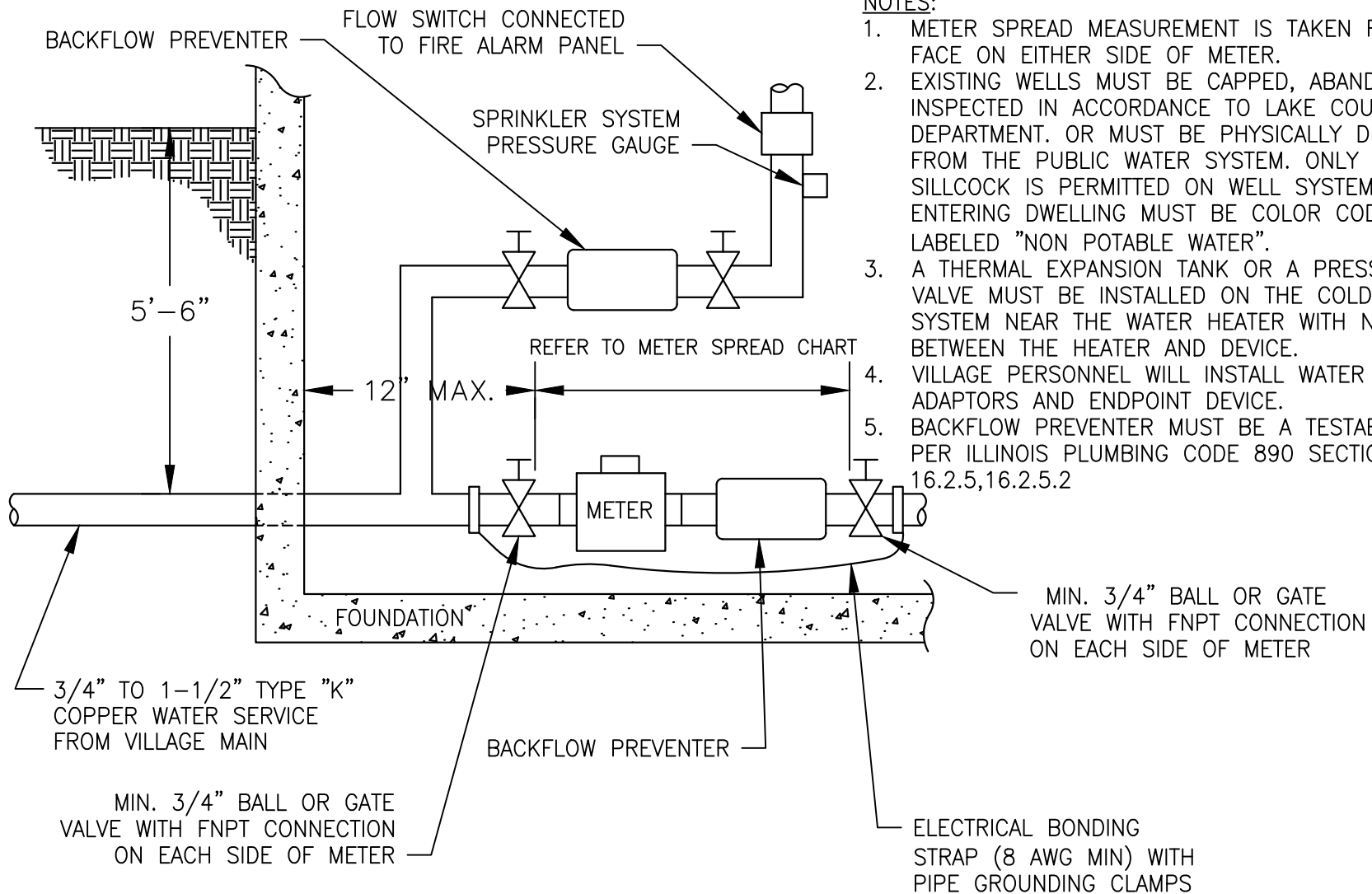
**RESIDENTIAL WATER METER SYSTEM**

DESIGNED BY	SCALE NONE
DRAWN BY B&W	PROJECT NO. 180900
CHECKED BY	SHEET NO.

DATE  
SEP. 2021

**F-14**





**NOTES:**

1. METER SPREAD MEASUREMENT IS TAKEN FROM VALVE FACE ON EITHER SIDE OF METER.
2. EXISTING WELLS MUST BE CAPPED, ABANDONED AND INSPECTED IN ACCORDANCE TO LAKE COUNTY HEALTH DEPARTMENT. OR MUST BE PHYSICALLY DISCONNECTED FROM THE PUBLIC WATER SYSTEM. ONLY ONE EXTERIOR SILLCOCK IS PERMITTED ON WELL SYSTEM. WELL PIPING ENTERING DWELLING MUST BE COLOR CODED AND LABELED "NON POTABLE WATER".
3. A THERMAL EXPANSION TANK OR A PRESSURE RELIEF VALVE MUST BE INSTALLED ON THE COLD WATER SYSTEM NEAR THE WATER HEATER WITH NO SHUT-OFF BETWEEN THE HEATER AND DEVICE.
4. VILLAGE PERSONNEL WILL INSTALL WATER METER WITH ADAPTORS AND ENDPOINT DEVICE.
5. BACKFLOW PREVENTER MUST BE A TESTABLE DEVICE PER ILLINOIS PLUMBING CODE 890 SECTIONS 8.16.4.6, 16.2.5, 16.2.5.2



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PUBLIC WORKS DEPARTMENT

**RESIDENTIAL WATER METER AND FIRE SPRINKLER SYSTEM**

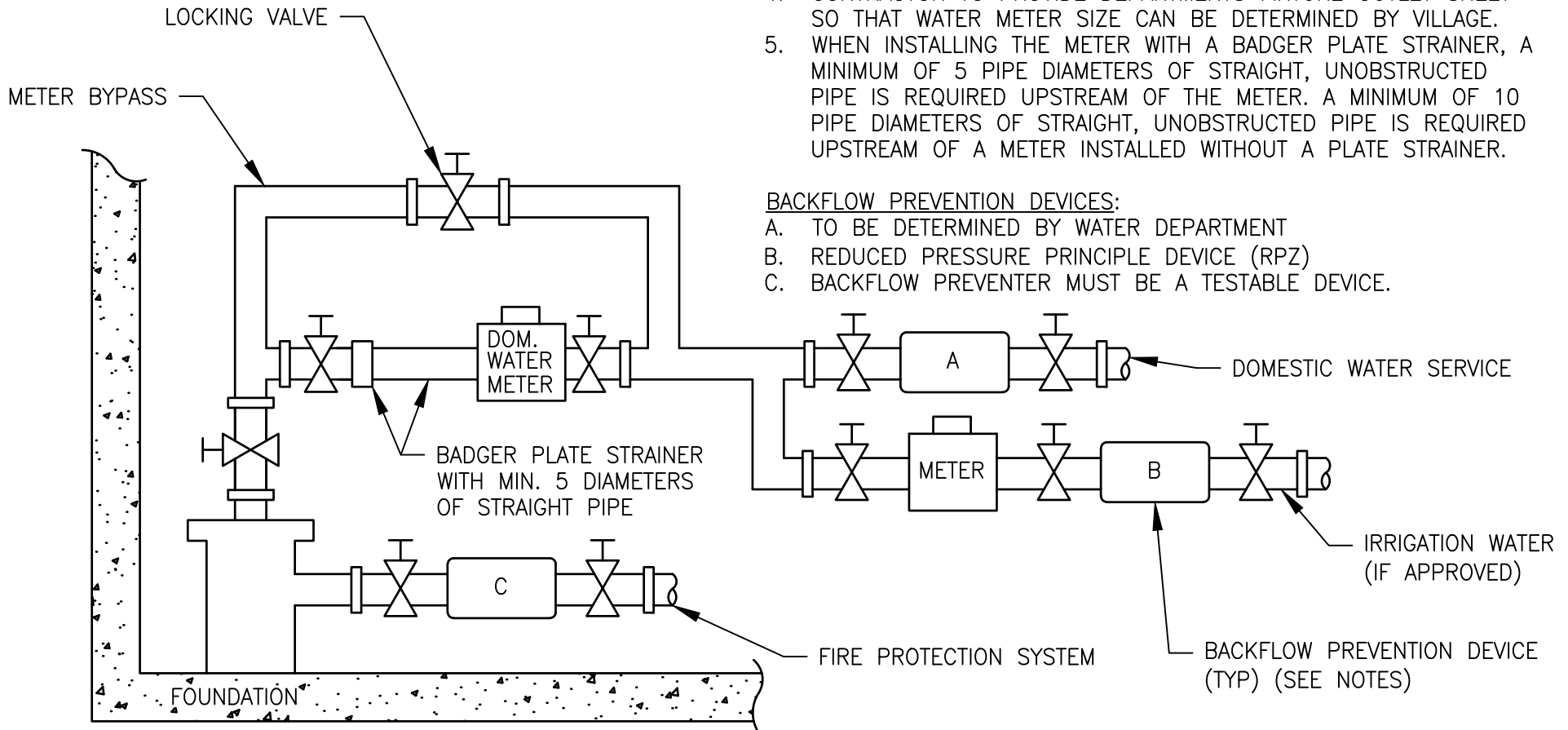
DESIGNED BY	SCALE NONE
DRAWN BY B&W	PROJECT NO. 180900
CHECKED BY	SHEET NO.
DATE SEP. 2021	<b>F-15</b>

**NOTES:**

1. CONTRACTOR WILL INSTALL WATER METER WITH ADAPTORS.
2. WATER METER TO BE INSTALLED HORIZONTALLY ONLY.
3. DOMESTIC WATER METER BYPASS REQUIRED ON 2" METERS OR LARGER. METER BYPASS PIPING MUST BE AT LEAST HALF THE DIAMETER OF THE DOMESTIC SERVICE.
4. CONTRACTOR TO PROVIDE DEPARTMENTS FIXTURE OUTLET SHEET SO THAT WATER METER SIZE CAN BE DETERMINED BY VILLAGE.
5. WHEN INSTALLING THE METER WITH A BADGER PLATE STRAINER, A MINIMUM OF 5 PIPE DIAMETERS OF STRAIGHT, UNOBSTRUCTED PIPE IS REQUIRED UPSTREAM OF THE METER. A MINIMUM OF 10 PIPE DIAMETERS OF STRAIGHT, UNOBSTRUCTED PIPE IS REQUIRED UPSTREAM OF A METER INSTALLED WITHOUT A PLATE STRAINER.

**BACKFLOW PREVENTION DEVICES:**

- A. TO BE DETERMINED BY WATER DEPARTMENT
- B. REDUCED PRESSURE PRINCIPLE DEVICE (RPZ)
- C. BACKFLOW PREVENTER MUST BE A TESTABLE DEVICE.



VILLAGE OF  
**LINCOLNSHIRE**  
PUBLIC WORKS DEPARTMENT

**COMMERCIAL WATER METER SYSTEM**

DESIGNED BY	SCALE NONE
DRAWN BY B&W	PROJECT NO. 180900
CHECKED BY	SHEET NO.
DATE SEP. 2021	<b>F-17</b>

WATER SHUTDOWN PROCEDURES

1. WATER SHUTDOWNS ARE TO BE CALLED INTO THE VILLAGE AT LEAST ONE WEEK IN ADVANCE.
2. SHUTDOWNS ARE AUTHORIZED ON TUESDAYS, WEDNESDAYS, AND THURSDAYS. SHUTDOWNS START AT 7AM IN COMMERCIAL AREAS AND 8AM IN RESIDENTIAL AREAS.
3. CONTRACTOR REQUESTING SHUTDOWN WILL BE RESPONSIBLE TO HAND OUT CONSTRUCTION NOTICES, 24HRS PRIOR TO SHUTDOWN, TO ALL AFFECTED CUSTOMERS. VILLAGE WILL PROVIDE THE CONSTRUCTION NOTICE AND ASSIST IN IDENTIFYING AFFECTED AREA.
4. AREA AFFECTED BY SHUTDOWN WILL GO INTO A "24HR BOIL ORDER" AND THE VILLAGE WILL PULL SAMPLE(S) AND HAVE THE WATER TESTED AT THE LAB.
5. VILLAGE WILL DISTRIBUTE "BOIL ORDER LIFTED" NOTICES AFTER SAMPLE(S) CLEARED.
6. NO WEEKEND SHUTDOWNS.
7. ALL SHUTDOWN PROCEDURES ARE SUBJECT TO UTILITIES SUPERINTENDENT APPROVAL.



VILLAGE OF  
**LINCOLNSHIRE**  
PUBLIC WORKS DEPARTMENT

**WATER SHUTDOWN**

DESIGNED BY	SCALE <b>NONE</b>
DRAWN BY <b>B&amp;W</b>	PROJECT NO. <b>180900</b>
CHECKED BY	SHEET NO.
DATE SEP. 2021	<b>F-24</b>

## WATER METER SIZING FORM

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

	Illinois Plumbing Code - April 2014	Fixture Units	# of Fixture	=	Fixture Count
FIXTURE TYPES AND COUNTS	Bathtub-Private	2	X	=	
	Bathtub-Public	4	X	=	
	Shower Head - Private	2	X	=	
	Shower Head - Public	3	X	=	
	Water Closet - Private/Public, Tank Type	3	X	=	
	Water Closet - Private/Public, Flush Valve	10	X	=	
	Bidet Toilet	2	X	=	
	Urinal - 3/4" Flush Valve	5	X	=	
	Urinal - 1" Flush Valve	10	X	=	
	Urinal - Tank Type	3	X	=	
	Lavatory - Private	1	X	=	
	Lavatory - Public	2	X	=	
	Kitchen Sink - Private	2	X	=	
	Kitchen Sink - Public	4	X	=	
	Laundry Tray - Private	3	X	=	
	Service Sink/Laundry Tray	3	X	=	
	Dish Washing Machine - Private	1	X	=	
	Laundry Washing Machine - 8# Private	2	X	=	
	Laundry Washing Machine - 8# - 16# Public	4	X	=	
	Hose Bibb - 1/2" WashDown	2	X	=	
Hose Bibb - 3/4" WashDown	4	X	=		
<u>Other Fixture Description &amp; Values</u>					
Bar Sink	2	X	=		
Dental Unit (Cuspidor)	1	X	=		
Drinking Fountain - 3/8" Valve	0.5	X	=		
Ice Maker (Residential and Commercial)	1	X	=		
		X	=		
		X	=		
<b>REFERENCE WATER METER SIZE</b>				Initial Fixture Count:	
Gallons per Minute (GPM) : Maximum Fixture Value (FV)				Additional GPM (FV):	
				(Add additional GPM) from irrigation systems, special equipment or other sources on this meter	
				TOTAL FIXTURE VALUE (FV):	
				AWWA M22 Reference (GPM)	

Comment:

REFER TO ILLINOIS PLUMBING CODE FOR:  
 WATER SERVICE SIZE (Appendix A table N or O)  
 MAXIMUM DFU (Appendix A table G)

IRRIGATION SYSTEM DATA (Rotary or Spray)  
 Total number of irrigation zones =  
 Average number of heads per zone =  
 Total number of irrigation zones running at the same time =