VILLAGE OF
LINCOLNSHIRE

Information Packet

Water and Sewer Utility Site Inspections

Revised: July 2025

General Water and Sewer Utility Construction Process

1. **Permit Review**
   During the application process, the general contractor will be required to review this information packet. Contractors are encouraged to review Village Code Section 8-2 to familiarize themselves with additional expectations. A signed 'Site Inspection Pamphlet Acknowledgment and Signature Page' and completed 'Fixture Count Sheet' (located in this packet) must be submitted with the permit application documentation prior to permit issuance.

2. **Preconstruction Meeting**
   After the permit has been approved and issued, a preconstruction meeting must be held with Village staff prior to **any** work beginning on the construction site. This preconstruction meeting must include both the utility contractor and the general contractor. Preconstruction meetings can be scheduled by calling the inspection line. If additional requirements for your project are required, Village staff will outline the process the during the preconstruction meeting.

3. **Construction and Inspections**
   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. **ALL INSPECTIONS MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE BY CALLING THE INSPECTION LINE.** If there are questions regarding a certain aspect of the project, please call the appropriate division listed below. The inspection line is only used for scheduling inspections. If any underground utilities are installed outside of the regular inspection hours, the site shall be left exposed in a safe manner until the next business day.

Hours of Construction:

Monday – Friday: 7:00 a.m. – 7:00 p.m.
Saturday: 8:00 a.m. – 6:00 p.m.
Sunday: No construction permitted
Holidays: No construction permitted

Hours of Inspection:

Monday – Friday: 7:00 a.m. – 2:30 p.m.

Village Contact Information

Important Contacts:

Inspection Line: 847-913-2325	(Hours of operation: 8:30 a.m. – 4:30 p.m.)
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.)
Building Division: 847-913-2310	(Hours of operation: 8:30 a.m. – 4:30 p.m.)
Public Works Administration: 847-913-2380	(Hours of operation: 7:00 a.m. – 3:00 p.m.)

Village Code Violation Information

A violation will be issued for work done outside the hours of construction listed above. Violations will also be issued for illegal hydrant usage, illegal water consumption (no water meter/no water service account), illegal cross connections, unprotected open excavations, and debris in the right-of-way and roadways.

Village Water System

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. This includes having a valid J.U.L.I.E ticket for any excavations in the Village. If the contractor does not have a valid J.U.L.I.E ticket no work shall be permitted in the Village, and could result in fines, fees, and/or penalties.

Flush, Pressure, and Sample Testing

The Utilities Division requires a substantial flush of any new water main, or services connected to 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 are to be installed in 60" valve vaults or larger (excluding hydrant valves).

Water mains, service lines, and fire lines are subject to all Village required testing (per American Water Works Association (AWWA) Standards):

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

Hydrant Meter Rentals and Construction Water

Any water used on the jobsite, prior to a water meter being installed, will require the use of a hydrant meter rental (to be used on an in-service hydrant). For inquiries, and to initiate the process, please contact the Public Works Administrative Assistant. Requests for hydrant meter rentals should be made at least 48-hours in advance of the desired usage time. All required paperwork and payments must be submitted before a hydrant meter can be issued.

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.

The typical time frame for hydrant meter rental is April 1 through November 1. The Village reserves the right to refuse issuance of a hydrant meter to any contractor.

Building Certificate of Occupancy

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

Two completed hardcopy sets of reproducible "as-builts" plans and a digital PDF must be prepared and submitted to the Village Engineer at Village Hall (1 Olde Half Day Rd, Lincolnshire, IL 60069) prior to the final inspection for approval and acceptance.

Addendums

ALL CHANGES to the approved building plans require notification by the design engineer/site superintendent to the Village Engineer for approval of change. Changes must be reviewed and approved prior to addendum work beginning on site. If unapproved work is performed onsite, it can be subjected to a fine per the Village Code Section 5-1-8-1.

Water Main Taps

All water main taps shall be completed without interruption of service to the Village's water main. If work requires water to be shutdown, it will ONLY be permitted on Tuesdays, Wednesdays, and Thursdays. The contractor responsible for the construction work must provide a minimum of a 24-hour advance notice to the Public Works Utility Division about any work. This ensures Village staff time to distribute a construction notice/precautionary boil order advisory to all affected residents or customers before 8:00 a.m. Failure to provide advanced notice will lead to work being declined to take place.

Once water service is restored, a Utilities Division staff member will collect a water sample for laboratory testing to ensure water quality. Following water shutdown, affected residents/customers will be in a mandatory 24-hour boil order.

Water Meter Service During Construction

If there is not an existing water meter onsite, there will be no water service at the property during construction. After the water meter has been picked up, installed, and passed a final meter inspection appointment, a water account can be created. After a water account is created, the water will be turned on at the property. The property owner will be the account holder for water service and is responsible for paying any outstanding water bills prior to final occupancy.

If there is an existing water meter onsite, and the project includes a new water meter, the old water meter shall be removed and returned by the contractor to Public Works. The old water meter shall not be removed until after the Village and Contractor complete a preconstruction meeting and the utility disconnection is completed. To schedule the utility, disconnect, call the Village inspection line at 847-913-2325. If the previous meter is not returned to Public Works, it will be subject to a fine.

Water Meters

All water meters are sized according to the fixture outlet sheet and not the size of the plumbing pipes. The water meter fees will be included in the building permit invoice and paid for at the time of permit pickup *(if the meter is not picked up from public works in the same calendar year of the permit, an additional cost may be required to pay, due to meter cost increases).*

Water meters are available for pickup at the Public Works Facility, 205 Schelter Rd, Lincolnshire, IL 60069. The general contractor or licensed plumber is required to pick up the water meter. Before picking up a water meter from Public Works, a 48-hour advance notice must be given to the Public Works Administrative Assistant to ensure your water meter will be ready for pickup.

At the time of pickup, the contractor will sign for the water meter on the 'Water Meter Pick-Up/Agreement Form' and schedule the final meter inspection. The final meter appointment must be scheduled at the time of meter pickup. The final meter appointment must be within 48-hours of meter pickup. All water meters must be installed horizontally.
*****The Public Works Facility only stocks ¾" and 1" meters. All other sizes will have to be specially ordered.**

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

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.

All applicable exterior sewer pipes and structures shall be inspected by the Utilities Division prior to backfilling.

> ***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.*

Approved Materials

Sanitary:

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

Water:

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

Storm:

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

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

VILLAGE OF
LINCOLNSHIRE

SITE INSPECTIONS PAMPHLET

By signing this acknowledgement, you understand the Village's rules and expectations in relation to your utility work.

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: _____

Company Name: _____

Underground Contractor/Licensed Plumber:

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: _____

VILLAGE OF
LINCOLNSHIRE

WATER METER PICK-UP/AGREEMENT FORM

Pick-up Date: _____

By signing this document, you acknowledge that you are fully responsible for the meter and its proper care. If anything is found damaged or missing after the time of pickup, Account Owner may be subject to penalties, fines, and/or termination of water service.

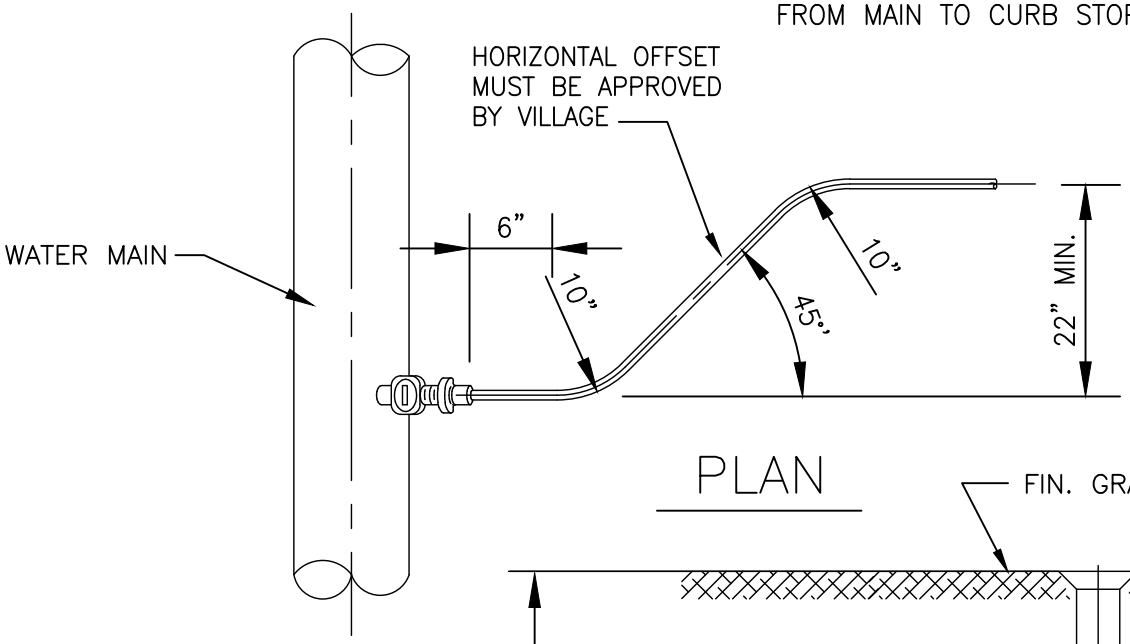
Address of Property				
Permit Number				
Meter Size				
Items Picked Up	□ Meter Base	□ Register Head	□ End Point	□ Tail Piece
Work Order#:			Work Order Created Date:	
Building Department Inspection: □			Final Meter Appointment Date:	

The final meter appointment must be scheduled at time of pick-up, for no later than 48 hours afterward. The new Account Owner will begin being billed monthly for water consumption starting after the meter has been picked up.

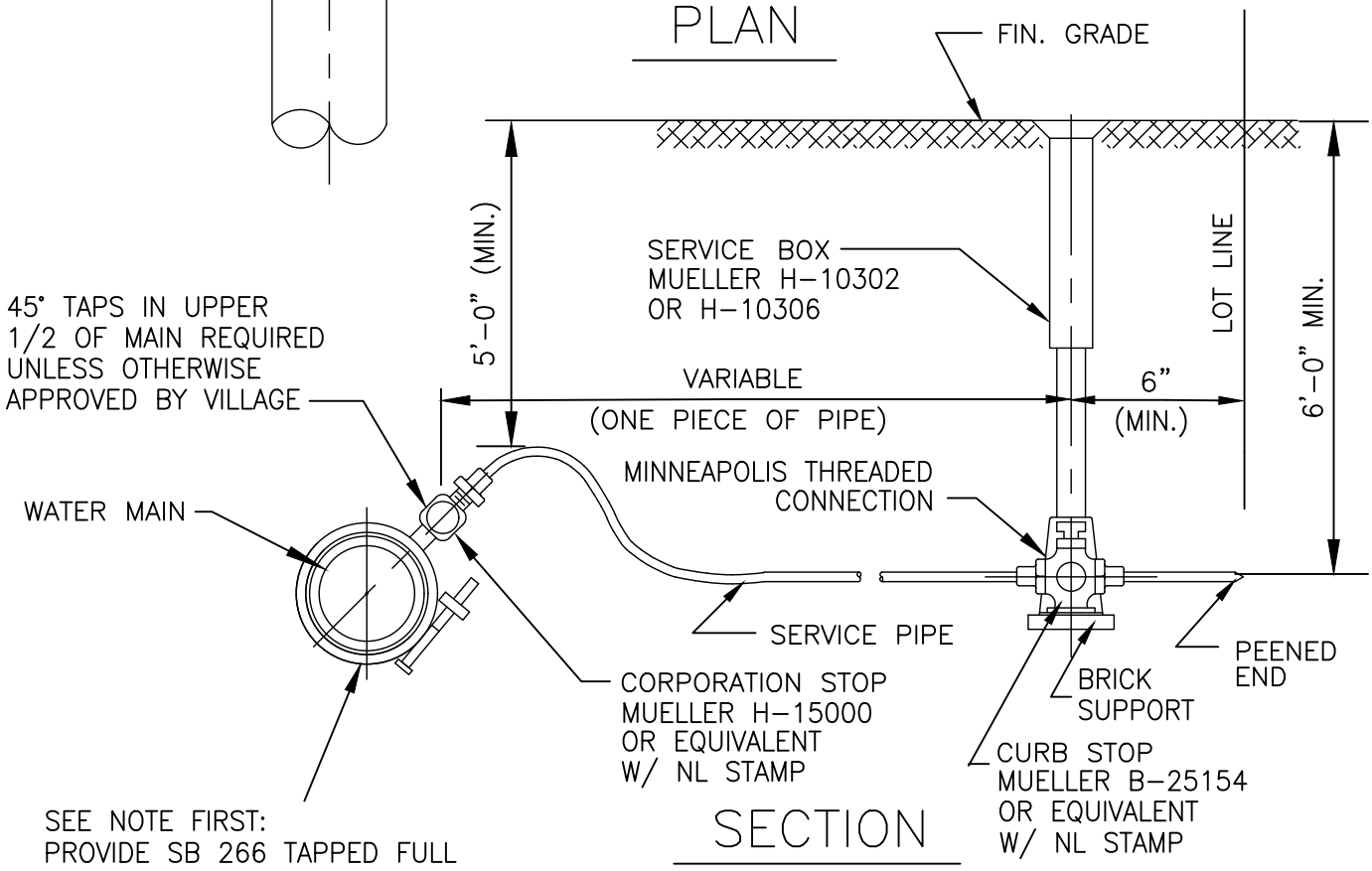
Date	
Company	
Title	
Name (Printed)	
Signature	
Primary Phone Number	
Secondary Phone Number	

SAMPLE

NOTE:
WATER SERVICE SHALL BE STRAIGHT FROM MAIN TO CURB STOP



PLAN



SECTION

SEE NOTE FIRST:
PROVIDE SB 266 TAPPED FULL CIRCLE CLAMP SINGLE BAND OR EQUIVALENT

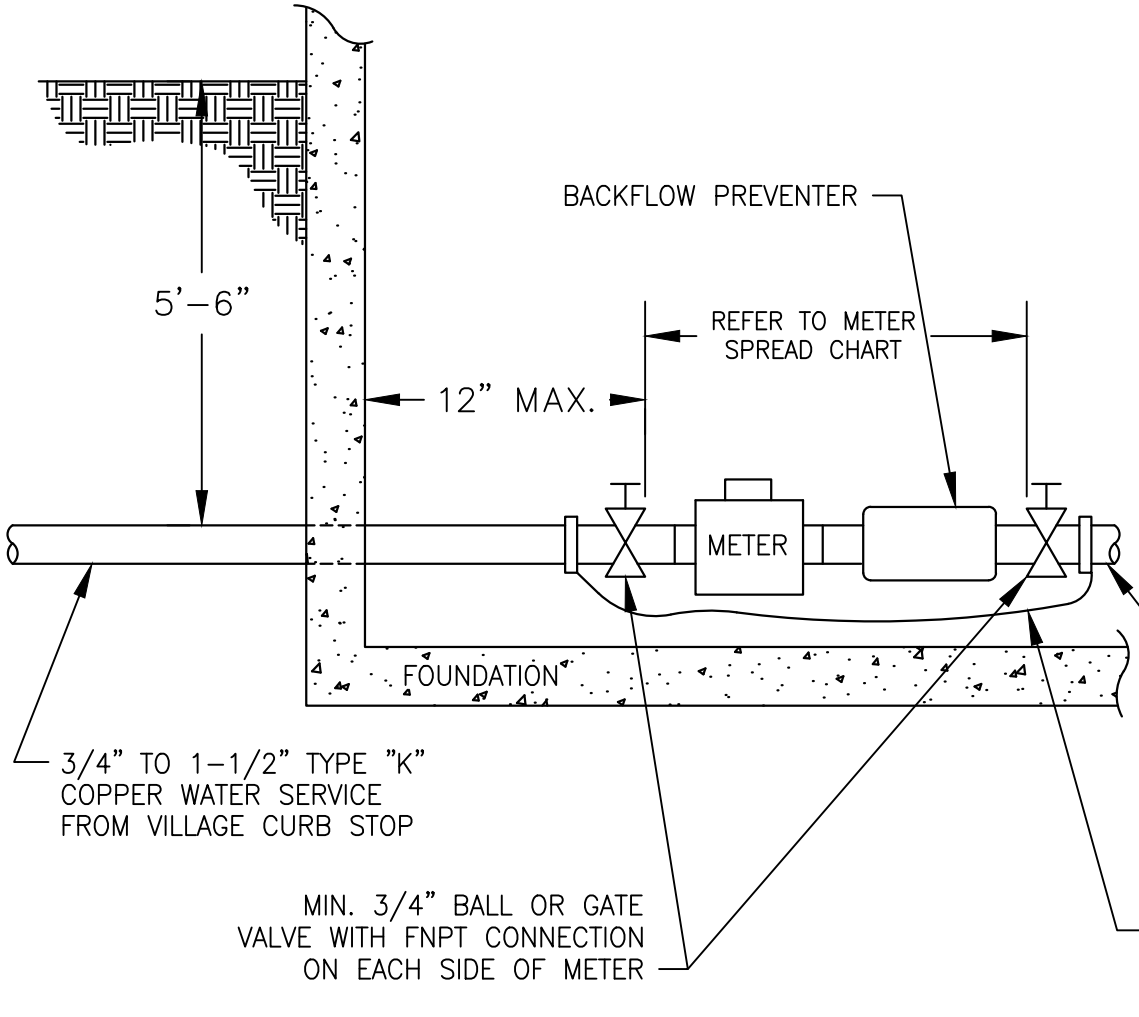
SERVICE PIPE	CORP. STOP	CURB STOP	SERVICE BOX
3/4"	3/4"	3/4"	1 1/2"
1"	1"	1"	1 1/2"
1 1/2"	1 1/2"	1 1/2"	2"
2"	2"	2"	2"

NOTES:
1. DIRECT TAP IS REQUIRED WITH NEW WATER MAIN INSTALLATION.
2. OTHER METHODS MAY BE APPROVED BY THE VILLAGE.

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 NOV. 2025	F-13



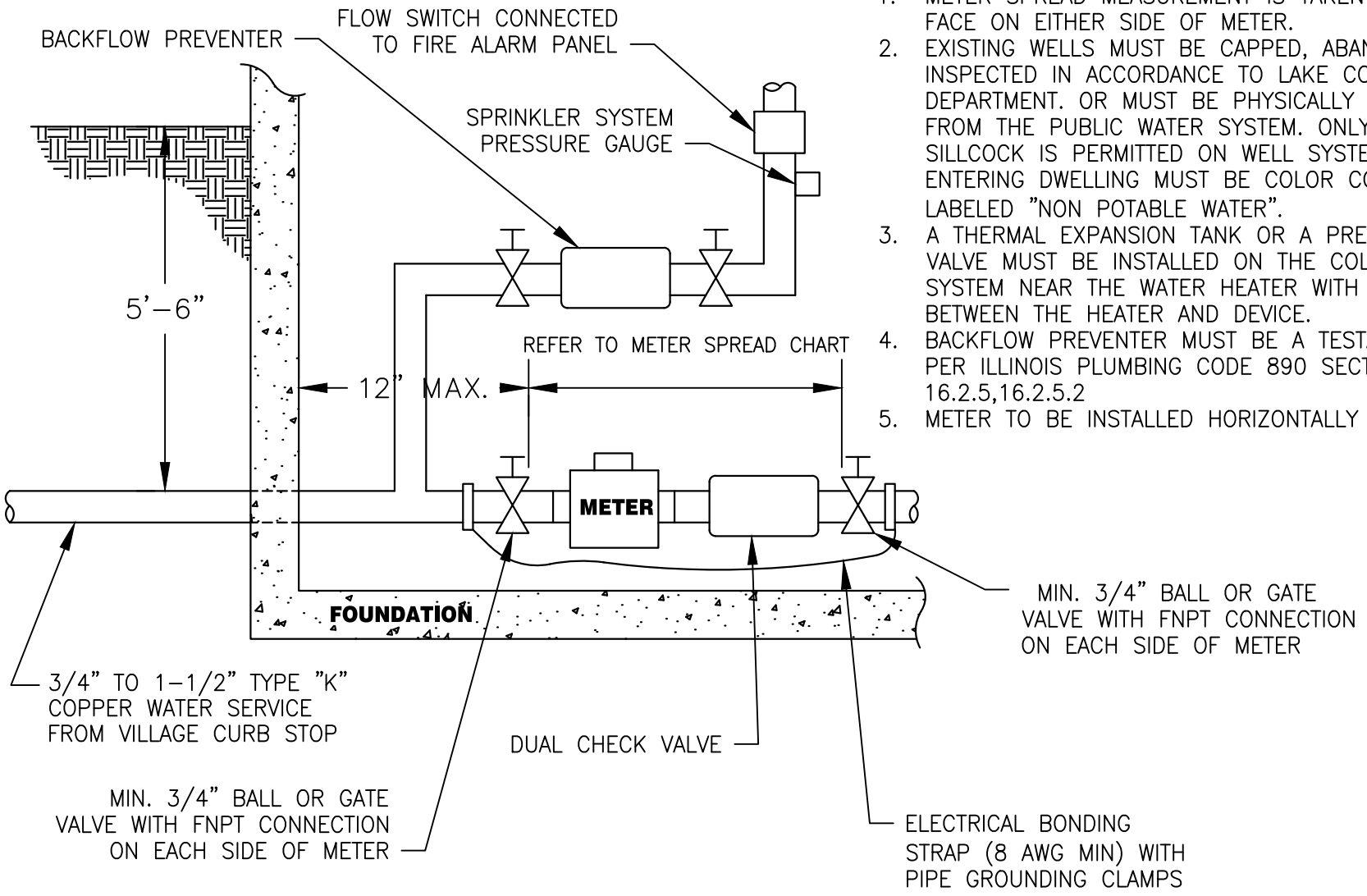
NOTES:

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.
5. THE METER MUST PICKED UP AT THE PUBLIC WORKS DEPARTMENT AND INSTALLED BY A LICENSED PLUMBER. A FINAL METER INSPECTION IS REQUIRED.
6. METER TO BE INSTALLED HORIZONTALLY.

VILLAGE OF
LINCOLNSHIRE
PUBLIC WORKS DEPARTMENT

RESIDENTIAL WATER METER SYSTEM

DESIGNED BY	SCALE: NONE
DRAWN BY: B&W	PROJECT NO.: 180900
CHECKED BY	SHEET NO.: F-14
DATE: NOV. 2025	



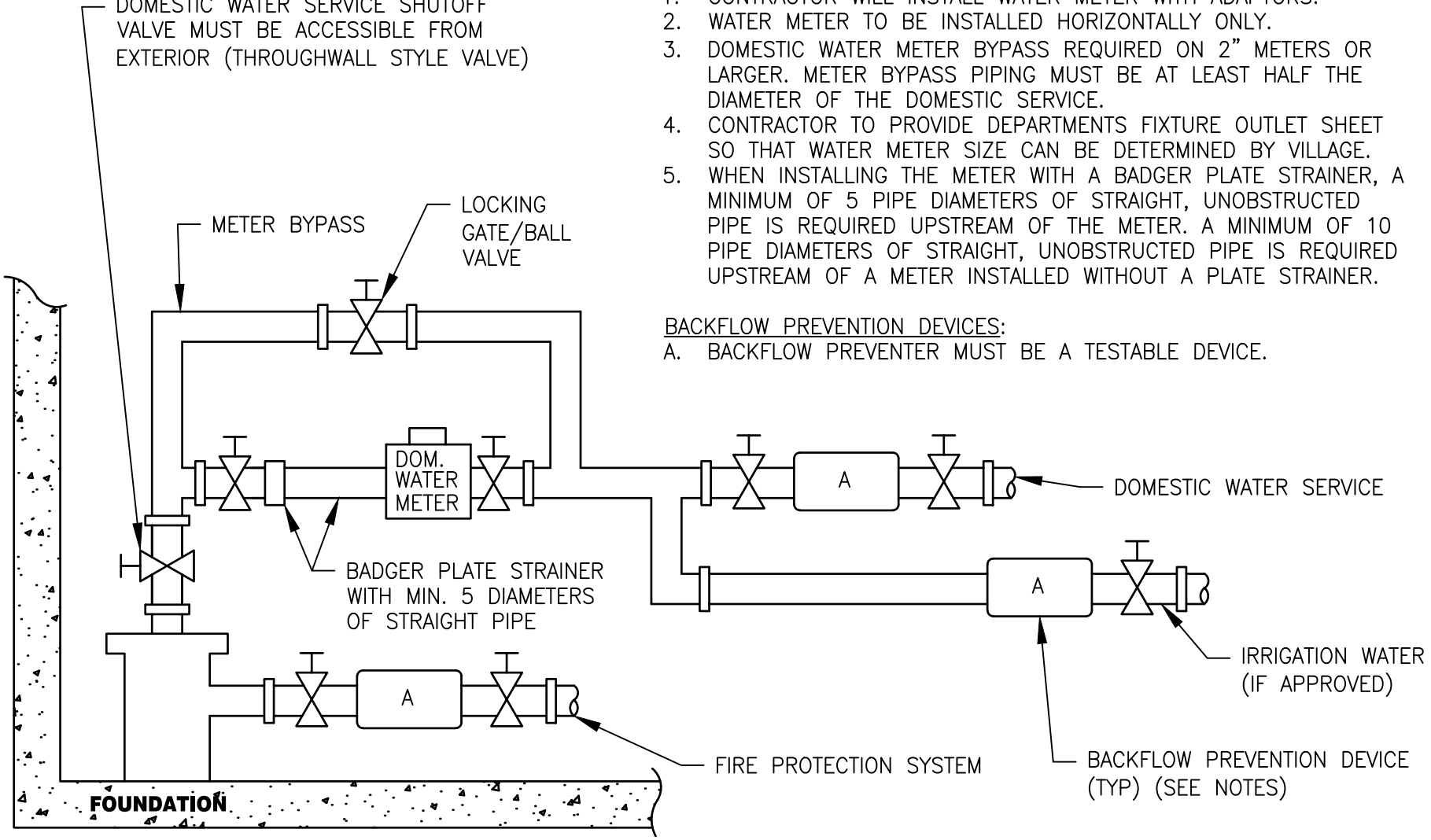
NOTES:

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. BACKFLOW PREVENTER MUST BE A TESTABLE DEVICE PER ILLINOIS PLUMBING CODE 890 SECTIONS 8.16.4.6, 16.2.5,16.2.5.2
5. METER TO BE INSTALLED HORIZONTALLY

VILLAGE OF
LINCOLNSHIRE
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.: F-15
DATE: NOV. 2025	



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. 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.: F-17
DATE: NOV.2025	

WATER SHUTDOWN PROCEDURES

1. WATER SHUTDOWNS ARE TO BE CALLED INTO THE VILLAGE AT LEAST 24HRS IN ADVANCE.
2. SHUTDOWNS ARE AUTHORIZED ON TUESDAYS, WEDNESDAYS, AND THURSDAYS. SHUTDOWNS START AT 7AM IN COMMERCIAL AREAS AND 8AM IN RESIDENTIAL AREAS.
3. CONTRACTORS REQUESTING SHUTDOWN WILL BE RESPONSIBLE FOR COORDINATING WITH VILLAGE STAFF ABOUT SHUTDOWN, TO ALLOW VILLAGE STAFF TO DELIVER CONSTRUCTION NOTICES TO ALL AFFECTED CUSTOMERS, 24HRS IN ADVANCE OF ANY WORK.
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 NONE
DRAWN BY B&W	PROJECT NO. 2500491
CHECKED BY	SHEET NO.
DATE MAR. 2025	F-24

WATER METER SIZING FORM

Applicant: _____ **Date:** _____

Address: _____ **Phone:** _____

FIXTURE TYPES AND COUNTS

Illinois Plumbing Code - April 2014	Fixture Units		# of Fixture		Fixture Count
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		=	
Other Fixture Description & Values					
Bar Sink	2	X		=	
Dental Unit (Cuspidor)	1	X		=	
Drinking Fountain - 3/8" Valve	0.5	X		=	
Ice Maker (Residental and Commerical)	1	X		=	
		X		=	
		X		=	

REFERENCE WATER METER SIZE

Gallons per Minute (GPM) : Maximum Fixture Value (FV)

Initial Fixture Count:	
Additional GPM (FV):	
(Add additional GPM) from irrigation systems, special equipment or other sources on this meter	
TOTAL FIXURE 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 =