RESIDENTIAL INSPECTION PROCEDURES

All construction must follow Federal, State, and Local codes. With the adoption of Indiana Amendments, these become Indiana codes.

1. International Residential Code – 2006 (2008 Indiana Amendments)
2. Carmel/Clay Zoning Ordinance Z-289; As Amended

- ANY OF THE FOLLOWING INSPECTIONS MAY BE REQUIRED WITH YOUR PERMIT. Your Improvement Location Permit application indicates those which have been assessed to your project. Be sure to read the following instructions for scheduling each type of inspection, as they are not all the same. Your permit number will be **REQUIRED** when scheduling.
- After the Footing and/or Under-slab inspection are approved, the building permit placard **MUST** be posted at all times during construction. It must be located on a front window or door, facing the street, and must be accessible to the inspector to notes inspection results. Otherwise, the inspection will not be conducted and a trip charge will be assessed.
- The property owner (or their representative) MUST be present for inspection of OCCUPIED structures. When scheduling, a two-hour time window will be given. Projects east of Keystone Pkwy. will be given a time option in the morning. Projects west of Meridian St. will be given a time option in the afternoon.
- Cancellations must be called into the main office at (317) 571-2444.
- If there is a gate code or lockbox code required to gain access, it **MUST** be provided to the scheduler at time of scheduling EVERY inspection.
- Any inspection **WILL FAIL** if the correct erosion and stormwater pollution prevention controls are not in place prior to inspection. Please see Required Stormwater Controls handout for proper implementation

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TYPES OF INSPECTIONS

- For all inspections please contact the office a (317) 571-2444 at least one day prior to the requested inspection date.

DEMOLITION SITE INSPECTIONS: After demolition and site clearing, once debris removed.

FOOTINGS: [For Post & Beam/Pier, Basement footings (LOWER FOOTING); and/or crawl space wall or slab wall (UPPER FOOTING)]

1. Make sure all REQUIRED setbacks are met.
2. Forms are to be complete and level.
3. Trench Must have all water pumped out and scraped clean to solid ground.
4. Tarps and insulation cover must be removed for inspection.
5. INSPECTION MUST BE APPROVED BEFORE POURING![1].

UNDER-SLAB: (Inspection is required on slab and walkout basement construction.)

1. Insulation **and** vapor barrier shall be installed in an approved configuration, as detailed in Chapter 11 of the Indiana Residential Code and Indiana Amendments.
2. Tarps and insulation cover removed for inspection.
3. INSPECTION MUST BE APPROVED BEFORE POURING![1].

ROUGH-IN & EXTERIOR SHEATHING: (Inspection includes framing, electrical, plumbing, HVAC, nailing patterns, house-wrap, and flashing around windows.)

1. Structure is to be WEATHER TIGHT - windows and doors installed with structure roofed.
2. Access to all areas must be provided.
3. All draft stops and fire blocking MUST be in place.
4. DO NOT INSTALL exterior brick and/or siding over 4 feet vertical from grade. Failure to do so will REQUIRE a minimum 8 foot by 8 foot section of siding and/or brick to be removed for inspection.
5. ALL flashing must be in place.
6. Any rips, tears, or holes in house wrap, foam board, or sheathing need to be repaired BEFORE inspection.
7. DO NOT INSULATE prior to inspection and approval. Inspection is to be approved BEFORE insulation and coverings on any of the construction areas are installed[1].

PLEASE NOTE: A Do Not Occupy sticker will be posted at the time of the Rough-In inspection. This must NOT be removed until the Certificate of Occupancy has been issued. This notice does not indicate a problem with the construction, only that the C/O has not yet been issued, and therefore the construction MAY NOT BE OCCUPIED.

METER BASE:

1. STRUCTURE IS TO BE WEATHER TIGHT - windows and doors installed with structure roofed.
2. Grounding is required for customer's service entrance equipment. Grounding shall be in accordance with the provisions of the International Residential Code – 2006 (2008 Indiana Amendments).
3. A ground connection for customer's service equipment shall not be made in or on the meter-mounting device for utility provider.
4. Conduit to meter base must be 2-inch rigid steel or Schedule 80 PVC, and it must extend 18 inches minimum below grade. SCHEDULE 40 IS NOT PERMITTED.
5. All disconnect switches, main panels, CT cans, and sub-panel covers must be open for inspection.
6. When this inspection has been approved, a green meter tag, signed by the inspector, will be placed on the meter base or riser pipe. The contractor can then schedule with the utility provider to energize.
7. DO NOT ENERGIZE prior to inspection and approval!

FINAL:

1. CONSTRUCTION SHALL NOT BE OCCUPIED PRIOR TO APPROVAL OF THE FINAL INSPECTION.[1,2]
2. All electrical, plumbing, and mechanical work, as well as any items that are determined to be in the interest of public health, safety, and welfare shall be 100% complete prior to approval of the Final inspection or issuance of a Certificate of Occupancy.
3. Final grading and rear and side swales shall be completed PRIOR to the final, weather permitting.
4. After the Final inspection is performed and approved, a Temporary, Partial, or Full Certificate of Occupancy (C/O) may be issued. (Temporary C/O's will require a final re-inspection of incomplete items and additional fees that must be paid before the full C/O can be issued. A Partial C/O means part of the construction is fully approved, but other areas still need full inspection.)

Allow a minimum of 24 hours before the full Certificate of Occupancy is issued.

PERSONAL PROPERTY OF ANY TYPE/FORM CONSTITUTES OCCUPIED[1,2]

RE-INSPECTION FEES AND PENALTIES

- AN ADDITIONAL FEE IN THE AMOUNT OF $61.00 WILL BE CHARGED FOR ANY INSPECTION THAT REQUIRES MORE THAN ONE TRIP FROM THE OFFICE OF BUILDING & CODE SERVICES. (Re-inspection fee or Additional/inspection fee)
- LATE FEE PENALTIES ON INSPECTIONS[1] will be assessed a $894.50 fee, per occurrence, for Single-Family, Two-Family, and Town Home construction; and a $596.00 fee, per occurrence, for all other residential construction. LATE FEES MUST BE PAID BEFORE INSPECTIONS MAY RESUME.
- TEMPORARY CERTIFICATES OF OCCUPANCY WILL BE ASSESSED A FEE OF $29.50. PARTIAL CERTIFICATES OF OCCUPANCY WILL BE ASSESSED A $119.00 FEE.
- ALL FEES MUST BE PAID BEFORE A FULL CERTIFICATE OF OCCUPANCY WILL BE ISSUED.

NOTICE

[1]The Carmel Zoning Ordinance provides for a penalty if any construction is continued without having any one of the above inspections scheduled, performed, and approved. This penalty will be based on the LATE FEES established with the fee structure; established in Ordinance Z-289, Section 29.6.8, "Late Fees on Inspections". This penalty also applies to any construction that is found to be occupied before a Certificate of Occupancy is issued.

[2]***CARMEL ZONING ORDINANCE, SECTIONS 29.4.3(1): No land shall be occupied or used and no building hereafter erected, reconstructed, or structurally altered shall be occupied or used, in whole or in part, for any purpose whatsoever, until a Certificate of Occupancy shall have been issued by the Building Commissioner (Dept. of Community Services Director) stating that the building and use comply with all of the provisions of this Ordinance applicable to the building, premises, or use in the district in which it is to be located.***