

COMMERCIAL / INDUSTRIAL / INSTITUTIONAL / MULTI- FAMILY INSPECTION PROCEDURES

All construction must follow FEDERAL, STATE, and LOCAL codes. With the adoption of Indiana Amendments, these become INDIANA codes.

- ◆ 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.
 - ◆ Business hours are 8am-5pm, Monday through Friday
 - ◆ To schedule inspections, please contact our office at **(317) 571-2444**. Please schedule at least one day prior to requested date. If you need to cancel an inspection, please contact our office by 9am the day of your inspection.
 - ◆ After the Footing and/or Under-slab inspection are approved, the original 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 note inspection results. Otherwise, the inspection will not be conducted and a trip charge may 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.
 - ◆ 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. This includes but is not limited to mud in streets, and construction related trash not being contained on-site.
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TYPES OF INSPECTIONS

- FOOTINGS:** [For Post & Beam/Pier, Basement footings (LOWER FOOTING); and/or crawl space wall or slab on grade (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:** (Required on slab on grade and walkout basement construction. Not required for plumbing)
 1. Insulation **and** vapor barrier shall be installed in an approved configuration, as detailed in the 2012 Indiana Energy Conservation Code.
 2. Tarps and insulation cover removed for inspection.
 3. Restaurants with grease interceptors require inspection by Clay Township Regional Waste (317-844-9200) or Carmel Utilities (317-571-2477)
 4. INSPECTION MUST BE APPROVED BEFORE POURING!¹.
- ROUGH-IN:** (Framing, Electrical, Plumbing, HVAC and Above Ceiling)
 1. DO NOT INSULATE prior to inspection approval. Inspection is to be approved before insulation and coverings on any of the construction areas are installed.¹
 2. Structure is to be weather tight: Windows and doors in; roofing and shingles on.
 3. All draft stops and fire blocking must be in place. Foam is not approved by the State of Indiana.
 4. Access to all areas must be provided.
 5. All rough-in work completed.

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 in; roofing and shingles on.
2. Grounding is required for customer's service entrance equipment. Grounding shall be in accordance with the provisions of the 2008 National Electrical Code.
3. All disconnect switch, main panels, CT cans and sub-panel covers must be removed.
4. 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.
5. **DO NOT ENERGIZE** prior to inspection and approval.

FINAL: For New Structures, Accessory Buildings, Additions, and Exterior remodels: 1-3 below will apply. For Interior Remodel and Tenant Finish permits, only 1-2 below will apply, unless 3 has been specially designated on the I.L.P. application.* Reminder: the construction should not be occupied^{1:2} prior to approval of the Final.**

1. The **Fire Marshal of the Carmel Fire Department** must be contacted and that inspection approved PRIOR to an inspection by the office of Building & Code Services. This inspection can be scheduled at (317) 571-2600.
2. Final inspection by the office of Building & Code Services. A minimum of 24 hours is required before a full Certificate of Occupancy or Substantial Completion will be issued; and more time may be required to verify inspection approvals from other offices.
3. Final Site Inspections by the **Urban Forester** and **Alternative Transportation Coordinator of the Dept. of Community Services** must be completed and approved. (Schedule any time—prior to or after steps 1 & 2.) These inspections verify that site details were carried out according to Plan Commission approvals. Inspections can be scheduled at: **(317) 571-2444**.

PLEASE NOTE: Approval of this inspection may also require verification of site commitments by the office of the City Engineer and/or by other members of the Division of Planning & Zoning.

***NOTE FOR TENANT FINISH OR INTERIOR REMODEL PERMITS:** No Final inspections may be scheduled until/unless the shell building permit has received a Certificate of Occupancy or a Certificate of Substantial Completion, or a Temporary or Partial Certificate of Occupancy or Substantial Completion has been issued for certain site items only.

****PERSONAL PROPERTY AND/OR PRODUCT OF ANY TYPE CONSTITUTES OCCUPIED**^{1:2}

RE-INSPECTION FEES AND PENALTIES

- ◆ AN ADDITIONAL FEE IN THE AMOUNT OF **\$127.00** MAY 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 INSPECTIONS¹ may be assessed a **\$1,393.00** fee, per occurrence. **LATE FEES MUST BE PAID BEFORE INSPECTIONS MAY RESUME.**
- ◆ Pouring, insulating, covering, or occupying prior to inspection will result in a late fee.
- ◆ If a late fee is assessed, drywall, insulation, concrete and/or personal property must be removed prior to re-inspection.
- ◆ ALL FEES MUST BE PAID BEFORE A FULL CERTIFICATE OF OCCUPANCY WILL BE ISSUED.

NOTICE

¹The Carmel Unified Development 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 Section 1.29, "Permit Late Fees". This penalty also applies to any construction that is found to be occupied before a Certificate of Occupancy is issued.

²*CARMEL UNIFIED DEVELOPMENT ORDINANCE, SECTION 9.02: 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.*