

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 – 2003 (2005 Indiana Amendments)
2. Carmel Unified Development Ordinance Z-625-17, 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. 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 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.
 - ◆ 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
-

TYPES OF INSPECTIONS

FOOTINGS: For basement footings (LOWER FOOTING). For slab on grade or Post & Beam/Pier (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 for 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 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
4. Garage floor drains must tie into sanitary and require sand trap/oil interceptor to be installed.

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

1. DO NOT INSULATE prior to inspection and approval. Inspection is to be approved before insulation and coverings on any of the construction areas are installed¹.
2. Structure is to be WEATHER TIGHT - windows and doors in, roofing, and shingles on.
3. Access to all areas must be provided.
4. All draft stops and fire blocking must be in place. Foam is not approved by the State of Indiana for fire blocking.
5. DO NOT INSTALL exterior brick and/or siding prior to approved inspection. Failure to do so may require a minimum 8-foot by 8-foot section of siding and/or brick to be removed for re-inspection.
6. All flashing must be in place.
7. Any rips, tears, or holes in house wrap, foam board, or sheathing need to be repaired BEFORE inspection.
8. Porch ceiling and exterior sheathing inspections may be scheduled separately, at no charge, prior to rough-in. These areas must be inspected prior to covering.

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 2005 Indiana Residential Code / 2008 NEC.
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 and any/all outstanding fees have been paid, a Full Certificate of Occupancy (C/O) may be issued.

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 **\$72.00** 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 INSPECTIONS¹ will be assessed a **\$1,099.00** fee, per occurrence, for Single-Family, Two-Family, and Town Home construction; and a **\$732.00** fee, per occurrence, for all other residential construction. 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.*