

HENDRICKS COUNTY PLANNING AND BUILDING

(317) 745-9255

BUILDING INSPECTIONS AND GENERAL REQUIREMENTS – 1 & 2 Family Dwellings/Accessory Structures

- Permits must be picked up within 30 days of issuance or will be voided
- Permits must be posted prior to inspections
- Please have your permit number when you call for inspection (Permit # _____)
- All inspections must be scheduled before 4:00 P.M. – at least 1 day prior
- All Inspections – AM requested inspections will be done 9am-12pm – PM requested inspections will be done 12pm-3pm. **MUST BE READY FOR INSPECTION DURING THOSE TIMES!**
- Reinspection fee will be charged (\$100-\$400) if the following occurs:
 - Scheduled inspection was canceled, but Planning & Building was not notified of cancellation
 - Inspection was called in, but was not ready to be inspected
 - Late/skipped inspection

Signature

Date

DEVELOPMENT STANDARD: Made after building area is excavated and footings are dug, or forms erected. “PRIOR TO POURING CONCRETE.” Setbacks will be checked at this time.

FOOTINGS: Made after building area is excavated and footings are dug, formed or post holes drilled “PRIOR TO POURING CONCRETE” or setting posts. Multiple footing inspections may be required on large projects. Contact the building inspector concerning pouring times. Construction driveways must be installed prior to pouring. Install all erosion control measures and washout pit prior to pouring.

SUB-SURFACE DRAIN: Sub-surface drain must be inspected after every water tap and sump line tie in; to ensure that no damage occurred during excavation.

FOUNDATION: The foundation should be complete. This would include the installation of plate anchors, sump pits, basement drains, and waterproofing. Plumbing drains, water lines, and electrical conduits under slabs must be inspected. **DO NOT BACKFILL PLUMBING DRAINS, WATER LINES, OR ELECTRICAL CONDUITS PRIOR TO INSPECTION. DO NOT BACK FILL FOUNDATIONS PRIOR TO INSPECTION.**

ROUGH IN: Structural framing, electrical, plumbing, and mechanical rough-ins are complete. The roofing does not have to be on at this time. **FIRE CAULKING HAS TO BE DONE. DO NOT INSULATE PRIOR TO THIS INSPECTION.**

INSULATION: The building must be completely insulated and fire caulked. The building exterior should be weather tight. The roofing must be complete at this time. All penetrations through exterior walls must be sealed. All doors and windows must be installed. Any openings in the wall must be covered with visqueen, house wrap, OSB board, etc... These type openings would typically be back ordered doors or windows or masonry fireplace.

PERMANENT POWER: Meter connection is ready to be made by the electrical utility. Main disconnect, service entrance cables, ground rod and ground wire; and all conduits must be installed.

FINAL / OCCUPANCY: Building should be structurally and mechanically complete. Ground Fault Interrupters (GFI) and test of smoke detectors, as well as the panel box label. Rough grading (**unless a permit was obtained by the Clean Water Dept, then you must adhere to their requirements**), side walks, exterior sidings, all hand and guard rails (inside and out) and building address posted on house. Crawl spaces must be cleaned, insulated and visqueened.

***HEALTH DEPARTMENT:** Structures with well and/or septic systems must have Health Department Final approval prior to scheduling an Occupancy inspection.

****CLEAN WATER:** Structures with Clean Water permits must have Notice of Termination through the Clean Water Department prior to scheduling an Occupancy inspection. **Call 72 hours prior to seeking Certificate of Occupancy**

*****SURVEYOR'S OFFICE:** Outlet Request.

******ENERGY CODE:** Structures that require Energy Code Compliance must have the certification in our office prior to scheduling an Occupancy inspection.

* Please note that these are general inspection requirements only. Additional site-specific or structure-specific requirements may be necessary. Consult a building inspector for the specific requirements of your project.