



REQUIRED INSPECTIONS AND INSTRUCTIONS

**Department of Municipal Development
120 East 8th Street ♦ Anderson, Indiana 46016
Phone: (765) 648-0055 ♦ Fax: (765) 648-5914**

SCHEDULING INSPECTIONS

ALL INSPECTIONS (EXCEPT FINAL INSPECTIONS WHICH REQUIRE FIVE DAY NOTICE) REQUIRE 24-HOUR ADVANCE SCHEDULING. Inspections may be scheduled by contacting our office no later than 5:00pm the day before the inspection is requested. When contacting our office to schedule an inspection, it is imperative that our office has a contact phone number. Inspections for after office hours, weekends, or expedited situations will include additional cost (\$75 per Inspection). Any failed work will require a re-inspection and will include additional cost; *re-inspect fees must be paid prior to re-inspection*. Partial inspections may incur additional cost (\$40 per Inspection). For residential work, all permits must be displayed in a front window (once installed) of the building being constructed or remodeled. For commercial, multi-family, or industrial work, all permits must be displayed in a weatherproof display enclosure from the beginning of the project.

FAILURE OF INSPECTIONS

DO NOT REMOVE NOTICE OF VIOLATIONS!!!

When an inspection fails, a Notice of Violation will be posted in the front window, electrical panel, location of building permit, or at the most visible location available. When an inspection fails, a re-inspection fee will be assessed in the amount of \$40; *re-inspection fees must be paid prior to re-inspection*. For questions on violation notices call our office at (765) 648-6055. When calling, you will need to provide the Permit Number and type of violation in order to be directed to the inspector who wrote the violation. The inspector will remove the Notice of Violation after an approved re-inspection.

CHALLENGE OF NOTICE OF VIOLATION

In the event you wish to challenge a written violation notice, please contact our office at (765) 648-6055. When calling, you will need to provide the Permit Number and type of violation. We will schedule a meeting with you to discuss your situation and provide our interpretation of the code in question. At the meeting, we will also provide you with proper information to further challenge the ruling of the Department of Municipal Development.

FOOTING INSPECTION

NON-COMPLIANCE MAY CAUSE A STOP WORK ORDER TO BE ISSUED!!!

- Must be inspected and approved prior to placing concrete.
- Unstable conditions, expansive soils, etc may cause a delay for further investigation such as a Soil Compaction and/or Bearing Capacity Analysis.
- Proper setbacks and/or compliance to approved site plan will be enforced.

BASEMENT FOUNDATION INSPECTION

- Damp proofing and wall installation must be inspected and approved prior to backfill.
- Organic material and/or non-treated wood may not be in area to be filled.
- If required, drain tiles must be in place prior to backfill.

UNDERSLAB INSPECTION

- Must be inspected and approved before placing fill.
- Joints and/or trunk lines of plumbing must be exposed.
- Purple primer and glue must be used on PVC plumbing.
- If Class 1 Structure, Pressure Test is required on all under-the-slab plumbing.
- Conduits and ductwork must be in place.
- Mechanicals must be exposed, inspected, and approved.

REQUIRED UTILITY CONNECTION INSPECTION

- Trench must remain open until inspected and approved of
 1. Sewer Line Tap and Sewer Lateral to the building connection.
 2. Water Line from meter pit to building shut-off.
- If trench remains open while unattended, safety barriers must be installed.
- Gas line inspection from meter to appliance connection

SUSPENDED CEILING INSPECTION

- Grid work may be installed prior to inspection; however, no ceiling pads/tiles may be installed.
- All above ceiling plumbing, HVAC, electrical, and framing must be complete before installation of ceiling pads/tiles or drywall.

Upon approval, an Inspection Sticker will be left on or next to the posted Building Permit.

FRAMING INSPECTION

DO NOT INSULATE BEFORE ROUGH-IN INSPECTION IS APPROVED!!!

- Framing, fire blocking / fire caulking, electric, plumbing, HVAC, windows, entry doors, roofing, plumbing boot, flashing, and roof ventilation must be installed at time of inspection.

Upon approval, an Inspection Sticker will be placed on the back of the posted Building Permit.

PLUMBING/HVAC/ELECTRIC INSPECTION

- Each trade must be Roughed-In, Inspected, and Approved before insulating or dry walling.
- All Class 1 Structures must have back flow prevention water supply on owner's side of meter.

Upon approval, an Inspection Sticker will be placed on the back of the posted Building Permit.

TEMPORARY POWER POLE INSPECTION

- Utility locations must be marked at property site prior to pole placement.
- GFCI outlets required.
- All equipment, boxes, etc to be weather proof and grounded.

PERMANENT POWER SERVICE INSPECTION

- Electrical rough-in must be complete and pass inspection
- Single GFCI protected outlet must be provided
- Electrical panel cover must be installed and free of any unused openings
- Primary Ground Service attached to an installed ground rod
- Roofing and windows must be in place

Upon approval, an Inspection Sticker will be left inside electrical panel box and an OK to Connect tag will be left inside the meter base. A permanent meter will need to be ordered from the Utility Office at (765) 648-6187 until 3:00pm. After receiving an order, Utility will fax a Work Order to Light and Power whose engineers will then conduct an inspection and give final approval for a permanent meter to be set.

SPRINKLER INSPECTION

Required inspections and approvals:

Fire Suppression System

- One (1) Rough-In Inspection.
- One (1) Pressurized Riser Witness Inspection.
- One (1) Final Inspection.
- One (1) Copy of Test Results.

Landscaping System

- Back Flow Prevention Required
- One (1) Rough-In Inspection.
- One (1) Service Connection Inspection
- One (1) Final Inspection.

Upon approvals, an Inspection Sticker will be placed on appropriate zone and/or riser.

POOL BONDING INSPECTION

- Prior to covering any bonding/ground wires, pool must be inspected and approved.

Upon approval, an Inspection Sticker will be placed near bonding connection.

FINAL INSPECTION

DO NOT OCCUPY BEFORE FINAL INSPECTION IS APPROVED!!!

Final Inspections may be scheduled by contacting our office no later than five (5) working days prior to requested date of inspection. All required inspections, requested prints, paperwork, and fees must be complete and up-to-date before scheduling a Final Inspection *.

Upon all final inspection approvals, a Certificate of Occupancy will be issued within two (2) business days. Final Inspection Stickers will be placed inside door of main electrical panel. For Class 1 Structures, Final Inspections will include Code Enforcement, City Engineering, Development Planning, and City Fire Department inspectors.

* For Class 1 Structures, owner's equipment including alarm systems that take permanent utility connection must be installed and operable prior to Final Inspection.