



## **ONE-FAMILY & TWO-FAMILY RESIDENTIAL STRUCTURES ADDITIONS**

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**THIS PACKET OF INFORMATION IS DESIGNED TO CLARIFY AND SIMPLIFY THE PERMITTING PROCESS FOR CONSTRUCTION PROJECTS IN THE CITY OF NOBLESVILLE. PLEASE CONTACT THE DEPARTMENT OF PLANNING AND DEVELOPMENT FOR SPECIFIC QUESTIONS ABOUT YOUR ONGOING PROJECT AT (317) 776-6325.**

## 1. BUILDING PERMIT DISPLAY

Laminated permit/identification cards are provided by the Department of Planning and Development. These cards are picked up upon payment and display the lot identification number, structure address number(s), and the building permit.

The cards must be posted on site by the time of first inspection and must remain posted in this manner until the final grade is established and permanent address numbers are installed on the property. At that time, the required signage and permit may be posted in the construction trailer and/or construction office. The building permit must be accessible to the inspector at all times.

## 2. REQUIRED INSPECTIONS

The following inspections are required for one-family and two-family residential additions. Each inspection must be approved and released before continuance to the next phase. All inspections will be performed to ensure compliance with current applicable codes. Current codes may be accessed from the Indiana Association of Building Officials at [www.iabo.com](http://www.iabo.com). All outstanding fees must be paid before inspections are made and/or before additional permits are issued.

- **Footing**
- **Foundation** – prior to backfill
- **Slab** – prior to backfill
- **Rough-In** – prior to enclosing walls or ceiling
- **Energy** – prior to enclosing walls
- **Permanent Electrical (Meter Base)**
- **Fireplace**
- **Final** – prior to occupancy

### **Footing**

Footing inspections are required BEFORE FOOTINGS ARE POURED. Footings must be cleaned out from loose dirt, tree roots, mud, and water. Footings must be at least twelve (12) inches below undisturbed soil and thirty (30) inches below final grade.

All footings must be completely outside of the building setback area, easements, and behind all building lines.

### **Foundation**

When a basement is installed, the external waterproofing and all peripheral drainage must be installed prior to calling for inspection. DO NOT BACKFILL AT THIS TIME.

### **Slab**

All plumbing, electrical, and HVAC (if applicable) must be inspected prior to backfill of floor area.

Basements do not require Slab inspections.

### **Rough-In**

This inspection must be scheduled BEFORE ENCLOSING ANY WALL OR CEILING AREAS.

Rough installation of electrical wiring, plumbing, HVAC and completed framing required at this point.

The structure must be weathertight. At a minimum, black paper must be installed on the roof with no penetrations.

**Energy**

This inspection is performed after approval of Rough-In inspection and BEFORE ENCLOSING ANY WALL AREA.

Fire blocking and fire caulking required at this point.

**Permanent Electrical (Meter Base)**

This inspection is performed after Rough-In inspection has been approved.

**Fireplace**

This inspection is required BEFORE FACE TRIM IS INSTALLED.

**Final**

All electrical, plumbing, and mechanical works, as well as any items that are determined to be in the interest of public safety and welfare shall be 100% completed prior to any approval of the Final inspection or Certificate of Occupancy being issued.

A Final inspection shall be conducted, approved, and a Certificate of Occupancy issued prior to any occupancy (including furniture and personal items) of the structure.

If outside site conditions are unable to be completed due to weather, a Conditional Certificate of Occupancy may be issued. A set amount of time will be allowed for completion of these conditions based upon the following schedule:

Date Conditional Issued	Deadline for Completion
April 1 – October 31	30 days after issuance
November 1 – March 31	First business day in May

IT IS THE BUILDER'S SOLE RESPONSIBILITY TO SCHEDULE FINAL RE-INSPECTIONS PRIOR TO THE EXPIRATION DATE OF A CONDITIONAL CERTIFICATE OF OCCUPANCY. PERMITS WITH EXPIRED CONDITIONAL CERTIFICATE OF OCCUPANCY WILL BE ASSESSED A MISSED INSPECTION FEE IN ACCORDANCE WITH THE CURRENT FEE SCHEDULE.

*NOTE: the owner, representative, or builder must accompany an inspector during re-inspection of any occupied structure.*

**3. REQUESTING INSPECTIONS**

All inspections must be requested by telephone or in person by contacting the Department of Planning and Development, (317) 776-6325, during normal business hours, 8:00 AM – 4:30 PM, Monday through Friday. Inspections CANNOT be requested before or after regular business hours by voicemail and must be scheduled a minimum of one (1) business day before the desired inspection date unless a same-day inspection is scheduled and paid for.

All inspections will be performed between 9:00 AM and 4:00 PM on the date of their inspection unless a timed inspection is scheduled and paid for.

Timed inspections and same-day inspections are available on a limited basis, and applicable fees must be paid for at the time of their scheduling.

When a timed inspection is scheduled, please allow a 15-minute window on either side of the specified time for the inspector to arrive. The inspection time cannot be changed on the day of the inspection unless a same-day inspection is scheduled and paid for. Timed inspections can be transferred to the following business day for no additional charge.

All fees must be paid prior to scheduling an inspection and prior to release of a final Certificate of Occupancy.

Multiple outstanding fees by an individual builder may result in future permits being withheld until prior financial responsibility is satisfied.

Affidavits are required for missed inspections and must be obtained from the Department of Planning and Development office.

#### **4. FEES**

Fees are assessed for inspections processes including, but not limited to:

- Timed inspections
- Same-day inspections
- Failed inspections
- Missed inspections
- Occupancy of a structure without a Certificate of Occupancy

Fees for inspection processes are assessed in accordance with the current fee schedule, which can be viewed in Appendix A of the Unified Development Ordinance at [www.cityofnoblesville.org/planning](http://www.cityofnoblesville.org/planning).

#### **5. SPECIAL FLOOD HAZARD AREAS**

There are additional requirements that must be met for construction proposed to be located within a Special Flood Hazard Area (SFHA). All structures must be protected from flood damage below the Flood Protection Grade (FPG), which is known as the elevation located two (2) feet above the flood elevation. This can also be known as providing at least two (2) feet of freeboard. Structures within the SFHA must be anchored to prevent flotation, collapse, or lateral movement, and must include at least two (2) openings to automatically equalize hydrostatic flood forces on walls. All areas below the FPG must be composed of materials that are resistant to flood damage, and all utilities and mechanical equipment must be located above the FPG. The complete SFHA requirements can be viewed in Article 8 of the Unified Development Ordinance at [www.cityofnoblesville.org/planning](http://www.cityofnoblesville.org/planning).

#### **6. MISCELLANEOUS ITEMS**

Building inspectors are available to answer questions regarding your project and/or specific code requirements. Inspectors are available in the Department of Planning and Development office between 8:00 – 8:30 AM and 4:00 – 4:30 PM during business days, and voicemails are usually returned within one (1) business day.

Inspectors are available to meet with builders on the jobsite to review specific matters. These meetings must be scheduled in the same manner as inspections, at least one (1) business day before the desired appointment and are subject to applicable consultation fees.