

# **ONE- AND TWO-FAMILY STRUCTURES ACCESSORY BUILDING**



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

## 1. BUILDING PERMIT DISPLAY

Laminated permit/identification cards are provided by the Planning Department. 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 in a front lower-level window of the home and must be visible from the street by the time of first inspection. The cards must remain posted in this manner until the Final inspection is completed.

If the permit is not posted by the first inspection, a field inspection notice will be issued, and a \$100 fee will be assessed. If any permit/identification cards are misplaced, replacements can be requested for \$25 per card.

*Note: the homeowner or builder must accompany an inspector during ANY inspection or re-inspection of an occupied structure*

## 2. REQUIRED INSPECTIONS

The following inspections are required for new construction. Each inspection must be approved and released before continuance to the next phase. Any fees due the City must be paid before inspections are made and/or before additional permits are issued.

- a. Footing
- b. Foundation (if applicable) – prior to backfill
- c. Slab (if applicable) – prior to backfill
- d. Rough-in – prior to insulation
- e. Energy (if applicable) – prior to drywall
- f. Permanent electric (if applicable)
- g. Final – prior to occupancy

### a. FOOTING

Footing inspections are required before footings are poured. Footings must be cleaned out from loose dirt, tree roots, mud, and water; and must be at least 12 inches below undisturbed soil and 30 inches below final grade.

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

### b. 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.**

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The crawl space must be graded to the required sump pit.

Four (4) inch block may be used only with a professional certified design.

*Note: when a slab structure is being constructed, foundation and slab inspections MUST be completed together.*

### c. **SLAB**

All HVAC, plumbing, and electrical must be inspected prior to backfill of floor area. Basements do not require slab inspections.

*Note: when a slab structure is being constructed, foundation and slab inspections MUST be completed together.*

### d. **ROUGH-IN**

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

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

Structure must be weather tight. At a minimum, there must be black paper installed on the roof with no penetrations.

### e. **ENERGY**

This inspection is performed at time of rough-in (after approval) and prior to dry wall. Fire blocking and fire caulking will be checked at this inspection.

### f. **PERMANENT ELECTRICAL**

This inspection is performed after rough-in inspection has been approved.

### g. **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 to 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:

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<b>Date Conditional Issued</b>	<b>Deadline for Completion</b>
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 ACCESSED A \$500.00 FINE FOR A MISSED INSPECTION.

*Note: the homeowner 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 Planning Department, (317) 776-6325 during normal business hours, 8:00 AM - 4:15 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 for \$200.

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 for \$75.

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, there is a 15 minute window 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 paid for. Timed inspections can be transferred to the following business day for no additional charge.

**INSPECTION CANCELLATION**

A scheduled inspection can be canceled up until 8:30 AM on the day of the inspection for any non-timed inspections. Timed inspections can be canceled up to one (1) hours prior to the scheduled time.

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 will result in future permits being withheld until prior financial responsibility is satisfied.

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Affidavits required for missed inspections must be obtained from the Planning Department office.

### **4. FEES**

Please refer to current fee schedule for all fee information. Fee schedule is available on our website at: [https://www.cityofnoblesville.org/egov/documents/1569587128\\_6864.pdf](https://www.cityofnoblesville.org/egov/documents/1569587128_6864.pdf)

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

When building in areas designated as “Special Flood Hazard Areas,” it will be necessary to meet the state requirement of being elevated at least two feet above the regulatory flood profile, and also the following foundation flow-through requirements listed in the City of Noblesville’s ordinance for flood hazard areas, ordinance number 77-1290. Any deviation from the requirements of this ordinance will require a variance through the Board of Zoning Appeals.

### **6. MISCELLANEOUS ITEMS**

Building inspectors are available to answer questions regarding your project and specific code requirements. Inspectors are available in the Planning Department 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, for a consultation fee, to meet with builders on the jobsite to review specific matters. These meetings must be scheduled in the same manner as specific inspections, at least one (1) business day before the desired appointment.