

ONE- AND TWO-FAMILY STRUCTURES REMODEL



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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. Rough-in – prior to insulation
- b. Energy – prior to drywall
- c. Permanent electric
- d. Fireplace (if applicable)
- e. Final – prior to occupancy

a. ROUGH-IN

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

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

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

b. 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.

c. PERMANENT ELECTRICAL

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

ONE- AND TWO-FAMILY STRUCTURES – DECK

d. FIREPLACE

This inspection is required before face trim is installed.

Note: the permanent electric and fireplace inspections MUST be combined.

e. 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.

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, 8:00AM - 4:15PM, 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 cancelled up until 8:30 AM on the day of the inspection for any non-timed inspections. Timed inspections can be cancelled 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.

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

5. 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.