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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 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.

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.

## 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 (if applicable)
- b. Slab – prior to backfill
- c. Wall Rough-in
- d. Above Ceiling Rough-in – prior to installation of ceiling tiles
- e. Energy – prior to drywall
- f. Permanent electric
- 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. SLAB

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

Basements do not require slab inspections.

**c. WALL ROUGH-IN**

This inspection must be scheduled BEFORE ENCLOSING ANY WALL AREA.

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

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

**d. ABOVE CEILING ROUGH-IN**

This inspection must be scheduled BEFORE ENCLOSING ANY CEILING.

Rough-in of electrical wiring, plumbing, HVAC, and sprinkler protection required at this point.

**e. ENERGY**

This inspection is performed after approval of Rough-In 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**

h. Final inspections may require 48-hour notice before being performed.

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:

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

## COMMERCIAL AND INDUSTRIAL STRUCTURES – NEW CONSTRUCTION

OCCUPANCY. PERMITS WITH EXPIRED CONDITIONAL CERTIFICATE OF OCCUPANCY WILL BE ACCESSED A \$1,000.00 FINE FOR A MISSED INSPECTION.

*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 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.

NOTE: Final inspections may require 48-hour notice before being performed.

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.

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

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. 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.