

ONE- AND TWO-FAMILY STRUCTURES ADDITION



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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 – prior to backfill
- c. Slab – prior to backfill
- d. Rough-in – prior to insulation
- e. Energy – prior to drywall
- f. Permanent electric
- g. Fireplace
- h. 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 access door must be at least 16 inches tall by 24 inches wide with a clear 16 inch by 24 inch outside frontal entrance parallel to the wall.

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 home 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 home 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, 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.

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. **FIREPLACE**

This inspection is required before face trim is installed.

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

h. **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.

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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 ACCESSED A \$500.00 FINE FOR A MISSED INSPECTION.

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 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 the Certificate of Occupancy.

Multiple outstanding fees by an individual builder will 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 and issued per Building Commissioner's Discretion.

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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

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.

7. RULE 5 REQUIREMENTS

A couple sentences about Rule 5 and briefly describe the two reasons Rule 5 permits are needed.

a. Land disturbance of one (1) acre or more:

The individual lot owner must complete their own Rule 5 Notice of Intent (NOI) only if lot size is 5 acres or larger.

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The following is a brief excerpt from Stormwater Technical Standards to assist you in obtaining a basic understanding of the Rule 5 requirements for individual lot construction.

From the time construction begins on an individual lot and until the individual lot is stabilized, the lot owner/operator must take steps to:

1. Protect adjacent properties from sedimentation
2. Prevent mud/sediment from depositing on the street
3. Protect drainageways from erosion and sedimentation
4. Prevent sediment laden water from entering storm sewer inlets
5. Ensure that chemical pollutants (i.e. paints, solvents, etc...) are properly disposed
6. Ensure that concrete and masonry washouts are properly handled NOTE: (if a concrete washout is not provided by the developer, it is your responsibility to provide and maintain one), a concrete washout entering the storm drainage system will result in immediate fines.
7. Ensure that solid waste / construction debris is properly managed and is not free to enter the drainage system or waterways
8. Stabilize disturbed ground in the earliest possible timeframe through temporary or permanent vegetation or other approved methods

Construction sequence on individual lots should be as follows:

1. Clearly delineate areas of trees, shrubs, and vegetation that are to be undisturbed. To prevent root damage, the areas delineated for tree protection should be at least the same diameter as the crown.
2. Install perimeter silt fence at construction limits. Position the fence to intercept runoff prior to entering drainage swales.
3. Avoid disturbing drainage swales if vegetation is established. If drainage swales are bare, install erosion control blankets or sod to immediately stabilize.
4. Install drop inlet protection for all inlets on the property.
5. Install curb inlet protection, on both sides of the road, for all inlets along the property frontage and along the frontage of adjacent lots, or install temporary catch basin inserts in each inlet and frequently clean.
6. Install gravel construction entrance that extends from the street to the building pad.
7. Perform primary grading operations.
8. Contain erosion from any soil stockpiles created on-site with silt fence around the base.
9. Establish temporary seeding and straw mulch on disturbed areas.
10. Construct the home and install utilities.
11. Install downspout extenders once the roof and gutters have been constructed. Extenders should outlet to a stabilized area.
12. Re-seed any areas disturbed by construction and utilities installation with temporary seed mix within 3 days of completion of disturbance.
13. Grade the site to final elevations. Add topsoil as needed to minimize erosion of underlying soil and to quickly establish grass.
14. Install permanent seeding or sod.

All erosion and sediment control measures must be properly maintained throughout construction. For further information on individual lot erosion and sediment control, please

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see the “Individual Lot Erosion and Sediment Control Plan and Certification” form in Exhibit 602-1 or the Indiana Department of Natural Resources, Division of Soil Conservation’s pamphlet titled *Erosion and Sediment Control for Individual Building Sites*.

FAILURE TO COMPLY WITH THESE MEASURES CAN RESULT IN A FAILED INSPECTION, NOTICE OF VIOLATION, STOP WORK ORDER AND MONETARY FINE.

More information can be found at: www.cityofnoblesville.in.us/cleanwater.

Example of erosion control plan to be submitted with construction documents