



Town of Fortville
Planning & Building Department
714 E. Broadway St.
Fortville, Indiana 46040

BUILDING INSPECTION PROCEDURES

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POLICIES and PROCEDURES

The Planning & Building Director or designee (Building Inspector) is hereby authorized and directed to enforce the provisions of Chapter 150 of the Fortville Town Code. The Director or Building Inspector shall have the authority to render interpretations of the code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in conformance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in the code.

General Requirements:

1. Scheduling of inspections is the responsibility of the property owner.
2. All permits are valid for one (1) year from the date of issuance and must be posted in a front window.
3. All sites must have trash containment and a port-a-let or on-site restroom facilities for all jobs at all times.
4. All work and inspections must be completed in that year, or new permit must be obtained. However, if rough-in inspection released, an extension up to 6 months may be granted for a \$50 fee with green permit presented to Planning & Building Department. The 6-month extension MUST be secured prior to the permit expiring.
5. All inspections must be scheduled at least one (1) business day prior to the day of inspection via phone call or email to the Building Inspector.
6. Inspections will occur between the hours of 8 am & 4 pm, Monday thru Friday.
7. Contact Building Inspector for driveway inspection prior to pour.
8. Residential - There will be four (4) to five (5) inspections: Footer/Trench, Foundation/Underslab, Rough-In/Electrical, Energy (possible) and Final Occupancy. Energy inspections may be performed by outside consultant. Your final inspection is your Certificate of Occupancy (C of O).
9. Room Additions, Alterations and Accessory Buildings may require up to five (5) inspections.
10. In-ground pools require two (2) inspections: rough-in and final occupancy; Above ground pools require one (1) inspection for final occupancy.
11. Decks - There will be a minimum of two (2) inspections: footer and final occupancy. An extra rough in inspection may be necessary depending on the style and complexity of the deck.
12. Electrical - Requires one inspection: when all the work has been completed and before the power company comes out to reconnect.
13. State Design Releases are necessary for Commercial, Industrial, Churches, Libraries, Museums, and Schools. These projects will be inspected as determined by the Building Inspector after the foundation inspection (footers can be time sensitive & as many as necessary).
14. No facility or building shall be occupied or used before a temporary or final occupancy permit is issued. **(\$150.00 per day fine will be assessed if occupied).**
15. All inspections will be done in accordance with the building rules, codes, standards, and regulations.
16. Missed or skipped inspections will have a \$350.00 fine.

FOOTER/TRENCH/POST HOLE INSPECTION

1. Footers dug or formed, ready to pour (Frost line in Central IN is at least 30")
2. Rebar in place (if necessary)
3. Grade set
4. Post holes inspected for post frame construction
5. All above items completed before concrete is poured!!!
6. Construction drive in place

Monolithic Footings

1. Remove all loose dirt and sod
2. Footers are dug
3. All forms are set
4. Reinforcing wire on site
5. Construction drive in place
6. Inspect before concrete is poured

FOUNDATION INSPECTIONS

Slab Foundation

1. Remove all sod, loose dirt and foreign materials
2. After foundation wall is complete.
3. All plumbing is roughed in.
4. All under slab electrical is in place.
5. Before sewer/water lines under slab are back filled.
6. Before back fill and pea gravel/sand.
7. Anchor bolts or straps are in place.
8. Inspect before slab is poured.

Crawl Space Foundation

1. After all foreign material is removed.
2. After sump well is installed.
3. After foundation wall is complete.
4. Anchor bolts or straps are in place.
5. Inspect before back fill.

Basement Foundation

1. After foundation wall is complete.
2. After sump pit is installed.
3. After basement walls are waterproofed.
4. Anchor bolts or straps are in place
5. Before back fill.
6. Under slab plumbing in place.
7. Inspect before concrete slab is poured.

Partial Basement & Crawl Foundations

This could possibly take additional footer/trench and foundation inspections. If upper and lower footing/foundation is done at separate times then:

1. Must call for footer/trench inspection for each pour (upper and lower)
2. Basement walls must be complete and inspected including perimeter tile & waterproofing
3. Backfill basement
4. Upper footings are dug or formed, then inspected
5. Upper foundation walls are installed, call for inspection before backfill.

ROUGH-IN INSPECTIONS:

1. Permit posted in front window.
2. All carpentry rough.
3. All mechanical rough, which includes plumbing (including basement, crawl space and attic).
4. Mechanical sign-off sheet provided to Planning & Building Department.
5. All electrical with receptacle and switch boxes made up, meter base must be set and ready for power.
6. All fire blocking and fire caulking in place.
7. All roofing completed.
8. All exterior windows, doors, and garage doors in place.
9. Trash containment must be on job site.
10. NO INSULATION UNTIL AFTER ROUGH INSPECTION.

ENERGY INSPECTIONS:

1. After rough in inspection and installation of insulation. Blown-in attic areas will verify at final.
2. An energy certificate must be on site or provided to Planning & Building Department.

FINAL INSPECTIONS:

1. Structure completed and ready to occupy. DO NOT MOVE ITEMS INTO BLDGS.
2. Porches, sidewalks, and permanent driveway completed.
3. If applicable, ADA corner sidewalk ramp installed; Max 8.33% running slope, max 2% cross slope per ADA + tactile warning with plastic wrapper removed.
4. Water meter lid flush with final grade.
5. Water meter at least 18" below lid to prevent freezing.
6. Sewer cleanout provided.
7. If applicable, sump pump installed and line connected to storm water system.
8. Exterior of home completed per plan.
9. Correct number of bushes and trees planted in accordance with Zoning Ordinance or PUD.
10. Construction debris removed.
11. Structure shall be broom clean, with no left over material or trash in garage or basement.
12. If applicable, driveway culvert must be in place.
13. If applicable, septic system permit must be released by Hancock County Health Dept. (317)477-1125.
14. Final Grade and Seeding complete
15. You must have the Certificate of Occupancy before the project is considered closed and ready to occupy.

Electrical Upgrade Inspection

Anytime a meter is pulled from the structure by the power company, regardless of the reason, a permit is required before the meter is re-installed by the power company.

1. Electrical inspections are done after all the work has been completed.
2. All electrical upgrade inspections will need to be scheduled with power company and Building Inspector

Modular or Manufactured Homes

1. Refer to Footer/Trench Inspection (Page 2).
2. Refer to the Foundation Inspections (Page 2).
3. Rough-In Inspection when home is set on foundation and electrical is ready for hook-up and Indiana Modular/ Manufactured Home Insignia available
4. Refer to Final Inspections (Page 3).

Commercial Buildings

1. A State Design Release is provided to the Planning & Building Dept.
2. Footer/Trench Inspection, multiple if necessary,
3. Foundation Inspection, multiple if necessary,
4. Periodic inspections as determined by the Building Inspector or upon request of General Contractor.

In-ground Swimming Pools

1. Permit posted in front window. Construction fence **MUST** be erected after hole is dug.
2. Rough-In inspection, BEFORE BACKFILL, after all underground plumbing, electrical, and bonding is in place.
3. Final inspection after pool is completed and operational, grading and seeding is completed and all Safety Equipment is in place (as per 675 IAC 14-4.3-296) and 4' foot fencing or railing with lockable gate or automatic pool covers in place.

Above ground Swimming Pools: Final inspection must be called in by Home Owner or Contractor

1. Permit posted in front window.
2. Final inspection after pool is completed and operational including plumbing & electrical.
3. Grading and seeding is completed and all Safety Equipment is in place (as per 675 IAC 14-4.3-296) and 4' foot fencing or railing with lockable gate is installed.

Wood Decks

1. Post hole inspection before concrete is poured or cookie is placed. (Frost line in Central IN is at least 30 inches deep)
2. An extra rough-in inspection **may** be necessary depending on the style and complexity of the deck.
3. Final inspection when deck is completed.

If you have any questions regarding the above instructions, please contact the Building Inspector at (317) 752-8630 from 8:00 am to 5:00 pm Monday-Friday.