



## BUILDING DEPARTMENT

---

### MINIMUM REQUIRED RESIDENTIAL INSPECTIONS

Building Officials, upon notification from the permit holder or his agent, shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or his agent wherein the same fails to comply with applicable codes.

#### A. FOUNDATION AND FRAMING:

- FOUNDATION INSPECTIONS will be made after footing areas are excavated and formed and any requiring reinforcing steel is in place, prior to the placing of concrete. **The permit holder or his agent shall notify the Building Officials by phone or in person not less than 24 hours prior to placing of concrete.** In the event the inspection has not been made and said 24 hours has elapsed, the placement of concrete may proceed.
- FRAME AND MASONRY INSPECTIONS will be made after the roof, masonry, all framing, firestopping, and bracing are in place.

#### B. PLUMBING, HVAC, AND ELECTRICAL:

- Rough Inspections must be made prior to covering or concealment and before fixtures are set.

#### C. OTHER INSPECTIONS:

- In addition to the requested inspections above, the Building Department may make or require any other inspections to ascertain compliance with the code and other laws enforced by the Building Department.

#### D. FINAL INSPECTIONS:

- Final inspections are to be made after building is completed and **before building is occupied.**

Work shall not be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining the written approval of the Building Official. Such written approval shall be given only after an inspection has been made of each successive step in the construction as indicated by each of the inspections required above.

#### SCHEDULING OF INSPECTIONS:

Inspection requests must be called in to the Building Department at **(574)235-9554**. The inspectors are in the office Monday through Friday between **7:30 a.m. and 9:00 a.m.** and between 3:30 p.m. and 4:00 p.m. Inspections requested between 7:30 a.m. and 9:00 a.m. generally can be made the same day. **All inspections requested AFTER 9:00 a.m. will not be made until the next working day.**