Permit Posting and Inspection Procedures

Boone County Area Plan Commission
116 Washington Street Room 101 * Lebanon, IN 46052 * (765) 482-3821 * www.bccn.boone.in.us/apc

I. **Permit**. The following permit pieces are issued by the Area Plan Commission:

1. ILP. Improvement Location Permit (yellow paper) is your actual permit to build and is issued for all building permits including electrical upgrades.

2. Building Permit/Inspection Placard (weatherproof, green or blue) is issued for all construction and must be posted at the road on the building site where it is readily visible from the roadway prior to the beginning of construction. Any site where construction is occurring and a placard is not posted will be issued a Stop Work Order. In rural areas where houses may not be visible from the roadway, the Placard shall be placed near the entrance of the property's driveway. It can be attached to a private fence, post, or wired to a tree. This sign shall remain throughout construction of the home until the Building Inspector has issued the Certificate of Occupancy. At no time shall Placards be attached to electric utility poles, transformer boxes, or any existing publicly owned State or Highway post.

II. **Inspections**. The building inspector must perform inspections during certain stages of the construction. Inspections are done by appointment and shall be called in to the Area Plan Commission Office (765) 482-3821 at least two days in advance. Please have the permit number, lot number, phone # for contact person, time of inspection if it is for footings, when making the appointment for inspections or checking the status of an inspection.
It is the responsibility of the applicant to request all proper inspections. There is a fee for each reinspection that must be paid before the Certificate of Occupancy is issued. If an inspection is not performed it will be so noted in the permanent building permit file. A list of all non-compliance items of the Code will be left at the job site and a copy entered into the file. The following inspections are required including a brief checklist of items to be completed:

	Temporary Electric & Footing & Foundations	Rough-In & Permanent Electric	Final Inspection	Certificate of Occupancy
* New Primary Structure	X	XX	X	X
Addition	X	X	X	X
Remodel	X	If upgrading	X	X
Accessory & Storage Structures	X	if finishing when applicable	X	
Temporary Mobile Home	X	X	X	X
Electrical Upgrade			X	
Swimming Pools		check bonding	X	

** Primary structures include all new residential, commercial, and industrial buildings.*

1. **Temporary Electric.** The inspector must inspect all poles containing temporary electrical service to your construction sites before the Power Company will supply power to the site. Once an inspection has been approved, the inspector will notify the Power Company to install the hook-up. A Ground Fault Interrupter (GFI) breaker in the box must service any outside receptacles.
   All temporary poles must be in place at the time of footing inspection. We will no longer make a separate trip to inspect temporary electric. The inspection will be made at the time of the footing or foundation inspections.

2. **Footing and Foundation**. The footing inspection shall take place when footing is ready to pour. All footing inspections must be requested a minimum of 48 hours in advance of the pour and must include the time that you plan to pour the footing. Our inspectors will make effort possible to arrive before your pour time. Since it is necessary for our inspectors to check several different measurements, you MAY NOT pour concrete before they have arrived and completed their work.

   The foundation inspection shall be performed after the foundation is complete.

   1. Is the footing depth 30" below grade?
   2. Are foundation walls resting directly on the footing?
   3. Is the top of the footing level?
   4. Is footing width to code?
   5. Is the thickness of the footing at least 8"?
   6. Are ½" anchor bolts in place every 6' on center, straps placed 4' on center and both not more than 12" from the corner?
   7. Are anchor bolts or straps embedded at least 7" into concrete block and poured concrete walls?
   8. Has 4" minimum foundation drain been installed for basements?
   9. Are interior crawl space piers sized and spaced properly?
   10. Is crawl space insulated with at least 1" polystyrene?
   11. Is brick ledge available for masonry support?
   12. If wood foundation walls are used, are they pressure treated and have they been place on a minimum of 4" of crushed stone?
   13. Have basement walls been properly dampproofed with asphalt, etc?
   14. Is foundation base sill plate of treated wood and anchored properly?

3. **Rough In.** The structure shall receive a rough-in inspection after the structure has been completely framed and all of the electrical wiring, HVAC, and plumbing have been installed. No insulation or drywall shall be installed until the building inspector has approved the work and given permission to proceed working.

   Structural.
   1. Are at least 4 vents in foundation wall spaced with in 3' from building corners?
   2. Does an 18'x24" minimum access opening exists to the crawl space?
   3. If crawl space opening is in garage, can it meet a 20 min fire rating code requirement?

4. Is crawl space free from debris?
5. Do beams have proper support?
6. Check spans of floor joist. Doubled under bearing walls?
7. If house has a fireplace, is proper support available?
8. Are wires, pipes and ducts properly supported to the floor joists?
9. Are penetrations through the foundation wall sealed?
10. Has a sump pit been located in craw space or basement?
11. Is a drain available for AC condensate if HVAC is in basement?
12. Has at least one GFCI protected outlet been located in the basement?
13. Has a smoke detector/alarm been installed in the basement and wired into the electrical system?
16. If the electrical panel is on a basement wall, has it been secured properly to the wall and mounted on a moisture resistant board or has an air space been provided between the box and any concrete wall? Avoid placement of the panel in potentially wet areas.
17. Check for holes in water and waste lines cause by careless nailing or drilling.
18. Check sizes/spanning of headers over windows, doors, floor, ceiling, and roof.
19. Have stud guards been placed over plumbing and electrical installations when located closer than 1.25" from the surface of a stud or plate?
20. If a top plate has been cut to provide for plumbing or heating, has it been joined back together properly with 11/2" steel strapping 16 gage secured by 8 nails at each end?
21. Have building corners been supported with plywood, 1x 4 let-ins, or metal cross bracing?
22. Are exhaust fans located in all baths where an operable window is not available?
23. Have exhaust fan hoses been extended to roof or soffit vents to outside air?
24. Have plumbing or electrical lines penetrated heat or return air ducts? If so, have these penetrations been sealed properly?
25. Are the main stairways and hallways a minimum of 3' wide?
26. Does the stairwell have a minimum of 6'8" of clearance?
27. Are the stairway treads a minimum of 9" wide and a maximum of 8.25" high?
28. Does a minimum of 3'x3' landing exists on each side of an egress door?
29. Do bedrooms have operable windows with a net clear opening of 5.7 square feet?
30. Are all windows in place?
31. Do ceiling joists have at least 3" of overlap?
32. Are rafter, ceiling joists and exterior walls tied together?
33. Does the attic area have properly sized and an adequate number of roof, ridge, gable and/or soffit vents?
34. Have nailing studs been placed for molded shower stall support?
35. Is the roofing complete?
36. Are there bored holes within 2" of top or bottom of a floor joist?
37. Has proper footing been provided for a masonry fireplace?
38. Is the chimney properly lined?
39. Does the hearth of the masonry fireplace extend out at least 16" in front of and 8" to the side of the firebox? The hearth must be at least 20"x12" if firebox is larger than 6 square feet.
40. Are wood framing members more than 2" from the outside of masonry fireplace?
41. Does range hood vent to outside air, attic area or to room area?

42. Is all ductwork insulated or in a heated space?
43. Are crawlspace vents in place and in compliance with code?
44. Has house wrap been properly applied?

Electrical

45. Are ground wires twisted and crimped or capped?
46. Are boxes large enough for the number of wires within?
47. Has 12-2 wire been used for (2) 20 amp circuits in the kitchen, pantry, and dining areas and breakfast area?
48. Have all wires been secured and stapled to code requirements?
49. Have receptacle boxes been located so that no point along the floor line in any wall space is more than 6 feet from an outlet in that space including any wall space 2 feet or more in width?
50. Are wires from meter base to panel sized to handle the amperage stated on main disconnect? 2/0 and copper, 4/0 AL for 200 amp services.
51. Is the ground wire in place and properly secured to the ground rod and to grounding bus in the panel?
52. Is ground rod 5/8"x 8' or ½" nonferrous rods or equivalent at finish grade or below grade?
53. Has the main water line been grounded?
54. Only one wire per metal connector entering panel; two if plastic or other approved type of connector is used.
55. Has proper sized riser conduit been used for overhead service? Use 2" galvanized steel or Schedule 80 PVC.
56. If AL wire used, has a corrosion inhibitor been used?
57. Have smoke detectors been wired into the electrical system on every floor and in each bedroom?
58. No vertical wires or boxes are allowed in return air or heat plenums unless located in a conduit or raceway.
59. Check for GFCI breaker in the electrical panel for spa/tub circuit. Check on final inspection too.
60. Provide a disconnect on furnace if not in same room with main electrical panel.
61. Seal all excess openings in the meter base.
62. Does every habitable room have at least one wall switch controlled lighting outlet?
63. Has a light been placed in any accessible attic storage area?
64. If junction boxes are used, are they readily accessible?
65. Has fire caulking been properly applied?
66. Are bedroom receptacles ARC FAULT ?

Plumbing.

67. Minimum 1.5" drains for sinks, 2" for laundry, 3" for toilets?
68. All vents through the roof must be 3" for every 6" above high line of roof and below roofline in attic.
69. Are water lines supported horizontally every 6'? Waste lines every 4'?
70. Is washer standpipe a minimum of 18" in height?

71. Are water and waste lines located less than 1.25" from surface of studs or plates? If not, they must be protected with stud guards.
72. Holes for pipes and wires in floor and ceiling joists are not to be less than 2" from the top or bottom of joist.
73. No waste pipe shall be smaller than the largest horizontal branch connected to it.
74. No waste line smaller than 1.5" is to be installed under a slab.
75. Has clean out been provided for each vertical wastes stacks and where building drains exist to sewer?
76. Washer and laundry tub cannot exit to trap serving the kitchen sink.
77. Have all waste lines been trapped? No fixtures shall be double trapped.
78. One trap may be installed at a central fixture to serve up to three fixtures from tub, lavatory, or laundry sink when located in the same room.
79. Has a main water system shut-off valve been provided near where water service enters the building?

Permanent Electric.

84. Permanent Electric will only be hooked up after the rough in has been approved.

1. **Final Inspection.** (Certificate of Occupancy) - At no time shall a dwelling be occupied before a final inspection has been made and approved by the building inspector. The final inspection shall be scheduled when the structure is completed and ready for occupancy. All interior and exterior work shall be completed on the structure including, but not limited to GFCI breakers, garage attic access have 20 min fire separation, smoke detector installation, breaker box labeled, shut-off valves on water faucets, etc.
    1. If a gas water heated or furnace is in the garage, are they elevated 18" from the floor and vented properly?
    2. Do all non-dedicated receptacles in the garage have GFCI protection?
    3. Have attic and crawlspace accesses in the garage been fireproofed to 20 min rating?
    4. Has an attached garage been separated from the house by ½" drywall?
    5. Does the water heater have a blow-off valve and copper pipe extending to 6” above floor or to a drain?
    6. Does the garage floor slope water to a floor drain or to the over head door?
    7. Is there a solid core or steel door between the house and garage?
    8. Are smoke detectors wired to the electrical system on each floor and in each bedroom?
    9. Are all outlets on kitchen counter tops and island GFCI protected?
    10. Are all bathroom plugs, garage, and outside receptacles GFCI protected?
    11. Is there one GFCI plug located in the basement?
    12. Is a GFCI breaker located in the panel box or GFCI receptacle for motorized spa/tub?
    13. Have all circuits in the electrical panel been labeled?
    14. Have handrails been installed on all stairways?
    15. Do all sinks, toilets, and washer have readily accessible water supply shut-off?
    16. Does the damper in the fireplace open and close freely?
    17. Has the final yard grading been done?
    18. If required, has a yard light or sidewalk been installed?

19. Is the mantel secure?
20. Have covers been placed on all electrical outlets and the panel box?
21. Check the qualities of the finish trim painting, wallpaper, drywall, etc.
22. Do closets have non-recessed lighting fixtures located closer than 12" from the closet shelving?
23. Check all doors for the ability to open and close properly.
24. Test all bath fans for operation and noise.
25. Have windows been caulked or weatherproofed?
26. Has a drainage culvert been installed under the driveway where applicable?
27. Check to see that a driveway has not been constructed over a storm sewer inlet.
28. Has a Satisfactory Water Test & Septic Inspection been done where applicable?
29. Is the Address on the house?