

Permit Posting and Inspection Procedures

Boone County Area Plan Commission

116 Washington Street Room 101 * Lebanon, IN 46052 * (765) 482-3821 * www.boonecounty.in.gov/apc

1. **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 Certificate of Occupancy has been issued by the Building Inspector. At no time shall Placards be attached to electric utility poles, transformer boxes, or any existing publicly owned State or Highway post.
2. **Building Setback Lines.**

It is the responsibility of the applicant to understand the accurate legal monuments for each individual property. The applicant or contractors will be responsible for physically affirming the ability to meet the setbacks set forth in the Zoning Ordinances of Boone County, Town of Whitestown and Town of Advance
3. **Inspections.** Inspections must be performed by the building inspector 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 24 hours in advance. Please have the permit number, contractor, and property address ready when making the appointment 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 re-inspection that must be paid at the time the Certificate of Occupancy is picked up. 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 (post holes)& Foundations	Rough-In & Permanent Electric	Insulation	Final Inspection	Certificate of Occupancy
* New Primary Structure	X	XX	X	X	X
Addition	X	X	X	X	X
Remodel	X	X if upgrading	X	X	X
Accessory & Storage Structures	X	if finishing when applicable		X	X
Temporary Mobile Home	X	X		X	X
Electrical Upgrade				X	X
Swimming Pools		check bonding		X	X
Signs	X post holes			X bracing	

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

3. **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. Any outside receptacles must be serviced by a Ground Fault Interrupter (GFI) breaker in the box.

4. **Footing and Foundation. *The footing inspection shall take place when footing is ready to pour. The foundation inspection shall be performed after the foundation is complete.***
 1. Is the footing depth at least 30" deep to finish grade?
 2. Are foundation walls resting directly in the center of the footing?
 3. Is footing width to code? 12" one-story, 15" two-story, 18" three-story
 4. Are anchor bolts in place every 6' on center, straps placed 4' on center and both not more than 12" from the corner?
 5. Has 4" minimum foundation drain been installed in basement living areas?
 6. Are interior crawl space piers sized and spaced properly?
 7. Are basement walls waterproofed?
 8. Do crawl spaces meet energy requirements?
 9. If wood foundation is used, are the poles .40% treated and are they placed on a minimum of a 4" pad?

5. **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. The shingles must be on house. The fire caulking must be done for the rough in inspection.

Structural

1. Are at least 4 vents in foundation wall spaced within 4' from building corners?
2. Does a 16"x24" minimum access opening exist to the crawl space?
3. If crawl space opening is in garage, can it meet a one-hour fire rating code requirement (18"x24" minimum)?
4. Has a treated sill plate been used?
5. Is sill attached to anchor bolts?
6. Is crawl space free from debris?
7. Do beams have proper support?
8. Check span of floor joists. Doubled under bearing walls on the print?
9. If house has a fireplace, is proper support available?
10. Are wires, pipes and ducts properly supported to the floor joists?
11. Are penetrations through the foundation wall sealed?
12. Has a sump pit been located in basement and crawl space?
13. Is a drain available for AC condensate if HVAC is in basement?
14. Has at least one GFCI protected outlet been located in the basement?
15. Has a smoke detector/alarm been installed in the basement and inter-connected and hard 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 sizes/spanning of headers over windows, doors, floor, ceiling, and roof.
18. Have stud guards been placed over plumbing and electrical installations when located closer than 1.25" from the surface of a stud or plate?
19. If a top plate has been cut to provide for plumbing or heating, has it been joined back together properly with steel strapping?
20. Have building corners been supported with plywood, or metal cross bracing?
21. Are exhaust fans located in all baths where an operable window is not available?
22. Have exhaust fan hoses been vented to the outside?
23. Are the main stairways and hallways a minimum of 3' wide?
24. Does the stairwell have a minimum of 6'8" of clearance?
25. Are the stairway treads a minimum of 9" wide and a maximum of 8.25" high?
26. Does a minimum of 3'x3' landing exist on each side of an egress door?
27. Do bedrooms have operable windows with a net clear opening of 5.7 square feet?
28. Are double-hung windows at least of 24"x18" and less than 44" above the floor line?
29. Single hung windows must meet egress requirements of 5.7 sq ft.
30. Do ceiling joists have at least 3" of overlap?
31. Are rafter, ceiling joists and exterior walls nailed together?

32. Does the attic area have properly sized and an adequate number of roof, ridge, gable and/or soffit vents?
33. Roof needs to be complete prior to rough-in inspection.
34. Have nailing studs been placed for molded shower stall support?
35. Are there bored holes within 2" of top or bottom of a floor joist?
36. Has adequate attic access been provided?
37. Does the hearth size meet the requirements for the fireplace opening?
38. Are wood framing members more than 2" from the outside of masonry fireplace?
39. Does range hood vent to outside air or to manufacturer requirements?
40. Is the furnace located in an accessible location? All must have 30" clearance in front of the unit.

Electrical

41. Are ground wires twisted and crimped or capped?
42. Are boxes large enough for the number of wires within?
43. Has 12-2 wire been used for 20 amp circuits in the kitchen, family, and dining rooms?
44. Have all wires been secured and stapled to code requirements?
45. 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?
46. Are wires from meter base to panel sized to handle the amperage stated on main disconnect? 2/0 and 3/0 copper, 4/0 AL for 200 amp service.
47. Is the ground wire in place and properly secured to the ground rod and to grounding bus in panel?
48. Is ground rod 5/8"x8' or 1/2"x10' copper and less than 8" above finish grade?
49. Has the main water line been grounded?
50. Only one wire per metal connector entering panel; two if plastic or other approved type of connector is used.
51. Has proper sized riser conduit been used for overhead service? Use 2" galvanized steel or Schedule 80 PVC.
52. If AL wire used, has a corrosion inhibitor been used?
53. Have smoke detectors been wired into the electrical system on every floor and in each bedroom?
54. No vertical wires or boxes are allowed in return air or heat plenums unless located in a conduit or raceway.
55. Provide a disconnect on furnace and hot water heater if not in same room with main electrical panel.
56. Does every habitable room have at least one wall switch controlled lighting outlet?
57. Has a light been placed in any accessible attic storage area?
58. If junction boxes are used, are they readily accessible?
59. Do all stairways have proper lighting over them?

Plumbing.

60. Minimum 1.5" drains for sinks, 2" for laundry, 3" for toilets?
61. All vents through the roof must be 3" for every 6" above high line of roof and below roof line in attic.
62. Are water lines supported horizontally every 6'? Waste lines every 4'?
63. Is washer standpipe a minimum of 18" in height?
64. No waste pipe shall be smaller than the largest horizontal branch connected to it.
65. No waste line smaller than 1.5" is to be installed under a slab.
66. Washer and laundry tub cannot exit to trap serving the kitchen sink.
67. 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.
68. Has a main water system shut-off valve been provided near where water service enters the building?

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

Insulation Inspection. Inspection to ensure that insulation has been installed and meets State codes.

6. **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 fireproofing, smoke detector installation, fireproof door between attic and garage, breaker box labeled, shut-off valves on water faucets, etc.
 1. If a gas water heater or furnace is in garage, are they elevated 18" from the floor and vented properly?
 2. Do all non-dedicated plugs in the garage have GFCI protection?
 3. Has an attached garage been separated from the house by ½" dry wall.
 4. Does the water heater have a blow-off valve and copper pipe extending to an open floor drain?
 5. Does the garage floor slope water to the driveway or have floor drains?
 6. Is there a solid core door (minimum of 1 3/8) between the house and garage?
 7. Are smoke detectors hard wired to the electrical system and battery back-up on each floor and in each bedroom?
 8. Are all outlets serving kitchen counter top GFCI protected?
 9. Are all bathroom plugs, garage, and outside receptacles GFCI protected?
 10. Is there one GFCI plug located in the basement?
 11. Have all circuits in the electrical panel been labeled?
 12. Have handrails been installed on all stairways?

13. Do all sinks, toilets, and washer have readily accessible water supply shut-offs?
14. Does the damper in the fireplace open and close freely?
15. Is at least one all-weather receptacle located on exterior of structure?
16. Has the final yard grading been done?
17. If required, has a yard light or sidewalk been installed?
18. Is the mantel secure?
19. Have covers been placed on all electrical outlets and the panel box?
20. Check the quality of the finish trim, painting, wallpaper, drywall, etc.
21. Do closets have non-recessed lighting fixtures located closer than 18" from the closet shelving?
22. Check all doors for the ability to open and close properly.
23. Test all bath fans for operation and noise.
24. Have windows been caulked or weatherproofed?
25. Has a drainage culvert been installed under the driveway where applicable?
26. Check to see that a driveway has not been constructed over a storm sewer inlet.
27. Has a disconnect been provided for the furnace and hot water heater if it is not in the same room as the electric service panel?

DECK definition:

Deck-an exterior floor system supported on at least two opposing sides by an adjoining structure and/ or posts, piers, or other independent supports.

Note: Anything that can be walked under will require a permit and inspections.