



REQUIRED INSPECTIONS

Request an Inspection: (317) 327-5525 or schedule online through Accela Citizen Access Portal (ACA)

Building Inspection Questions: BNS.ConstructionServices@indy.gov

BUILDING CONSTRUCTION INSPECTIONS

Construction must remain available for inspection at least **48 hours**.

City of Indianapolis Building Standards and Procedures [Sec. 536-402](#) establishes the notice of availability for inspection as a condition for the accomplishment of further work.

- a) Whenever a stage of construction is reached which is designated below, the person, partnership or corporation which obtained the permit shall be under a duty to give appropriate notice to the administrator as assigned by the deputy director of the division of construction and business services that the construction is available for inspection.
- b) Relative to the construction of, remodeling of or addition to a structure, notice of availability is required, as applicable, for:
 - 1) A "foundation inspection" after poles or piers are set, trenches or basement areas excavated, any required reinforcing steel is in place, but prior to the placing of concrete; and
 - 2) A "frame and masonry inspection" after the roof, masonry, all framing, firestopping and bracings are in place and all electrical wiring, pipes, chimneys and vents are complete, but prior to the interior covering of walls.
- c) Relative to the installation, modernization or replacement of building equipment (including but not limited to plumbing work for which licensure is required by the Indiana Plumbing Commission, or work on electrical power distribution systems, heating systems, space heating equipment, cooling systems or space cooling equipment), notice of availability for a separate "rough inspection" is required, as applicable, for each of the three (3) crafts after installation, but prior to the covering or concealment thereof and before fixtures are set.
- d) Relative to demolition or removal of a structure, notice of availability for a "fill inspection" is required (in the instance when a basement or subgrade chamber exists) after demolition or removal and prior to placing fill.
- e) The administrator or the administrator's authorized representative may, relative to any construction, add a reasonable number of other construction stages by communicating the additional stage requirements to the person obtaining the building permit for that construction.
- f) Notice of availability shall be given by the scheduling systems utilized by the division for such a purpose.
- g) If a private provider is being utilized to perform inspection services of a Class 2 structure in accordance with IC 36-7-2.5, the division of construction and business services does not require notice of

availability for inspection. In lieu of compliance with 536-402 (a), (b) and (c), upon the completion of construction, the private provider permit holder shall submit documentation demonstrating that the applicable inspections were performed in a form prescribed by the division of construction and business services. The documentation shall be submitted to the division of construction and business services as part of the private provider's complete inspection report in accordance with 536-304 and IC 36-7-2.5.

City of Indianapolis Building Standards and Procedures [Sec. 536-403](#) establishes the amount of time the construction must remain available for inspection.

- a) Whenever a stage of construction designated in section 536-402 is reached, no person shall take any action or accomplish any additional construction which would substantially impede the opportunity of the administrator as assigned by the deputy director or the administrator's authorized representative to inspect that stage of construction for a period of at least forty eight (48) hours after notice of the availability for inspection has been received during business hours in the division of construction and business services or until after an inspection is made, whichever first occurs; provided, however, if the forty eight hour period expires on a Saturday, Sunday, or legal holiday, the construction shall remain available for inspection until 5:00 p.m. on the next regular business day or until after an inspection is made, whichever first occurs. The forty-eight-hour period shall begin to run upon actual receipt of the notice during business hours but shall not run during any day when an inspection attempt by a representative of division of construction and business services is unsuccessful because the work is not accessible.
- b) A person, partnership or corporation may, however, pour a foundation two (2) hours after notification is received in the office of the division of construction and business services. If a foundation is so poured, the remainder of the excavation must remain open for a period of forty-eight (48) hours from the time when notice is received and the person, partnership or corporation must assist an inspector in making the excavation available for proper inspection; provided, however, if the forty-eight-hour period expires on a Saturday, Sunday, or legal holiday, the remainder of the excavation shall remain open until 5:00 p.m. on the next regular business day or until after an inspection is made, whichever first occurs.

Structural (STR) Permit – inspections available under the structural permit:

- **Foundation** (footer): After footers are trenched or formed, after poles or piers are set, and after any required reinforcing steel is in place, but prior to the placing of concrete.
- **Framing:** Framing, all crafts and firestopping are in place, but prior to placing insulation and wall covering.
- **Framing:** Above ceiling inspection request after the acoustical ceiling grid is installed and the mechanical, electrical, and plumbing rough-ins are complete (if applicable), but prior to the installation of the ceiling tiles.
- **Pool Grid Bonding:** After all required bonded parts are bonded together, but prior to the concealment of said parts.

Plumbing (PLM) Permit – inspections available under the plumbing permit:

- **Under Slab:** All or any under slab work is completed, but prior to covering.
- **Rough (In-wall):** All W.S. (water supply), D.W.V. (drain/waste/vent), and gas piping is installed, but prior to covering.
- **Rough:** Above ceiling inspection request after all W.S. (water supply), D.W.V. (drain/waste/vent), and gas piping is installed, but prior to covering.

Electrical (ELE) Permit – inspections available under the electrical permit:

- **Under slab:** All or any under slab work is completed, but *prior to covering*.
- **Rough (In-wall):** All electrical boxes, including the electrical panel, are set and wires stripped and pulled or conduit in place.
- **Rough:** Above ceiling inspection request after all electrical boxes and light fixtures are set, and wires pulled or conduit in place.
- **Pool Bonding:** After all required bonded parts are bonded together, but prior to the concealment of said parts.
- **Self-Certification Tag:** Inspection occurs by a licensed electrical contractor prior to the connection or use of electrical power.

Heating & Cooling (HTG) Permit – inspections available under the heating & cooling permit:

- **Under Slab:** All or any under slab work is completed, but *prior to covering*.
- **Rough:** All supply, return, makeup air, and exhaust ductwork are installed, but *prior to covering/insulating*.
- **Rough:** Grease duct test (if applicable).

Wrecking (WRK) Permit – inspections available under the wrecking permit:

- **Fill Inspection:** After a structure with a basement or other subgrade chamber is removed, but *prior to placing fill*. If a sanitary sewer connection exists, the sewer lateral shall be capped in the manner prescribed by the CWA authority (Citizens Energy Group).

Final Inspections:

- A final inspection is requested by submitting a Certificate of Completion and Compliance (Completion Card). This is applicable to all building permits (STR, PLM, ELE, HTG & WRK).
- For Class 1 structures (commercial buildings), please contact the assigned building inspector with questions or concerns about coordinating a “Final” inspection. Communicating in advance with the assigned building inspector is imperative for an efficient final inspection process, prior to occupancy. Please contact the building inspector 2 to 3 weeks in advance of your desired occupancy or opening date. Whenever possible, do not wait until the week of proposed occupancy to contact the building inspector, as they may no longer have availability on their schedule. Additionally, this does not allow sufficient time to bring code violations identified during final inspection into compliance.

If the permit holder elected to delay the submittal of fire alarm and/or fire suppression plans during the initial permitting process, please ensure that these plans have been submitted, reviewed, and released prior to scheduling a final inspection.

Failure to have fire alarm and fire suppression systems reviewed and permitted prior to final inspection may result in the issuance of stop work orders and delay desired opening/occupancy dates.