**BUILDING INSPECTIONS**

PLEASE READ THROUGHLY HAVE ITEMS IN PLACE BEFORE INSPECTOR ARRIVES

The Building Official is hereby authorized and directed to enforce the provisions of this code. The building official shall have the authority to render interpretations of this 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 this code.

**CITY OF GREENSBURG POLICIES AND PROCEDURES**

**GENERAL REQUIREMENTS:**

1. Scheduling of inspections are the RESPONSIBLITY of the person or parties receiving permits.
2. All permits are good for one (1) year from date of issue and must be posted in front window. IF NOT POSTED NO INSPECTION WILL BE MADE.
3. All sites must have trash containment at all times.
4. All sites must have a port-a-let or fully functioning plumbing at all times.
5. All work and inspections must be completed within the one year permit period or new permits must be obtained.
6. Inspections will be made between the hours of 8:00AM & 4:00 PM. Monday through Friday. All inspections will occur on the day scheduled. Inspector may be late from time to time, WORK SHALL NOT continue until inspector has signed inspection sheet.
7. Residential- There will be a minimum of seven (7) inspections as follows: Footer (Footer to be formed with reinforcing steel suspended before concrete poured), Foundation and Underslab plumbing, Floor joist, Rough-In, Insulation, Drywall and Final Occupancy.
8. Alterations and Accessories may require up to four (4) inspections.
9. Modular or Manufactured homes will have a minimum of four (4) inspections.
10. Pools- There will be two (2) inspections, Rough-In and Final.
11. After Foundation Inspection -Commercial, Industrial, Churches, Libraries, Museums, and Schools will be inspected as determined by Building inspector.
12. No facility or building will be occupied or used before final occupancy permit is issued. A fine of $100.00 a day may be assessed if structure is occupied prior to issuance of Certificate of Occupancy. A temporary Certificate of Occupancy may be issued solely at the discretion of the City’s Building Official when inclement weather prevents completion of some inconsequential portions of the work on a temporary basis.
13. All inspections will be done in accordance with the City and State building rules, codes, standards and regulations adopted in chapter 150 of the City of Greensburg Code of Ordinances.
14. A fine of $500.00 will be assessed for late or skipped inspections and a certification for a licensed professional engineer must be provided to the City for all work involved with such late or skipped inspections.
15. Initial re-inspections will be assessed a fee of $25.00 each, second re-inspections will be assessed a fee of $75.00 each and third re-inspections will be assessed a fee of $200.00 each.

**FOOTER INSPECTIONS: (Erosion Control Fencing must be in place)**

1. Crawl space must be excavated with footer formed and adequate space on the exterior of the form to allow for perimeter drain
2. Grade set
3. For post hole inspections excavation must be completed three feet deep before post are set.
4. All above work must be completed before concrete is poured

For basement footings (LOWER FOOTING). For slab on grade or Post &Beam/Pier (UPPER FOOTING)

1. Make sure all required setbacks are met.
2. Forms are to be complete and level.
3. Trench must have all water pumped out and scraped clean to solid ground.
4. Tarps and insulation cover must be removed for inspection.

**FOUNDATION INSPECTIONS:**

**Slab Foundation:**

The following work items shall be completed before scheduling a slab foundation inspection:

1. All footings and foundations must be in place.
2. All plumbing must be roughed in including sewer laterals from the sewer main to the foundation. Call (812) 663-2318 to contact the City of Greensburg Wastewater Department for their inspections.
3. All under slab electrical must be in place.
4. Inspection of sewer and/or water lines under slab must be completed before they are backfilled.
5. Inspections must be completed before back fill & fill for slab are in place.
6. Inspections must be completed before slab is poured.
7. Anchor Bolts must be in place prior to inspection.
8. Construction drive must be in place prior to inspection.

**Foundation with Crawl space:**

The following work items shall be completed before scheduling a crawl space foundation inspection:

1. All foreign material must be removed with stone and vapor barrier in place before scheduling inspection.
2. Sump pit must be installed before scheduling inspection.
3. Access hole must be installed before scheduling inspection.
4. All block must be laid before scheduling inspection.
5. Construction drive must be in place prior to inspection.
6. All anchor bolts and/or straps must be installed before scheduling inspection.
7. Inspection must be completed before starting any framing.
8. Inspection must be completed before any backfill is placed.
9. Inspection must be completed before any crawl space walls are insulated
10. All plates must be in place and 1st plate when garages are double plated shall be scheduling inspection.

**Basement:**

The following work items shall be completed before scheduling a basement foundation inspection:

1. All block shall be laid or concrete walls poured before scheduling inspections.
2. Basement floor shall be poured before scheduling inspection.
3. Sump pit shall be installed before scheduling inspection.
4. Basement walls shall be waterproofed before scheduling inspection.
5. Construction drive must be in place prior to inspection.
6. Anchor bolts must be installed prior to inspection.
7. All backfill must be placed before scheduling inspection.
8. All plates must be in place and first plate when garages are double plated must be in place before scheduling inspection.

**Under-Slab**

(Required for slab on grade and walkout basement construction. Not required for plumbing)

1. Insulation and vapor barrier shall be installed in an approved configuration, as detailed in Chapter 11 of the Indiana Residential Code and Indiana Amendments.

2. Tarps and insulation cover removed for inspection.

3. INSPECTION MUST BE APPROVED BEFORE POURING!

4. Garage floor drains must tie into sanitary and require sand trap/oil interceptor to be installed.

**Garages Floors & Porches**

The following work items shall be completed before scheduling a basement foundation inspection:

1. Footer inspection must have already been conducted.
2. Foundation walls must be poured or blocks laid, foundation bolts must be set. lose dirt must be removed. aggregate must be in place and welded wire fabric must be in place before scheduling inspection.

**Monolithic Footing:**

1. All forms must be set before scheduling inspection.
2. All welded wire fabric and/or reinforcing steel must be installed before scheduling inspection.
3. Construction drive must be in place prior to inspection.
4. Inspection must be completed before footing and slab is poured.
5. Any underslab plumbing, electrical, etc.

**FLOOR JOIST: ALL BUILDINGS**

Floor structural systems, including all beams, girders and joist shall be inspected prior to the sub-floor being installed.

**ROUGH-IN INSPECTIONS**

1. Permit must be posted in front window prior to inspection.
2. All framing and associated rough carpentry work must be completed prior to inspection.
3. All mechanical rough-in work, including plumbing rough-in in basement, crawl space and/or attic. Fireplaces, flues, HVAC system rough-in, exhaust systems including rough-in, gas line rough-in etc. must be completed prior to inspection.
4. Sewer laterals from the sewer main to the foundation must be completed prior to inspection. Contact City of Greensburg Wastewater Department as (812) 663-2318 for their inspection.
5. All electrical wiring with receptacle and switch boxes installed and meter base, set and ready for power must be completed prior to inspection.
6. All fire blocking must be in place prior to inspection.
7. All exterior windows, doors and garage doors must be in place prior to inspection.
8. All roofing must be completed prior to inspection.
9. Finished driveway must be complete prior to inspection.
10. Trash containment must be on job site prior to inspection.
11. NO INSULATION SHALL BE INSTALLED UNTIL AFTER ROUGH INSPECTION.IS COMPLETE.

**METER BASE INSPECTION**

STRUCTURE IS TO BE WEATHER TIGHT - windows and doors installed with structure roofed.

* + - 1. Grounding is required for customer’s service entrance equipment. Grounding shall be in accordance with the provisions of the 2005 Indiana Residential Code / 2008 NEC.
			2. A ground connection for customer’s service equipment shall not be made in or on the meter-

mounting device for utility provider.

* + - 1. Conduit to meter base must be 2-inch rigid steel or Schedule 80 PVC, and it must extend 18 inches minimum below grade. SCHEDULE 40 IS NOT PERMITTED.
			2. All disconnect switches, main panels, CT cans, and sub-panel covers must be open for inspection.
			3. When this inspection has been approved, a green meter tag, signed by the inspector, will be placed on the meter base or riser pipe. The contractor can then schedule with the utility provider to energize.
			4. DO NOT ENERGIZE prior to inspection and approval

**INSULATION**

1. Insulation work shall not start until after rough-in inspection is completed.
2. All insulation must be in place before scheduling the inspection.

**DRYWALL INSPECTION: RESIDENTIAL**

1. Insulation inspection must be completed before any dry wall is installed.
2. All dry wall must be hung, but joints shall not be taped or any joint compound applied before Drywall Inspection is completed.

**FINAL OCCUPANCY INSPECTIONS**

1. Final Occupancy Inspections are required for residential, accessory, pole barns, and utility buildings.
2. Structures must be complete and ready to move into before scheduling inspection.
3. Porches, sidewalks and drives must be COMPLETE before scheduling inspection.
4. Dwelling must be broom clean with no left-over material or trash in garage or basement before scheduling inspection.
5. Driveways and culverts (when necessary) must be in place and approved by City of Greensburg Street Department before scheduling inspection.
6. Final grading and seeding must be completed before scheduling inspection.

**ELECTRICAL UPGRADE INSPECTION:**

All electrical upgrade inspections must be scheduled with the Utility Company and Building Inspector. Inspection should be scheduled between early morning and noon. If a problem should be identified there might be time to correct it, and the customer may not be without electrical power overnight.

**IN-GROUND HOT TUBS AND IN-GROUND SWIMMING POOLS:**

1. Permit must be posted in front window of primary structure.
2. Rough-In inspection before back fill, after all underground plumbing, electrical and bonding is in place.
3. Final inspection after pool is completed and operational, grading and seeding is complete and all safety equipment is in place.

**ABOVE GROUND SWIMMING POOLS:**

1. Final inspection after all plumbing, electrical and bonding is in place.
2. After pools are completed and operational, grading and seeding is completed and all safety equipment is in place.

Any questions regarding the above instruction should be directed to the City of Greensburg at (812) 662-8495 or in person at the Building and Zoning Department at City Hall, 314 West Washington Street.

**ALL COMMERCIAL BUILDINGS MUST CALL FOR AN APPOINTMENT FOR A FINAL INSPECTION. THE FIRE DEPARTMENT ALONG WITH THE BUILDING DEPARTMENT WILL DO A FINAL WALK THROUGH AFTER EVERYTHING IS COMPLETED AND BEFORE OCCUPANCY IS PERMITTED. IF OCCUPANCY OCCURS AND NO CERTICATE OF OCCUPANCY PERMIT HAS BEEN ISSUED, A $1000.00 A DAY FINE WILL BE ASSESSED UNTIL OCCUPANCY PERMIT HAS BEEN ISSUED.**

**NO RESIDENTIAL DWELLING SHALL OCCUPY UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED. IF OCCUPANCY OCCURS AND NO CERTICATE OF OCCUPANCY PERMIT HAS BEEN ISSUED, A $500.00 A DAY FINE WILL BE ASSESSED UNTIL OCCUPANCY PERMIT HAS BEEN ISSUED.**