

Residential Inspections

Inspection Requirements and Procedure

The following inspections are required. The permit card document must be placed in a window visible from the street. Each inspection must be approved prior to proceeding to the next phase of construction. An approved inspection will be indicated by the inspector's dated signature on the permit card document. If no permit card document is posted on site at the Rough-In Inspection and those inspections that follow, the inspection will be considered failed and a fee will be assessed.

Please note that Westfield does not offer same-day inspections.

Occupying a residential structure/dwelling before a Certificate of Occupancy is issued will result in a \$2,500.00 fine.

Required Inspections

- | | | |
|--|--------------|--|
| 1. Erosion & Infrastructure Prior (PW) | 4. Rough-in | 7. Pre-Pour Sidewalk (PW) |
| 2. Footing | 5. Drywall | 8. Final Building |
| 3. Foundation/Underslab | 6. Sump (PW) | 9. Erosion & Infrastructure Final (PW) |

Optional Inspections

1. Insulation / Energy (UA or Prescriptive)
2. Porch (before Rough-in)
3. Pre-Final

Prior Erosion and Sediment/Infrastructure:

1. Silt Fence needs to be around perimeter.
2. Construction drive installed or being installed day of inspection.
3. Inlet protection installed in front and/or rear swales.
4. Concrete washout if applicable.
5. Prior infrastructure will be documented as warranted.

Footing:

1. Grade stakes to be in place for inspection.
2. Check all setbacks to property lines to insure compliance to zoning.
3. Site plan must match the footing that is being poured or all work will discontinue until corrected site plans are submitted, reviewed, and approved.
4. Inspection is required before footing is poured. Do not pour until the inspector has been to inspect. (Pouring a footing before the inspection could result in the removal of all footings and a fine assessed).

Foundation/Underslab:

1. Inspection is required after block is laid or walls are poured.
2. Basement waterproofing, perimeter drains, and slab plumbing must be in for this inspection.

3. Check for crawl space access and ventilation compliance.
4. Check for sump pit location and grading.
5. Do not backfill until this inspection has been inspected and approved.
6. In cold weather, blankets must be pulled before this inspection will be done.

Porch:

1. Must be inspected if you want to cover up before rough-in.
2. Ceilings (front & back) must be exposed and truss hurricane straps installed if necessary.

Rough-In:

1. The permit card document must be posted for this inspection and those inspections that will follow.
2. Porch (front & back) ceilings must be exposed, unless you want to pay for a separate Porch Inspection.
3. House should be weather-tight.
 - a. Windows and doors installed.
 - b. Roof must be installed.
 - c. Garage doors should be installed.
4. All Rough electrical, plumbing, and mechanical, must be installed at this time.
5. Check for notching, bracing, and proper support of framing.

6. Check for stud guards, FHA straps on top plates of exterior walls or load bearing walls that have been drilled over 25%. Non-bearing walls up to 40%.
7. Fire-stopping must be in at this time.
8. DO NOT INSULATE before this inspection. If insulation is installed before this, it will have to be removed then called in for re-inspect.
9. Check for broken or damaged trusses.
10. Fireplace must be installed at this time.
11. Check for plumbing straps on all vent and drain pipes.
12. All bathroom vents and ducts must be in place at this time.

Insulation:

NOT REQUIRED WHEN USING THE PERFORMANCE METHOD OF THE ENERGY CODE

1. All wall insulation must be in place.
2. All Styrofoam baffles must be installed.

Drywall:

1. Drywall must be installed at this time but not taped or mudded.
2. The inspector will be checking fastener patterns, nail and screw patterns should be in accordance with Table R702.3.5 of the IRC.
3. The garage ceiling, if under habitable space, must follow table R302.6 of the IRC.

Sump Inspection:

1. Sump line connection will need to be exposed.
Inspector will need to see the connection at the stub per Construction Standard Details.
2. Should alternative connection need to be made, please contact a Public Works representative for authorization. (317.804.3171)

Pre-Pour Sidewalk:

1. Inspection of subgrade and forms is required prior to pouring the sidewalk. Pouring of the sidewalk before the inspection will result in the removal of the sidewalk.
2. All pedestrian infrastructure including sidewalks and curb ramps are built in accordance with ADA/PROWAG and City of Westfield Standards and Specifications.

3. All driveways and other concrete infrastructure are built in accordance with City of Westfield Standards and Specifications.

Final:

1. Dwelling must be in move-in condition. An Approved final inspection is required prior to a Certificate of Occupancy being issued and prior to occupancy of the structure by the homeowner.
2. All electrical, mechanical, and plumbing work must be in place at this time.
3. All decks and required landing are to be in place at this time.
4. Crawl spaces shall not have standing water and be reasonably dry.
5. Smoke alarms are to be installed as required by the code.
6. Handrails and guardrails are to be installed as required by the code.
7. All flooring/finishes must be installed.
8. Sidewalk and driveways in place as per approved plans.
9. Site grading/drainage features and erosion control completed and required landscaping in place (weathering permitting).
10. There should be no furniture in the dwelling until a final inspection is passed, any re-inspection fees are paid, and the Certificate of Occupancy has been issued.

Final Erosion and Sediment/Infrastructure:

1. Lot is stabilized with minimum of 70% vegetative cover, mulch, or straw blanket.
2. Site grading/drainage features and erosion control completed and required landscaping in place. (If inclement weather, must call in once final stabilization is complete. Refer to point 1.)
3. Any inlet protection is removed if applicable.
4. All pedestrian infrastructure including sidewalks and curb ramps are built in accordance with ADA/PROWAG and City of Westfield Standards and Specifications.
5. All driveways and other concrete infrastructure are built in accordance with City of Westfield Standards and Specifications.

The City of Westfield issues Temporary Certificates of Occupancy starting November 1st. This will be for the yards (grass seed and sod) and landscaping. All the landscaping, grass, and erosion control will need to be completed by May 15th.

November 1st thru May 15th a Temporary Certificate of Occupancy (C of O) can be issued for yards.

Final Inspection should be scheduled for 3 to 5 days prior to the Builder/Client closing.

Occupying a residential structure/dwelling before a Certificate of Occupancy is issued will result in a \$2500 fine.

Contact Information

Phone hours: 8:00 AM-4:00 PM

Please note, no same day inspections

Building Department

		building@westfield.in.gov	(317) 804-3150, option 5
T.J. Werterberger	Building Commissioner	twertenberger@westfield.in.gov	(317) 538-3012
Brent Cline	Assistant Building Commissioner	bcline@westfield.in.gov	(317) 617-6425
Zach Davis	Senior Building Inspector	zdavis@westfield.in.gov	(317) 408-6654
Chase Cline	Building Inspector	ccline@westfield.in.gov	(317) 447-5428
Drew Warriner	Building Inspector	awarriner@westfield.in.gov	(317) 741-6650

Public Works Department

			(317) 804-3150, option 6
Austin Shepherd	Inspection Supervisor	ashepherd@westfield.in.gov	(317) 430-5649
Wes Rood	Stormwater Coordinator	wrood@westfield.in.gov	(317) 504-2477
Jack Barrett	Infrastructure Inspector	jbarrett@westfield.in.gov	(317) 670-2916
Ryan Epperhart	Erosion Inspector	repperhart@westfield.in.gov	(317) 741-7162
Driveways & Sidewalks			(317) 804-3150, option 6

Burning on Construction Site

ARTICLE 87: 1997 UNIFORM FIRE CODE STATE OF INDIANA 8704.5 (COMBUSTIBLE DEBRIS). COMBUSTIBLE DEBRIS SHALL NOT BE ACCUMULATED WITHIN THE BUILDING. COMBUSTIBLE DEBRIS, RUBBISH AND WASTE MATERIAL SHALL BE REMOVED FROM BUILDING AS OFTEN AS PRACTICAL. COMBUSTIBLE DEBRIS, WASTE MATERIAL, AND TRASH SHALL NOT BE BURNED ON SITE UNLESS APPROVED BY A VARIANCE.

VIOLATORS ARE SUBJECT TO LEGAL ACTION INCLUDING FINES

VARIANCES ARE CONSIDERED ON A CASE BY CASE BASIS AND APPROVAL MUST BE ATTAINED IN WRITING PRIOR TO BURNING OF ANY WASTE MATERIAL. FOR FURTHER INFORMATION REGARDING VARIANCES CONTACT:

Mr. Brian Callahan
Dept. of Environmental Management
Office of Air Quality
100 N. Senate Ave. Room IGCN 1003
Indianapolis, IN 46206-6015
(317) 232-8244

Fire Marshal: Ryan Flora
Division Chief of Fire Prevention
17535 Dartown Road
Westfield, IN 46074
(317) 804-3309

Permit Cards & Structure & Site Access

Permit Cards

The City of Westfield requires that the permit card document be posted on-site for all permitted work.

For any scheduled inspection:

- The permit card must be visibly posted in a front window or construction sign board where the work is being performed and clearly visible to the inspector upon arrival.
- If the permit card is not posted, the inspection will not be performed and will be recorded as a **Failed** inspection.
- If the permit card is lost, damaged, or not legible, you are required to print and post a duplicate permit card.
- Failed inspections are subject to fees in accordance with the City's established fee schedule.
- Any applicable re-inspection fees must be paid prior to issuance of the Certificate of Occupancy.

Failure to comply may result in project delays.

Structure & Site Access

The City of Westfield requires that the site and structure be accessible for all scheduled inspections.

For any scheduled inspection:

- Please ensure the site is accessible and ready for inspection throughout the scheduled inspection window (e.g., debris, standing water, snow, or other obstructions must be cleared).
 - Failure to provide safe and accessible conditions may result in a **Failed** inspection.
 - Failed inspections are subject to fees in accordance with the City's established fee schedule.
- The dwelling or structure must be unlocked and accessible at the time of inspection.
- Access must be provided through either the front door or garage.
 - If the structure is not accessible, the inspection will be recorded as a **Missed** inspection.
 - Missed inspections are subject to fees in accordance with the City's established fee schedule.

Failure to comply may result in project delays and additional charges.



Kevin Todd
Community Development Director



Community Development Department
Building Division
2728 East 171st Street | Westfield, IN 46074
317.804.3150, option 5 | building@westfield.in.gov

CLEAN CITY

POLICE YOUR CONSTRUCTION SITES REGULARLY FOR
TRASH AND DEBRIS.

BY MAINTAINING A CLEAN JOB SITE, YOU HELP PREVENT
BLOWING LITTER, PROTECT NEIGHBORING PROPERTIES,
AND PRESERVE THE APPEARANCE OF OUR COMMUNITY.

TOGETHER, WE CAN KEEP WESTFIELD A CLEAN AND
WELCOMING CITY.

PLEASE POST THIS NOTICE NEXT TO THE BUILDING PERMIT ON-SITE



Final Inspection & Closing Scheduling Requirements

Dear Builder/Contractor,

We continue to encounter situations where final inspections for new properties are being scheduled too close to established closing appointments. When this occurs, our office receives urgent calls from members of your team who are understandably stressed due to the proximity of these events.

Please understand that scheduling constraints resulting from your internal timelines do not constitute an emergency on our end. While we recognize the importance of closing dates, the responsibility for allowing adequate time between a final inspection and a property closing rests solely with the builder/developer.

The City's requirement of a minimum 24-hour notice for inspections has been in place for some time and will remain unchanged. Inspections will continue to be performed in the order received and in a timely and professional manner.

To avoid unnecessary stress and potential delays, we strongly recommend allowing a minimum of three (3) business days between your requested final inspection and the scheduled closing. This timeframe provides sufficient opportunity for:

- Re-inspections, if needed
- Completion of internal documentation
- Issuance of the official Certificate of Occupancy

Please also be reminded that the City of Westfield assesses a fee of:

- \$2,500 for residential and pool occupancy without a Certificate of Occupancy
- \$5,000 for commercial occupancy without a Certificate of Occupancy

We understand that your clients are eager to move into their new homes or businesses immediately after closing. Proper planning and scheduling on your part will help ensure a smooth process and prevent avoidable complications for everyone involved.

Please share this information with appropriate members of your team to ensure compliance moving forward.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Todd".

Kevin Todd
Community Development Director



Temporary Certificates of Occupancy (C of O)

Procedure

Starting on November 1st of each year the City of Westfield begins issuing Temporary Certificates of Occupancies for the yards (grass seed and sod) and landscaping.

Beginning on November 1, 2023, a \$75.00 Temporary Certificate of Occupancy inspection fee will be added when the C of O fees are processed.

Requirements for Permanent C of O

1. All landscaping, grass, and erosion control inspections need to be completed by the following May 15th.
2. If landscaping, grass, and erosion control inspections are not completed by May 15th, a \$75.00 re-inspection fee will be added weekly until the project is inspected and passed as complete.
3. Inspectors will conduct the final zoning inspections for Permanent Certificates of Occupancies after May 15th.
4. Once all inspection requirements are met, the inspectors will issue the Permanent Certificate of Occupancy.

Erosion/Infrastructure Requirements

The main goal for erosion control is the protection of the drainage swells and storm inlets around and near the lots. This is

1. A **silt fence** is required to be in place around the lot and maintained throughout the duration of Winter and until the lawn gets seeded and blanketed and/or sodded in the Spring.
2. **Downspouts** need protection to prevent the water from creating washouts in the middle of the yard. Depending on the steepness of the lawn we will determine whether or not **blanket** or a **splash block** is needed.
3. An Erosion/Infrastructure Final needs to be scheduled and completed *before* you receive a Temporary C of O.
4. In the Spring an additional Final Erosion Inspection is to be scheduled by May 15th and completed as passed to receive the Permanent C of O.

Contact Information

Phone hours: 8:00 AM-4:00 PM
inspections

Please note, no same day

Public Works Department

(317) 804-3150 option 6

Building Department

building@westfield.in.gov

(317) 804-3150 option 5