

Pool Inspections

Inspection Requirements and Procedure

The following inspections are required for the installation of swimming pools. The installation of swimming pools shall comply with the Indiana Residential Code, the Indiana Swimming Pool Code and all applicable Building Codes. The permit card document must be placed in a window that is 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 time of the inspection, the inspection will be considered failed.

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

*Occupying a swimming pool before a
Certificate of Occupancy is issued will result in a \$2,500.00 fine.*

Required Inspections

1. Erosion & Infrastructure Prior (PW)
2. Deck Bonding Grid
3. Final

Prior Erosion and Sediment/Infrastructure:

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

Deck Bonding Grid:

1. Bonding Grid shall be in place and shall extend a minimum of 3 feet horizontally beyond the inside walls of the pool.

Final:

1. The pool, equipment, diving boards, handrails, fencing or approved pool cover, decking and safety equipment shall be installed and completed.

Rough Bonding:

1. Pool structure shall be installed and all required bonding wires on pool and pool equipment shall be installed and available for inspection.

Contact Information

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

Building Department

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

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