



# CITY OF CROWN POINT INSPECTION REQUIREMENTS

**Required Inspections must be called into the Building Department**

(219) 662-3239 Monday - Friday between 8:30am - 4:30pm

*Note voicemail is available after hours*

1. ALL BUILDING INSPECTIONS	RICHARD HULEN (FULL-TIME)	662-3239
2. ALL ELECTRICAL INSPECTIONS	KITT KABELLA (PART-TIME)	
3. ALL PLUMBING INSPECTIONS	DAVE LAMERE (PART-TIME)	
4. ALL (HVAC) MECHANICAL INSPECTIONS	KEITH ANDERSON (PART-TIME)	
5. FIRE INSPECTIONS	DAVE CRANE	
6. SEWER/WATER LINE INSPECTIONS	PUBLIC WORKS DEPT	661-2287
7. ENGINEERING		662-3242
8. CONTRACTOR LICENSING	CLERK TREASURER'S OFFICE	662-3235

***\*Please note inspections performed by part-time inspectors may be done after business hours\****

ALL PROJECTS THAT HAVE A STATE RELEASE USING THE INDIANA BUILDING CODE SHALL HAVE A ROUGH AND FINAL INSPECTION BY THE FIRE INSPECTOR.

## OTHER REQUIREMENTS

1. Building Permit Card must be posted at job site at all times, otherwise inspector will not perform inspection. A \$25.00 Re-inspection fee will be charged
2. Notice by telephone shall be given to request an inspection. No work shall proceed unless the inspection is approved.
3. Failure to call for an inspection at the proper time is a violation of the Crown Point Building and Zoning Ordinance and is subject to a \$25.00 re-inspection and a STOP WORK ORDER.
4. If an inspection is called for and cannot be approved due to the owner/contractor's fault, a re-inspection fee of \$25.00 is charged for the following:
  - a) Inspection scheduled and job not ready for inspection.
  - b) Inspector unable to enter building (need to leave keys or code for access – (6) six keys)
  - c) Inspector unable to access area (Inspectors will not provide ladders)
  - d) Permit card not posted, inspector unable to locate construction site.
  - e) Re-inspection needed.
5. When a Building is Red Tagged, the tag MUST remain until removed or voided by inspector.
6. No building shall be used or occupied in whole, or in part, until a CERTIFICATE OF OCCUPANCY has been issued in writing by this Department. Occupying will result in forfeiture of water deposit by owner/contractor.
7. Sewer and water line connections and piping SHALL NOT BE BACKFILLED until inspected and approved by Public Works Department.

# OWNER/CONTRACTOR'S RESPONSIBILITIES

## INSPECTION REQUIREMENTS

*It is the responsibility of the owner/contractor to ensure required inspections are called into the building Department. It is not the responsibility of the Building Department staff to put out inspections owner/contractor fails to call in.*

The General Contractor is responsible for ALL Sub-contractors having permit number.

**PERMIT CARD MUST BE POSTED AT JOB SITE.**

**PERMIT NUMBER IS REQUIRED WHEN REQUESTING AN INSPECTION!!!**

When calling in an inspection give A) Your name B) Address of Job C) Permit Number D) Type of inspection *(It is the responsibility of the caller to know what type of inspection is being called in).*

\*\* Inspections are to be called in **WHEN READY**, *the only inspections called in advance should be pre-pours*

## REQUIRED INSPECTIONS

### **1. FOUNDATION INSPECTIONS**

#### **a) FOOTING PRE-POUR INSPECTIONS:**

All excavations for footings must be inspected prior to pouring footers. This inspection is required for all types of footings and footing methods; which include monolithic pours, post holes and footing inspections for decks. Footing area must be free from mud, loose dirt and excessive water. Footings must be completely formed ready for concrete with all required reinforcement in place.

#### **b) FOOTING INSPECTION:**

All footings are to be inspected after footings are poured and before foundation walls are constructed. All drain tile and stone to top of footings must be in place.

#### **c) PRE-POUR FOUNDATION WALL INSPECTION:**

A pre-pour foundation wall inspection is required with all concrete walls. Inspectors will check to make sure that all vertical and horizontal reinforcement is in place. 8' walls will require 3 rows of horizontal bar spaced equally in the forms. 9' walls will require 4 rows and 10' walls will require 5 rows. All horizontal bar will be placed to the tension side of the wall. Walls must be 100% ready for concrete.

#### **d) FOUNDATION INSPECTION:**

After the foundation wall is poured or laid and exterior water-proofing is applied and insulation is in place. An inspection must be made to ascertain proper waterproofing of the foundation and insulation. Remaining stone must be in place over tile. (Min. of 6" above footing and projecting out a minimum of 12" from wall. Foundation wall must be properly braced or have deck installed.

#### **e) PRE-POUR INSPECTION:**

Required on any slab work which will cover or bury any ELECTRICAL RUNS and PLUMBING RUNS (no backfill prior to inspection) ALL FLOOR DRAINS SHALL CONNECT TO SANITARY LINE. CITY ORDINANCE 51.01, 51.02 SUMP PUMPS SHALL BE CONNECTED TO STORM SEWER, WHERE AVAILABLE.

#### **f) UNDERGROUND ELECTRIC INSPECTION**

All underground electric running under parking lots, sidewalks, etc. shall be expected before backfilling.

## 2. ROUGH - IN INSPECTIONS BEFORE WALLS ARE INSULATED AND COVERED

- a) **PLUMBING** – must be tested (air or water pressure test)
- b) **ELECTRICAL**
- c) **(HVAC) MECHANICAL**  
**(HVAC) Gas Lines** pressure tested
- d) **FIRE** – Commercial, Industrial and Residential structures other than 1 or 2 family.
- e) **BUILDING ROUGH** Inspection (structural) **AFTER** Plumbing, Electric and (HVAC) Mechanical Rough Inspections are performed (*Pass or Fail*)
- f) **INSULATION INSPECTION** (*BEFORE DRYWALL*)
- g) **FIRE** – Insulation materials, including facings, shall have a flame-spread index not to exceed 25. This means that all faced insulation must be covered. The manufacturer also requires that you leave a minimum of 3" air space around metal chimneys and flues.
- h) **FIRE** – In combustible construction, fire blocking shall be installed to cut off concealed draft openings (both vertical and horizontal) between floors, between a top story and a roof or attic space.

## 3. FINAL INSPECTIONS

- a) **PLUMBING:** make sure water is on before calling for inspection, must have hot and cold running water. **Water will be turned off after Final Plumbing Inspection is approved.**
- b) **ELECTRICAL:** When power is on
- c) **BUILDING:** When all work is completed - including final grading, lawn seed or sod, and drainage swales per site plan, sidewalks are in. *HOUSE NUMBERS SHALL BE DISPLAYED IN 4" ARABIC NUMBERS NEAR THE MAIN ENTRANCE TO THE HOUSE PER CITY ORDINANCE (SECTION 152.70).*
- d) **(HVAC) MECHANICAL**
- e) **FIRE:** Commercial, Industrial and Residential structures other than 1 or 2 family (Compliance of State Approved Plans; CDR Release)
- f) **APPROVAL OF SEWER AND WATER CONNECTION.** Lake County Health Approval if on septic system.
- g) **PAYMENT OF ALL RE-INSPECTION FEES**
- h) **FINAL STORM WATER DRAINAGE APPROVAL** from Engineer (***AS BUILT CERTIFICATION***)
- i) **WATER/SEWER INSPECTION REPORT** must be submitted and approved before Certificate of Occupancy will be issued.
- j) **A CERTIFICATE OF OCCUPANCY shall be issued before premises can be occupied.**

**NOTE:** For all unfinished work due to winter weather conditions, such as final grade, seeding or sod, sidewalks, driveways, drainage swales, a check will be cashed and money will be held in escrow by the Clerk Treasurer's Office.