



CITY OF CROWN POINT INSPECTION REQUIREMENTS

Required Inspections must be called into the Building Department.

(Inspection request cannot be given directly to the Inspector)

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

Note voicemail is available after hours

ALL BUILDING INSPECTIONS	BRAD WENTZ or STEVE WESTGATE (FULL-TIME)	662-3239
ALL ELECTRICAL INSPECTIONS	KITT KABELLA (PART-TIME)	
ALL PLUMBING INSPECTIONS	DAVE LAMERE (PART-TIME)	
ALL (HVAC) MECHANICAL INSPECTIONS	KEITH ANDERSON (PART-TIME)	
FIRE INSPECTIONS	MIKE PARKS	
SEWER/WATER LINE INSPECTIONS	UTILITIES	661-2287
ENGINEERING		662-3242
CONTRACTOR LICENSING	CLERK TREASURER'S OFFICE	662-3235

The Building Department does NOT schedule dates and times for inspections.

Please note inspections performed by part-time inspectors are often done after business hours

The Building Department strives to complete ALL inspections within 3 business days however this time period may be longer due to a high volume of inspections or circumstances out of our control.

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. All inspections **must** be called into the Building Department, (219) 662-3239. Inspectors will not perform inspections unless they have been called in. No work shall proceed unless the inspection is approved.
PLEASE NOTE: The Building Dept. does NOT schedule dates and times for inspections, they are simply completed in a timely manner.
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 called in 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.
 - f) Jobsite unsafe; temporary guards must be provided in areas where permanent guards are required for

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 as well as water
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 Dept.
It is not the responsibility of the Building Dept. 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 & VISIBLE FROM THE STREET.

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 **ONLY 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) **UNDERGROUND INSPECTIONS (i.e.: Plumbing, Electric, Gas Pipe and Wiersbo):**

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.

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

2. ELECTRICAL SERVICE INSPECTION – to receive power from NIPSCO

3. 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 with more than 3 units.

e) **BUILDING ROUGH** Inspection (structural) **AFTER** Plumbing, Electric and (HVAC) Mechanical Rough Inspections are performed and receive green tags.

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.

4. 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:** *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 (Commercial Projects REQUIRE a Test & Balance Report for HVAC Final)**

e) **FIRE:** Commercial, Industrial and Residential structures other than 1 or 2 family (Compliance of State Approved Plans; CDR Release)

f) **ENGINEERING INSPECTION** As-built must be submitted to the Engineering Department and approval received prior to issuance of Certificate of Occupancy. *When all work is completed - including final grading, lawn seed or sod, and drainage swales per site plan, sidewalks are in.* **FINAL STORM WATER DRAINAGE APPROVAL** from Engineer (**AS BUILT CERTIFICATION**) *See attached requirements*

- g) **APPROVAL OF SEWER AND WATER CONNECTION.** Lake County Health Approval if on septic system.
- h) **PAYMENT OF ALL RE-INSPECTION FEES**
- i) **WATER/SEWER INSPECTION REPORT** must be submitted to the Utility Department and approval received prior to issuance of Certificate of Occupancy.
- j) **A CERTIFICATE OF OCCUPANCY must 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.



Engineering Final Occupancy Inspection

**The engineering department requires 2 business days
(48 hours) to complete a final inspection**

Requirements:

- As-built survey submitted to Engineering Dept.
- Mailbox is properly installed (per USPS spec.)
- House Numbers on building/residence
- Responsible party to finalize sod, seed, and ground cover
- Final grading with drainage swales properly constructed
- Sump pump shall be tied into the storm sewer where applicable, otherwise have discharge dissipate on property before entering neighboring properties
- Driveway and sidewalks completed
- Gutters and down-spouts completed
- Down-spouts dissipate before entering neighboring properties
- Site plan grading constructed as approved
- Public storm drainage systems must be maintained and reconstructed according to original plan
- Street curbs and swales not damaged and maintained according to the original plan
- Driveway culverts are properly treated with non-erosion material on end-sections
- Elevation set to allow proper flow
- No erosion of grading/ground due to improper drainage
- B-box exposed and at final grade
- Saw cut curb to identify B-box/water tap location

All items required above shall be installed and completed prior to contacting engineering department for final occupancy inspection. If you have any questions pertaining to the issues that need to be corrected please contact the Engineering Department at the number listed below.

City of Crown Point Engineering Department
(219) 662-3242