



Building Inspection Guide

Contact: Town Planner (317) 966-8640, wpcStaff@whitestown.in.gov

Contact: Building Inspector (317) 942-1553

Scheduling an Inspection

Inspections may be scheduled by voicemail at **(317) 942-1553** until 4:00pm the day before the inspection is needed. Inspections are not performed on weekends or holidays. When scheduling an inspection, please provide the following information: permit number / type of inspection / subdivision and lot number / address / date requested for inspection.

Cancellation of an Inspection

If you need to cancel an inspection on the day it is to occur, you **MUST CALL (317) 942-1553** at least two hours prior to the scheduled inspection. Please provide the following information: permit number / type of inspection / subdivision and lot number / address / date that inspection was originally scheduled for.

Failed Inspection

When an inspection has failed, a notice of violation will be recorded on an inspection form and a copy will be received, or left at the most visible location available. When an inspection fails a re-inspection fee will be assessed. For questions about violation notices contact the Inspector at (317) 942-1553. Fees assessed for re-inspections must be paid prior to issuance of the Certificate of Occupancy or final inspection as applicable.

Missed Inspection

If you miss an inspection you may be required to expose the area(s) covered without approval so inspection may be made. A re-inspection fee may also be assessed and must be paid prior to the issuance of a Certificate of Occupancy or final inspection as applicable. Any required letters of certification that may be required must also be received prior to final inspection being scheduled.

Final Inspection

DO NOT occupy the structure before the final inspection has been approved. Upon approval, a final inspection sticker will be placed in the electrical panel. The Certificate of Occupancy will be emailed to you within three business days. If re-inspection fees are due, you will be notified of the amount by email along with instructions for picking up your Certificate of Occupancy.

Stop Work Order

In the event a Stop Work Order has been issued, you must contact our office immediately at (317) 966-8640 to resolve any issue that would warrant such citation. Stop Work Orders will only be removed with approval of the Building Commissioner or their designee.

Detailed Inspection Guide

- ____ 100-FOOTING INSPECTIONS: Inspection is required before concrete is placed. The morning of the inspection, phone the inspection line at (317) 942-1553 before 9:00 am. Please provide the permit number, location and the time you wish the inspection (9am, 10am, 11am, 12pm, 1pm, 2pm, or 3pm). Your inspection will be made accordingly.
- ____ 105-BASEMENT WALL REBAR INSPECTIONS: Inspection is required prior to the placement of concrete in basement wall forms. This inspection will verify proper size; number and installation of rebar being used for basement wall construction, as well as proper rebar wire tying and proper sleeves being used for penetrations in basement walls. A pink approval form will be left on site when the inspection has passed. The morning of the inspection, phone the inspection line at (317) 942-1553 before 9:00 a.m. Please provide the permit number, location and the time you wish the inspection (9am, 10am, 11am, 12pm, 1pm, 2pm, or 3pm). Your inspection will be made accordingly.
- ____ 110-FOUNDATION INSPECTIONS: Foundation inspections must be requested for all structures with basement and crawl spaces. At time of inspection damp proofing, wall installation and placement of walls on footers will be inspected and must be approved prior to backfill of basement over dig and prior to the installation of floor framing over crawl space. Upon approval a pink approval form will be left on site or on lot sign.
- ____ 120-ROOF FRAMING INSPECTION: This inspection must be requested and approved prior to the installation of any drywall for ceiling areas to hang mechanicals. The building must be resistant of water including roofing in place prior to receiving approval.
- ____ 150-DECK FOOTING POST HOLE/LEDGER BOARD: Post holes and deck ledger board must be in place at the same time for this inspection. Footing depth and size will be inspected as well as ledger board installation focusing on fastener size, type and spacing of fasteners. A pink approval form will be left on site when the inspection has passed. The morning of the inspection, phone the inspection line at (317) 942-1553 before 9:00 a.m. Please provide the permit number, location and the time you wish the inspection (9am, 10am, 11am, 12pm, 1pm, 2pm, or 3pm). Your inspection will be made accordingly.
- ____ 205-UNDERSLAB INSPECTIONS: Underslab inspection must be requested and approved before covering any electrical, mechanical, plumbing, joints, trunk lines of plumbing mechanicals and before placing fill. Purple primer and glue must be used on underslab plumbing or a smoke or water test will be required by the inspector. All underslab conduits and ductwork must be in place. Upon approval a pink approval form will be left on site when the inspection has passed. No slab shall be poured without an engineer's approval when bedding material is 24" or greater in depth.
- ____ 210-PRE-SLAB INSPECTIONS: Inspection must be performed prior to the placement of concrete slabs. This inspection will verify the proper installation of required foundation insulation, aggregate fill, vapor barriers and slab reinforcement. Pre-Slab inspections must be scheduled through the voicemail inspection line, internet or in person at Permitting & Inspections Department reception desk. The morning of the inspection, phone the inspection line at (317) 942-1553 before 9:00 a.m. Please provide the permit number, location and the time you wish the inspection (9am, 10am, 11am, 12pm, 1pm, 2pm, or 3pm). Your inspection will be made accordingly.

- ____ 305-PRE-ROOFING/PRE-BRICK/PRE-SIDING: This inspection must be requested and passed prior to any permanent electric or framing inspections requests. For this inspection, the vapor barriers must be installed if required by building code or manufacture's specifications; roofing under layment in place, windows and door flashings must be installed. The pre-roof portion of the inspection will not be required on flat roofs. This inspection can be separated into two inspections at no additional cost. Upon approval a pink approval form will be left on site when the inspection has passed.
- ____ 300-TEMPORARY POWER INSPECTIONS: Before requesting a temporary power inspection all utilities must be marked. Do not put temporary power pole or ground rod within 18" of markings. Do not set the temporary service before the underground is marked as this will result in a delay in the service connection. Indiana Dig Location Service is: 1-800-382-5544. Upon approval, a green temporary electric sticker will be placed on the panel cover and your electric provider will be notified that you have passed the temporary electrical inspection by 4:30 pm the day of your inspection.
- ____ 310-PERMANENT POWER INSPECTIONS: Electrical rough-in must be complete, a GFCI protected outlet must be provided, electrical panel must have cover and be free of any unused opening; ground rod must be installed; roofing must be in place and disconnect shall be installed rigid and secure for inspection. Structure must be weather resistant prior to any approval for permanent service. Upon approval, a green permanent electrical sticker will be placed on the electrical panel, and your electric provider will be notified that you have passed your permanent electrical inspection.
- ____ 425-ACOUSTICAL CEILING INSPECTION: This inspection must be made prior to installation of any acoustical ceiling tiles. All above ceiling plumbing, HVAC, electrical and framing must be complete for this inspection. Only RATED materials may be exposed in return air plenums. New/relocated sprinkler systems will need to be inspected by the Fire Department. Upon approval, a pink approved form will be left on site.
- ____ 520-FRAMING/ALL TRADES INSPECTION: DO NOT Insulate before framing inspection is approved. Fire caulking, electric, plumbing, HVAC and all framing must be complete for inspection. The structure must be water resistant and roofing must be in place for this inspection. Upon approval a pink approval form and a green permanent electric sticker will be placed in the electrical panel. Your electrical service provider will be notified that you have passed your permanent electrical inspection. You will not need to request a permanent service inspection when requesting this inspection if your service is ready at the time of inspection.
- ____ 540-ENERGY INSPECTION: This inspection must be scheduled and passed prior to the installation of drywall and after framing inspection has been approved. All fire blocking, insulation and vapor barriers must be in place for this inspection with the exception of blown in attic insulation.
- ____ 580-GEOTHERMAL INSPECTION: This inspection is required after the geothermal loop system is assembled prior to back fill or submerging the system in a body of water. Underground applications require a minimum of 10' pond depth and free and clear of rocks and debris to prevent loop system damage. Closed loop system must be air pressure tested at 50-75 psi (not to exceed 100 psi). No galvanized piping shall be used on closed loop systems. No mechanical fittings shall be used outside the perimeter of the building. All systems must be installed per manufacturers loop and building entry requirements and must allow clearance for public right-of-way, easements, etc. Tracer wire must be placed around the perimeter of the system. Open loop system may be used only if receiving and discharging waters are private property with no outfall into the municipal separate storm sewer system (MS4) or waters of the state. Other state permits may be required. Upon approval, a pink approval form will be received. The complete system will be inspected at final building inspection.

ROUGH-IN INSPECTION CHECKLIST:

- Pass___Fail___ Only while interior walls or ceilings are exposed. Fire caulking, electric, plumbing, HVAC and all framing must be complete for inspection. The structure must be water resistant and roofing must be in place for this inspection.
- Pass___Fail___ (R109.1.2) All rough framing and masonry shall be completed. The structure must be dried-in, doors and windows installed masonry fireplaces, roof flashing and shingles completed. **DO NOT INSULATE EXCEPT CONCEALED WALLS, SUCH AS BEHIND SHOWERS AND CANTILEVERED FLOORS.** Do not stack sheet rock along walls. If a door or window is back ordered (other than required egress), please weather proof the opening with poly. (R109.1.4, R701.2)
- Pass___Fail___ (R301.1.3) All structural members, their size, spans and method of attachment are to be in accordance with the code. Any alternative material not prescribed in the code must be approved by the Building Official.
- Pass___Fail___ (R308.4) Glazing in windows in hazardous locations must be tempered. (i.e. doors, next to doors, over tubs, large picture windows, in stairwells, etc.)
- Pass___Fail___ (R310) Every structure must have a 3/0 by 6/8 side-hinge exit door. Every sleeping room must have an emergency egress window or exit door. The window sash must open clear at least 20 inches wide, 24 inches tall, be within 44 inches of the floor and have an overall opening size of 5.7 net clear feet (821"). A sleeping room is any room with a clothes closet including basements and bonus rooms.
- Pass___Fail___ (R311.5) Every stair must be a minimum of 3 foot wide and have a 3-foot by 3-foot landing at the top and bottom unless it meets one of the exceptions in the code. Stair headroom, measured from the slope of the stairs, must be a minimum of 6'-8". A flight of stairs shall not have a vertical rise of more than 12 feet between floor levels or landings.
- Pass___Fail___ (R502.8.2, R502.11, R802.10.1, R802.11.) Cuts, notches and holes bored in laminated veneer lumber, glue-laminated members or I-joist are not permitted beyond the manufacturer's installation guide. Truss members shall not be altered in any way without the approval of a design professional. Truss design drawings shall be provided at time of inspection. Use "hurricane clips" and room tie-downs as specified per manufacturer or as required per Table.
- Pass___Fail___ (R502.12, R602.8) Fire blocking shall be in place. Use ASTM E136 caulk and other approved material to seal each vertical and horizontal penetration, not exceeding 10 feet. (Enclosed chases, floor/ceiling penetrations, soffits, stairs, tubs, etc.)
- Pass___Fail___ (R602.1) All load bearing members must be grade stamped.
- Pass___Fail___ (R602.6) Any framing member that has been cut or notched beyond allowances must be reinforced.
- Pass___Fail___ (R602.10.3, R606.5) Wall bracing according to Design Category C. NOTICE: "let-ins" are not allowed on the bottom floor of a two story.
- Pass___Fail___ (R807.1, M1305.1.3) Attic areas shall be ventilated. A 22 inch by 30 inch minimum access shall be provided. A larger opening may be required when equipment is located in the attic.
- Pass___Fail___ (R703.9.1, R314) Plywood, OSB and EIFS require a weather resistant membrane (30# felt or house wrap) between masonry veneer and stucco. Do not install interior (conditioned side) vapor retarder, this will lead to moisture problems within the stud cavity. Foam plastic may be used if separated from the interior with 1/2" sheetrock.
- Pass___Fail___ (R703.8, R319.1) Flash porches, windows, doorsills, and nailing flanges per manufacturer. Wall sheathing should be at least 6 inches from grade.

Pass___Fail___ (G2417.4, G2417.1) Gas pipe shall be run to all locations and pressure tested. Test must be gauged from the location of the meter through the foundation to the approximate location of all appliances. A minimum test of 10 psi and the gauge must be calibrated to discern any leak. Mechanical gauges used to measure test pressure shall have a range such that the highest end of the scale is not more than five times the test pressure. A tag allowing connection to utility will be placed on the system once the rough-in inspection has passed.

ELECTRICAL INSPECTION CHECKLIST:

Pass___Fail___ (R109.1.2) The panel box needs to have the grounds and neutrals made up. No breakers are required. Service entrance must be run. Wiring must be run to all locations.

Pass___Fail___ (E3502) Service loads shall be computed in accordance with the code. Services over 400 amps require a design professional.

Pass___Fail___ (NEC 230.70a and 230.91a) Unless the meter base and the service panel are located back-to-back or next to adjacent stud cavity, a four wire system with an exterior service disconnect is required. The sub-panel must isolate neutrals from the grounds.

Pass___Fail___ (E3508) A grounding electrode system is required at each structure served. Each electrode specified in section E3508 shall be bonded together to form the grounding electrode system.

Pass___Fail___ (NEC 400.5 or 250.59b) A four wire service is required for stoves and dryers.

Pass___Fail___ (E3305) Panel box locations must meet clearance (30 inches wide and 36 inches deep by 6'-6" high) and cannot be located in a bathroom or clothes closet.

Pass___Fail___ (E3801.2.1) Receptacle spacing on walls shall not be more than 12 feet apart, within 6 feet of a door wall corner and on any wall over 2 feet in length.

Pass___Fail___ (E3603) A minimum two 20-amp circuits are required in the kitchen, one in the laundry and one for the bathrooms. All must be wired with 12-gauge wire size.

Pass___Fail___ (E3801.4) Kitchen countertop receptacle spacing is basically every 2 feet on center, with one receptacle required in any island or peninsula countertop over a certain size.

Pass___Fail___ (E3805.1.2, Table E3701.4) Wiring shall be protected from abrasion and from physical damage.

Pass___Fail___ (E3702.3.2) Holes closer than 1 ¼" from edge of member shall be protected with nail guards.

Pass___Fail___ (E3509.6) Bond all metal water pipes.

Pass___Fail___ (G2411.1) Bond each portion of a gas piping system that is likely to become energized.

Pass___Fail___ (E3903) Use UL listed fixtures as designed or tested. (Ceiling fans, wet and damp locations, recessed can lights, etc.)

Pass___Fail___ (E3903.11) Luminaries in clothes closets must meet the required clearances from the fixture to the nearest point of storage space. Fixtures designed for incandescent bulbs must meet the required clearances for incandescent luminaries. Inserting a fluorescent bulb in a incandescent luminary will not reduce the clearances required.

Pass___Fail___ (E3509.7) Smoke detector wiring must be installed. One is required inside each sleeping room, immediately outside the sleeping room and each floor level of habitable spaces. They must be hard wired, interconnected and have battery backup. Refer to manufacture's installation instructions for specific application but in general, they must be located within 12 inches of the ceiling and 3 feet from any source of air movement (returns, registers, ceiling fans, etc.). Where installed in or attached to a building or structure, metal piping systems, including gas piping capable of becoming energized, shall

be bonded to the service equipment enclosure or one or more of the grounding electrodes used. The points of attachment of the bonding jumper(s) must be accessible.

PLUMBING/ MECHANICAL INSPECTION CHECKLIST

- Pass___Fail___ (G2417.4, G2417.1) Gas pipe shall be run to all locations and pressure tested. Test must be gauged from the location of the meter through the foundation to the approximate location of all appliances. A minimum test of 10 psi and the gauge must be calibrated to discern any leak. Mechanical gauges used to measure test pressure shall have a range such that the highest end of the scale is not more than five times the test pressure.
- Pass___Fail___ (G2411-G2417, M1308.2) Use only appropriate piping materials (copper, CSST, black steel and wrought iron). Properly size and support gas piping. No unions, couplings, bushings and flared fittings shall be in concealed locations. Protect copper or CSST piping through wood members with shield plates. Protect piping against corrosion when passing through foundation walls and exposed to exterior locations.
- Pass___Fail___ (G2417.1) Fireplaces, vented or un-vented, must be installed. If gas is to be used in such fireplaces, the gas lines must be run and tested.
- Pass___Fail___ (M1804.2.6.3-M1804.2.6.5) The vent termination for a mechanical draft system shall not be mounted directly above or within 3 feet horizontally from an oil tank vent or a gas meter and shall not be closer than 3 feet of an interior corner formed by two walls perpendicular to each other.
- Pass___Fail___ (G2406.2) Fueled fire appliances are restricted in sleeping rooms, bathrooms and storage closets. See manufacturer's guidelines for exceptions.
- Pass___Fail___ (M1602.2) Air returns must be installed. Prohibited in kitchens, bathrooms, garages and within 10 feet of a fueled fire appliance.
- Pass___Fail___ (M1602.2) Supply boots must be installed and insulated in non-conditioned spaces conducive to condensation.
- Pass___Fail___ (M1411, M1412) Condensate and HVAC line sets should be installed and fire-stopped.
- Pass___Fail___ (G2427.6.5) All chimneys and vents shall be inspected for proper size and clearances. A mechanical draft venting system shall terminate at least 3 feet higher than any air inlet with 10 feet distance horizontally.
- Pass___Fail___ (G2439.5.1) Clothes dryer exhaust shall be roughed-in. Maximum length shall not exceed 35 feet.
- Pass___Fail___ (R303.3) Bathroom exhaust fans must be installed in every bathroom and water closet and duct run to outside air.
- Pass___Fail___ (P2603.2.1) Piping installed through stud penetrations or plates shall be a minimum of 1.5 inches from the edge of the stud member, and stud guards shall be installed.
- Pass___Fail___ (P2708.3) Thermal limit stop shall be set at sinks and showers not to exceed 120 degrees upon delivery of water.

FIRE SAFETY/PROTECTION INSPECTION CHECKLIST

Exterior

- Pass ___ Fail ___ (505.1) Address shall be visible from the street.
- Pass ___ Fail ___ (304.3.3) Dumpsters shall not be placed in building or placed within 5 feet of combustible walls or roof eaves.
- Pass ___ Fail ___ (506) Key boxes shall be installed and verified in location and operation.
- Pass ___ Fail ___ (508.5.4 & 508.5.2) Fire protection water supply shall be visible, unobstructed, and maintained in operative condition.

Fire Protection Equipment

- Pass ___ Fail ___ 9901.6.1) Fire protection systems shall be inspected, tested and maintained annually. Submit appropriate reports.
- Pass ___ Fail ___ (904.11.6.1) Hood extinguishing systems shall be inspected and tagged every six months by qualified personnel.
- Pass ___ Fail ___ (904.11.5) Kitchen fire extinguishers shall be 40 BC or type K within 20 feet of the cooking area.
- Pass ___ Fail ___ (906.6 & 591) Fire extinguishers shall be serviced and maintained on an annual basis.
- Pass ___ Fail ___ (6-4.4.1) At a minimum, visual appliances are located in general use areas such as restrooms, conference rooms, hallways and lobbies .Audible/visual signal devices mounted not less than 80 inches above finished floor or greater than 96 inches. Audible/visual signal device spacing in rooms is in accordance with Table 6-4.1.1 (a) or (b). Separation between appliances does not exceed 100 ft. Audible/visual signal device spacing in corridors shall not be located more than 15 ft. from the end of a corridor with separation no greater than 100 ft.
- Pass ___ Fail ___ (5.1.4.1-5.8.1.2) Heat and smoke detectors shall not be recessed into the mounting surface and shall be located on the ceiling not less than 4 inches from the sidewall or on sidewalls between 4 and 12 inches from the ceiling. Heat detectors shall have proper temperature rating and be marked with sensitivity range. Duct smoke detectors shall be located in air handling units with a capacity of greater than 2,000 cfm, and properly monitored. On smooth ceilings smoke detectors are spaced no further than 30 ft. apart and in no cases do smoke and heat detectors exceed spacing requirements set forth by the manufacturer. Concealed smoke detectors shall have a remote indicator and shall be accessible for testing. The operable part of a manual pull station shall be mounted not less than 3 ½ ft. and not more than 4 ½ ft. above the floor. Pull stations shall also be located along a path of exit travel by each exit on each floor.

Interior

- Pass ___ Fail ___ (5-1.4.1) Heat and smoke detectors shall not be recessed into surfaces and no less than 4 inches from the sidewalls.
- Pass ___ Fail ___ (5-8.1.1) Manual pull stations shall be located no less than 3 ½ feet and no more than 4 ½ feet above the floor.
- Pass ___ Fail ___ (703.1) Required, fire-resistive construction and separation shall be maintained at all times.
- Pass ___ Fail ___ (703.4) Fire doors shall be inspected and tested for proper operation.
- Pass ___ Fail ___ (315.2.3) Combustible material shall not be stored in mechanical rooms, boiler room or electrical equipment rooms.

- Pass___Fail___ (315.2.4) Attics under floors and concealed spaces shall not be used for combustible material storage.
- Pass___Fail___ (315.2.1) Storage shall be maintained 2 feet below the ceiling in non-sprinkler buildings. Storage shall be 18 inches below sprinkler head deflectors in sprinkled buildings.
- Pass___Fail___ (3003.3) Compressed gas cylinders shall be secured to prevent falling or knocked over while in use or storage.
- Pass___Fail___ (3809.4) LP Gas tank storage shall not be near exits, stairways or any areas normally used as a means of egress.
- Pass___Fail___ (1003.2.2.5) Occupant load signs must be posed in the room or conspicuous places near the main exits.
- Pass___Fail___ (1003.3.1.8) Egress doors shall be readily operable from the egress side without the use of a key or special knowledge or effort. Manually operated flush bolts or surface mounted bolts are not permitted.
- Pass___Fail___ (1003.2.10.5) Exit signs shall be readily visible and illuminated at all times during occupancy.
- Pass___Fail___ (1003.2.11.2) Emergency egress illumination shall provide egress illumination in the event of a power supply failure.
- Pass___Fail___ (2502.4.4.2) Aisle width shall provide sufficient egress capacity for the number of persons being accommodated.
- Pass___Fail___ (1504.6 & 1504.1.2.1) Spray booths and similar rooms shall be protected by an automatic fire extinguishing system, and constructed of approved noncombustible material, with 3 feet on all sides of the booth.
- Pass___Fail___ (1503.2.1) Electrical wiring shall be explosion proof type for hazardous locations.
- Pass___Fail___ (2703.7 & 3406.4) Flammable & combustible Liquids shall be stored accordingly, and visible hazard identification signs shall be placed on stationary above ground tanks and at entrances to locations where hazardous material is stored dispensed or handled. Visible hazard identification signs shall be posted.
- Pass___Fail___ (2703.7-3406.4) Sources of ignition such as open flames are prohibited in locations where vapors could be present and Material safety data sheets for applicable hazardous material shall be a kept in a location that is acceptable for the facility, operators, and the serving fire department.
- Pass___Fail___ (605.1 & 605.3) Electrical Hazards shall be identified and abated, and service equipment access shall maintain a working area of no less than 30" width by 36" depth. Extension cords are not permitted as permanent wiring.