

Shelby County Inspection Procedures

Phone 392-6480

All inspections must be called in 24 hours in advance.

David Adams – Building, Plumbing & Electric Inspector

BUILDING

- 1. PRE-POUR FOOTING INSPECTION** After site excavation is done and footers are ready for concrete. **NO** concrete shall be poured for foundations without prior inspection.
- 2. FOUNDATION INSPECTION** After foundation is complete and all anchor bolts are in place.

BASEMENT: If there is a basement, (1) the footing must be inspected and approved before being poured, at the same time an inspection to make sure the basement floor area is clear of mud and debris will be performed. (2) Next the installation of the perimeter tile can be performed and the setting of the wall forms that will include three horizontal rows of (2), 1/2” rebar. (3) After inspection and approval of at least 6” of #5 or larger washed rock or crushed stone over the perimeter tile, the filter cloth over the stone and waterproofing of the walls the basement can then be backfilled.

- 3. FRAMING INSPECTION** After framing is completed and roof decking is in place. If possible, electric and plumbing should be roughed in and an air test has been made.
- 4. FINAL INSPECTION** When building is ready for occupancy and all systems are working.

POLE BARN PROCEDURE

- 1. POLE HOLE INSPECTION** After holes are drilled, before poles are set. You may set all but one pole.
- 2. FRAMING** If the inside is to be finished (insulated &/or dry walled) a framing inspection is required after framing is completed and roof decking is in place.
- 3. FINAL** After building is completely framed and outside siding and roof have been completed.
- 4. NOTE** **ALSO**, if any plumbing or electric service is required, it should be roughed in at the time of the framing inspection.

NO plumbing, electrical, mechanical or thermal insulation work shall be covered without inspection.
INSULATION: **DO NOT COVER ANY ELECTRIC OR PLUMBING WITH INSULATION BEFORE IT IS INSPECTED.**

PLUMBING

The plumber must be licensed by the State of Indiana and register by Shelby County.

- 1. ROUGH-IN** An inspection is required when plumbing is roughed in, before you insulate and drywall, **PLEASE** coordinate with the framing inspection.
- 2. FINAL** When you have the project completed. This will be done when the final inspection on building is made.

ELECTRIC

- 1. TEMPORARY** After the temporary electrical power pole has been set. This must be inspected and approved before the power company will connect power.
- 2. ROUGH-IN** Call for inspection before you insulate.
- 3. POWER-TO-PANEL** When you are ready for permanent power. You must have a completed service, such as a panel, complete grounding, meter base and down pipe.
- 4. FINAL** After the construction project has been completed.

NOTICE

The Plan Commission will issue the Certificate of Occupancy after the inspector has completed the final inspection. The home may not be occupied until the homeowner has received the Certificate of Occupancy. This process is expected to take at least 48 hours after the final inspection. (This does not apply with new homes. Please review the Site Plan packet for new home Occupancy procedures.)

PERMIT HOLDER AND/OR CONTRACTOR

A re-inspection fee will be assessed when additional inspections are required, due to failure of permit holder or contractor to have work ready for inspection at a designated stage of construction, or for faulty work that does not meet code. Fines will be assessed for any work that has been completed without proper permits.