



Building Inspection Procedures – New Commercial

All inspection requests are to be made using the iWorQ Contractor Portal. Instructions on how to use the Contractor Portal can be found [here](#).

All commercial lots shall install and maintain an address sign throughout the course of construction. All construction sites shall keep a copy of the approved permit and construction plans on-site throughout construction activities.

Prior to construction: A continuous granular #2 stone base temporary driveway must be installed and maintained during the construction of the project in accordance with the plans and all applicable requirements along with the proper erosion control methods in place.

All work that is being requested for inspection shall be completed prior to the inspector's arrival and each inspection must be approved prior to proceeding to the next phase of construction.

Footing: All footings shall be a minimum of 30" below finish grade and shall be supported on undisturbed natural soils or engineered fill. Minimum footing width shall comply with Chapter 18 of the 2014 Indiana Building Code. All footings shall be installed in accordance with the approved plans. Do not pour concrete prior to a passed inspection.

Temp Electric: All temporary electrical installations shall comply with the 2009 Indiana Electric Code.

Foundation: Inspection is required after foundation walls are installed. Do not backfill or cover prior to a passed inspection.

Under-slab: Inspection is required after under-slab plumbing is in place. Do not backfill or cover under-slab plumbing prior to a passed inspection.

Sewer (when applicable): Depending on the depth, sewer piping shall be a 6" SDR 35 PVC pipe or SDR 26 PVC pipe with SDR 26 fittings and must have a 6" clean-out at least 3 feet away from the building. Additional Type II clean-outs are required for laterals over 100 feet. No 90-degree fittings are allowed. A solid #10-gauge tracer wire shall be installed on top of the sewer piping. Prior to inspection the area should be filled 6" under pipe and along the sides with #8 stone. All piping and tracer wires shall be installed in accordance with the Town of McCordsville Standards & Sanitary Sewer Specifications.

Rough-in: Roofing, doors, garage doors and windows shall be completed, and the structure shall be weather-tight. All structural, electrical, plumbing, HVAC and fire-blocking shall be completed or inspected at above ceiling stage. The electrical panel cover shall be removed and the panel shall remain open and available for inspection.

Above Ceiling: All materials within above ceiling air return plenums shall be listed/labeled as having a flame spread index of not more than 25 and a smoke developed index of not more than 50 when tested in accordance with ASTM E84 or UL 723.

Energy/Insulation: Insulation shall not be installed until the rough-in inspection has passed. All wall insulation and baffles shall be completed.

Final/Certificate of Occupancy Inspection: A Final Inspection shall be requested after all work has been completed and the commercial structure is in move in condition. All work on the commercial structure shall be completed in compliance with all applicable building codes. A Certificate of Occupancy will be issued after a passed Final Inspection. It shall be unlawful to occupy any such building or structure, unless a Certificate of Occupancy has been issued by the Town of McCordsville.

*The inspection fees for one of each type of inspection listed above are covered in the building permit fees unless otherwise noted. Additional inspections and all re-inspections will be assessed a fee in accordance with the Town of McCordsville Fee Schedule. All inspection fees must be paid prior to the issuance of the Certificate of Occupancy.