



Building Inspection Procedures – Accessory Structure

(deck, gazebo, hot tub, mini-barn, pavilion, pergola, pole barn, porch, shed, spa, sunroom, pool)

*A poured concrete patio does not require any inspections; however, an application does need to be submitted for approval.

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 construction sites shall keep a copy of the approved permit and construction plans on-site throughout construction activities.

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.

Inspection Procedures for deck, gazebo, mini-barn, pavilion, pergola, pole barn, porch, shed, sunroom (unless otherwise noted on issued permit):

Footing: All footings shall be a minimum of 30" below finished grade and shall be supported on undisturbed natural soils or engineered fill. Minimum footing width shall comply with Chapter 4 of the 2005 Indiana Residential Code or 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.

Rough-in: A Rough-In Inspection is required on decks prior to the installation of the decking. On room additions, sunrooms and all applicable accessory structures, 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. The electrical panel cover shall be removed and the panel shall remain open and available for inspection (if applicable).

Final/Certificate of Occupancy/Completion Inspection: A Final Inspection shall be requested after all work has been completed. The permitted structure shall be constructed in compliance with all applicable Building Codes. A Certificate of Occupancy/Completion will be issued after a passed Final Inspection. It shall be unlawful to occupy or utilize any such building or structure, unless a Certificate of Occupancy/Completion has been issued by the Town of McCordsville.

Inspection Procedures for Pools, Spas and Hot Tubs:

Rough Bonding: All electrical, plumbing, bonding wires, steel rebar and reinforcement for concrete pools and hot tubs and all structural materials shall be installed and remain exposed until inspected and before backfilling. All pool construction shall comply with the Indiana Swimming Pool Code and all applicable building codes.

Bonding Grid (if applicable): The equipotential bonding grid shall be in place and shall extend a minimum of 3' horizontally beyond the inside walls of the pool and the pool cover.

Final/Certificate of Completion Inspection: The pool, equipment, diving board, handrails, fencing and/or approved pool cover, decking and safety equipment shall be installed and completed in accordance with the Indiana Swimming Pool Code and all applicable building codes. All work shall also be completed and installed in accordance with the manufacturer's recommendations provided with the equipment.

*The inspection fees for one of each type of inspection listed above are covered in the building permit fees. 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 Completion.