



Building Inspection Procedures – New Residential

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 residential lots shall install and maintain an address and lot number sign throughout the course of construction. The address and lot number shall be large enough to read from the public right-of-way. 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 home from the street to the garage 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 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 and 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 chapters 33 through 39 of the 2005 Indiana Residential Code. Temporary power will be released after a passed electrical inspection.

Foundation/Underslab: Inspection is required after foundation walls are installed and the under-slab plumbing is in place. Basement waterproofing and perimeter drains shall be 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 house. 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. Sewer piping shall not be installed under driveways. All piping and tracer wires shall be installed in accordance with the Town of McCordsville Standards and Sanitary Sewer Specifications.

(Optional) Porch & Exterior Rough-In: An Optional Porch and/or Exterior Rough-In inspection may be requested prior to the Rough-In inspection. An additional inspection fee will be assessed.

Rough-in: Roofing, doors, garage doors and windows shall be completed, and the house 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. Permanent power will be released after a passed Rough-In inspection. House wrap and porch framing shall remain available for inspection unless previously inspected.

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 residential structure is in move in condition. All work on the residential 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 and/or Optional 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.