



Residential & Commercial Building Inspection Procedures – Remodel/Addition/Telecom/Electrical

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.

See issued permit for types of inspections needed for your project. They may include:

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 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.

Temp Electric: All temporary electrical installations shall comply with chapters 33 through 39 of the 2005 Indiana Residential Code and/or the 2009 Indiana Electric Code. Temporary power will be released after a passed electrical inspection.

Telecom & Electrical: Telecom and electrical inspections shall be conducted in accordance with the requirements that are specified with the issued permits.

Foundation/Underslab: Inspection is required after foundation walls are installed and under-slab plumbing, electrical, etc. are in place. Basement waterproofing and perimeter drains shall be in place. Do not backfill or cover foundation and under-slab plumbing prior to a passed inspection.

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. The electrical panel cover shall be removed, and the panel shall remain open and available for inspection (if applicable).

Above Ceiling (commercial only): 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/Completion Inspection: A Final Inspection shall be requested after all work has been completed and the Residential or Commercial structure is in move in condition. All work on the Residential or Commercial Structure shall be completed 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 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.