



## **Building Inspection Procedures – Sign**

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 finished grade and shall be supported on undisturbed natural soils or engineered fill. Minimum footing width for residential signs shall comply with Chapter 4 of the 2005 Indiana Residential Code. Minimum footing width for commercial signs shall comply with Chapter 18 of the 2014 Indiana Building Code. All footings shall be installed in accordance with the approved plans and all applicable building codes. Do not pour concrete prior to a passed inspection.

**Temp Electric:** All residential temporary electrical installations shall comply with chapters 33 through 39 of the 2005 Indiana Residential Code and all commercial installations shall comply with the 2009 Indiana Electrical Code.

**Final/Certificate of Completion Inspection:** A Final Inspection shall be requested after all work has been completed. All work on the residential or commercial sign installation shall be completed in compliance with all applicable building codes. A Certificate of Completion will be issued after a passed Final Inspection. It shall be unlawful to utilize any such sign or sign structure, unless a Certificate of Completion 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 inspection and all re-inspections will be assessed in accordance with the Town of McCordsville Fee Schedule. All inspection fees must be paid prior to the issuance of the Certificate of Occupancy.