



March 24, 2020

To Whom It May Concern:

Due to the recent outbreak of the COVID-19 virus and based upon guidance provided by the federal and state agencies, the Town is temporarily altering its inspection procedures. From March 19, 2020 through March 24, 2020, Town inspectors will only be conducting inspections outside of enclosed structures (ie. footing, foundation, temporary electric, underslab, exterior rough-in, exterior final, etc). All other inspections will be self-certified by the builder/contractor of record for the applicable permit. Beginning March 25, 2020, Town inspectors will only be conducting inspections on permit work that involves public infrastructure. All other inspections will be self-certified by the builder/contractor of record for the applicable permit. We anticipate this to continue until at least end of business on April 6, 2020. During this period, the Town will not issue Certificate of Occupancies. In lieu of the issuance of C/Os, the Town will be accepting Certificates of Compliance for all projects which complete construction during this time. This form must be completed and submitted to the Planning & Building Department within seven (7) days after completion of the construction for which a building permit has been issued and prior to occupancy or use of the structure. The Town will review the form and once it accepts the form, occupancy of the structure shall be permitted. This "accepted" Certificate of Compliance form shall be treated as a Certificate of Occupancy by builders, contractors, lending institutions, etc.

The Certificate of Compliance certifies that the building permit obtainer has agreed to the following:

1. He/she has obtained the referenced building permit or is an employee of the obtainer, and
2. He/she is familiar with the construction accomplished pursuant to that permit, and
3. The construction has been completed with exceptions noted on the Certificate of Compliance, and
4. He/she is familiar with building standards and procedures applicable to such construction, and
5. To the best of his/her knowledge, information, and belief such construction has been performed and completed in conformity with all building codes, standards, and procedures.

The Certificate of Compliance forms shall be stamped "accepted" by the Town in order to allow occupancy of the structure. Un-stamped forms do not allow occupancy. An example of the stamp is noted below.

All Town Ordinances are available on our website: www.mccordsville.org

State of Indiana Building Codes are available at: www.in.gov/dhs/2490.htm

If you have questions, you may contact the Planning & Building Department at 317.335.304 or building@mccordsville.org.

Sincerely,

Ryan Crum, AICP, CPM
Director of Planning & Building
Town of McCordsville

Example of Stamp:

