



**EFFECTIVE MARCH 25, 2020**

**Date:** March 25, 2020

**To:** Builders, Contractors, etc

**From:** Ryan Crum, Director of Planning & Building

**Re:** Temporary Altered Inspection Procedures

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In light of the spread of the coronavirus, and the Governor's Executive Orders, the Town Council has authorized the Planning & Building Department to implement temporary inspection procedures (effective tomorrow, March 25<sup>th</sup>) which reduce contact for the safety of our employees and those we work with. Below is our temporary policy to keep business moving in Town, while still reacting in a way that complies with the recommendations from state and federal agencies.

- These temporary procedures only apply to inspections conducted by the Planning & Building Dept.
- All building permits will continue to be submitted, reviewed, and approved through our on-line permit system. Essentially, no change in this service.
  - Fees will only be accepted via on-line payments, or by check drop-offs in the mail drop-box at Town Hall or via mail. If you are dropping off the check in the drop-box, we will need a picture of the check (please identify the lot # & subdivision) emailed to us. During this period, we will not accept cash or payments over the phone. We will follow-up with builders/contractors at a later date if we find any discrepancies in checks. The builder/contractor will be responsible for correcting those discrepancies and retro-actively issuing new check(s) if needed.
- All inspections will continue to be requested through our online system (as usual); however, town inspectors will only be making inspections on public infrastructure (ie. sewer taps).
  - For all other inspections, all contractors, builders, etc....must self-certify for each inspection in order to move along to the next stage of construction. A self-certification letter template is posted on our website at [www.mccordsville.org/planning](http://www.mccordsville.org/planning). Staff will be remotely monitoring inspection requests in iWorQ (this enables us to track progress), scheduling the inspections (even if we are not conducting), and reviewing self-certification letters as they are submitted to [building@mccordsville.org](mailto:building@mccordsville.org). The Town may, at its discretion, request pictures of certain aspects of the work, prior to signing off on self-certification letters. Once, a self-certification letter is received and accepted, that inspection will be marked as “accepted” and the builder/contractor will be notified that they may move on to the next stage of construction. Any project which misses a self-certification or moves to the next stage of construction without our approval, will be subject to the Town Fee Schedule for missed inspections, working without a permit, etc.

- Staff will be monitoring inspection requests, reviewing self-certification letters, etc....either in the office or remotely during normal business hours; and therefore, we do not expect turnaround times to increase. Other than the fact that will be allowing self-certification, we expect our procedures to closely mirror our traditional process and timelines.
- The Town will temporarily halt the issuance of Certificate of Occupancies, as we will not issue C of O's for structures we have not inspected. However, builders/contractors will be permitted to complete a Certificate of Compliance (enclosed). The Town will review the Certificate of Compliance and when found acceptable will stamp it as such. Stamped Certificate of Compliances authorize occupancy. Along with this procedure, the Town has adopted the enclosed letter, which clarifies the Certificate of Compliance shall be accepted in lieu of a Certificate of Occupancy until further notice by the Town. Please provide this letter to lending institutions, etc. If lending institutions have concerns, please have them contact me directly at [rcrum@mccordsville.org](mailto:rcrum@mccordsville.org).
- When these measures are suspended and the Town begins to conduct all inspections again, we reserve the right to conduct inspections on any structure or permit work that was completed under a self-certification letter and/or released via a Certificate of Compliance. The Town shall have ninety (90) days from the day we re-start conducting normal inspection procedures to complete such inspections. We reserve the right to require corrections to any work as we deem necessary to comply with all applicable building codes, standards, and procedures.
- We reserve the right to change this policy at any time, at our discretion, without prior notice.

We anticipate these temporary procedures continuing through April 6th, but that is subject to change. Finally, please bear with us during this challenging time. We appreciate everyone's patience and diligence, as we all work through issues together. If you have any questions about these procedures, please feel free to contact me at any time.

Stay safe everyone.



**Ryan Crum, AICP, CPM**  
Director of Planning & Building  
Town of McCordsville  
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O: 317.335.3604  
C: 317.767.5477  
[www.mccordsville.org](http://www.mccordsville.org)



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](http://www.mccordsville.org)

State of Indiana Building Codes are available at: [www.in.gov/dhs/2490.htm](http://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](mailto:building@mccordsville.org).

Sincerely,

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

Example of Stamp:





6280 W 800N  
McCordsville, IN 46055  
P: 317.335.3604  
E: [building@mccordsville.org](mailto:building@mccordsville.org)

**CERTIFICATE OF COMPLIANCE**

**Permit Information**

McCordsville Permit #: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

Project Type (circle one): Residential                      Commercial                      Industrial

Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_

Applicant/Owner Address: \_\_\_\_\_

Applicant/Owner Phone: \_\_\_\_\_ Applicant/Owner Email: \_\_\_\_\_

This Certificate of Compliance was issued in lieu of a Certificate of Occupancy. The undersigned person hereby certifies under penalty of perjury that:

1. I obtained the above reference building permit or am an employee of the obtainer, and
2. I am familiar with the construction accomplished pursuant to that building permit, and
3. I know such construction activity has been completed with exceptions here noted

\_\_\_\_\_, and

4. I am familiar with the building standards and procedures applicable to such construction, and
5. To be best of my knowledge, information and belief such construction has been performed in conformity with all building codes, standards, and procedures.

Typed or Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

This Certificate of Compliance shall include all electrical, heating and cooling, structural, and plumbing work that was completed on this project.

Once this Certificate of Compliance is stamped "accepted" by the McCordsville Planning & Building Dept. it shall be deemed to authorize occupancy of the structure covered by this permit noted above.

If you wish to submit detailed comments or explanations, please use an additional sheet of paper and enclose this form with the information.