



Residential Inspections

Read all Material

2021 Inspection Requirements and Procedure

The following inspections are required. The permit card/document must be placed in a window visible from the street. Each inspection must be approved prior to proceeding to the next phase of construction. An approved inspection will be indicated by the inspector's dated signature on the ORIGINAL permit card. If no permit card/document is posted on site at the Rough-In Inspection, the inspection will be considered failed and a fee will be assessed.

Please note that Westfield does not schedule same-day inspections.

Occupying a residential structure/dwelling before a Certificate of Occupancy will result in a \$2500 fine.

Required Inspections

1. Erosion & Infrastructure Prior – **PW**
2. Footing
3. Foundation/Underslab
4. Rough-In

PW - Public Works

5. Dry-Wall
6. Sump – **PW**
7. Final Building
8. Erosion & Infrastructure Final - **PW**

Optional Inspections

1. Energy (UA or Prescriptive)
2. Porch (Before Rough-in)
3. Pre-Final

Prior Erosion and Sediment/Infrastructure:

1. Silt Fence needs to be around perimeter.
2. Construction drive installed or being installed day of inspection.
3. Inlet protection installed in front and/or rear swales.
4. Concrete washout if applicable.
5. Prior infrastructure will be documented as warranted.

Footing:

1. Grade stakes to be in place for inspection.
2. Check all setbacks to property lines to insure compliance to zoning.
3. Site plan must match the footing that is being poured or all work will discontinue until corrected site plans are submitted, reviewed, and approved.
4. Inspection is required before footing is poured. Do not pour until the inspector has been to inspect. (Pouring a footing before the inspection could result in the removal of all footings and a fine assessed).
5. If short walls are to be done at a later date, that will be considered a separate footing inspection, not the foundation/underslab.



Foundation/Underslab:

1. Inspection is required after block is laid or walls are poured.
2. Check anchor bolt locations.
3. Basement waterproofing, perimeter drains, and slab plumbing must be in for this inspection.
4. Check for crawl space access and ventilation compliance.
5. Check for sump pit location and grading.
6. Do not backfill until this inspection has been inspected and approved.
7. In cold weather, blankets must be pulled before this inspection will be done.
8. **If this inspection is missed, all work will stop until a recorded sewer cam has been completed, then reviewed and approved by the Building Department.**

Porch: Must be inspected if you want to cover up before rough-in. Ceilings (front & back) must be exposed and truss hurricane straps installed if necessary.

Rough-In:

1. The Original Cardboard permit must be posted for this inspection.
2. Porch (front & back) ceilings must be exposed; unless you want to pay for a separate Porch Inspection.
3. House should be weather-tight.
 - a. Windows and doors installed.
 - b. Roof must be installed.
 - c. Garage doors should be installed.
4. All Rough electrical, plumbing, and mechanical, must be installed at this time.
5. Check for notching, bracing, and proper support of framing.
6. Check for stud guards, FHA straps on top plates of exterior walls or load bearing walls that have been drilled over 25%. Non-bearing walls up to 40%.
7. Fire-stopping must be in at this time.
8. **DO NOT INSULATE** before this inspection. If insulation is installed before this, it will have to be removed then called in for re-inspect.
9. Check for broken or damaged trusses.
10. Fireplace must be installed at this time.
11. Check for plumbing straps on all vent and drain pipes.
12. All bathroom vents and hoses must be in place at this time.

Insulation: NOT REQUIRED WHEN USING THE PERFORMANCE METHOD OF THE ENERGY CODE

1. All wall insulation must be in place.
2. All Styrofoam baffles must be installed.

Drywall:

1. Drywall must be installed at this time but not taped or mudded.
2. The inspector will be checking fastener patterns.
3. Nail and screw patterns should be in accordance with Table R702.3.5 of the IRC.



Sump Inspection:

1. Sump line connection will need to be exposed. Inspector will need to see the connection at the stub per Construction Standard Details.
2. Should alternative connection need to be made, please contact a Public Works representative for authorization. (317.804.3171)

Final:

1. Dwelling must be in move-in condition. An Approved final inspection is required prior to a Certificate of Occupancy being issued and prior to occupancy of the structure by the homeowner.
2. All electrical, mechanical, and plumbing work must be in place at this time.
3. All decks and required landing are to be in place at this time.
4. Crawl spaces shall not have standing water and be reasonably dry.
5. Smoke alarms are to be installed as required by the code.
6. Handrails and guardrails are to be installed as required by the code.
7. All flooring/finishes must be installed.
8. Sidewalk and driveways in place as per approved plans.
9. Site grading/drainage features and erosion control completed and required landscaping in place (weathering permitting).
10. All trim work and touch up painting must be completed prior to this inspection.
11. There should be no furniture in the dwelling until a passed final inspection, any re-inspection fees are paid, and the Certificate of Occupancy has been issued.

Final Erosion and Sediment/Infrastructure:

1. Lot is stabilized with minimum of 70% vegetative cover, mulch, or straw blanket.
2. Site grading/drainage features and erosion control completed and required landscaping in place. (If inclement weather must call in once final stabilization is complete. Refer to point 1.)
3. Any inlet protection is removed if applicable.
4. All pedestrian infrastructure including sidewalks and curb ramps are built in accordance with ADA/PROWAG and City of Westfield Standards and Specifications.
5. All driveways and other concrete infrastructure are built in accordance with City of Westfield Standards and Specifications.

The City of Westfield will be issuing Temporary Certificates of Occupancy starting November 1st. This is going to be for the yards (grass seed and sod) and landscaping. All the landscaping, grass, and erosion control will need to be completed by May 15th.

November 1st thru May 15th a Temporary Certificate of Occupancy (C of O) can be issued for yards.

Final Inspection should be scheduled 3 to 5 days prior to the Builder/Client closing.

Occupying a residential structure/dwelling before a Certificate of Occupancy will result in a \$2500 fine



Building Department - 317.804.3150 • Public Works Department - 317.804.3171

Inspection Requests: <https://weconnect.westfield.in.gov/> Phone hours: 8:00 AM-4:00 PM

(Please note, no same day inspections)

Building Division:

T.J Wertenberger, Building Commissioner
twertenberger@westfield.in.gov 317.538.3012

Adam Massey, Builder Inspector
amassey@westfield.in.gov 317.407.7563

Brent Cline, Building Inspector
bcline@westfield.in.gov 317.617.6425

Zach Davis, Building Inspector
zdavis@westfield.in.gov 317.408.6654

Kevin Todd, Community Director
ktodd@westfieldin.gov
City of Westfield 2728 E. 171st St. 317.804.3150
Westfield, IN 46074

Public Works Department:

Adam Essex, Inspection Supervisor
aessex@westfield.in.gov 317.605.3750

Wes Rood, Storm Water Coordinator
wrood@westfield.in.gov 317.504.2477

Tim Bradford, Driveways & Sidewalks
tbradford@westfield.in.gov 317.503.0568

Brian Paddack, Erosion/Infrastructure
bpaddack@westfield.in.gov 317.409.3626

Jeremy Lollar, Public Works Director
jlollar@westfield.in.gov 317.804.3195
City of Westfield 2728 E. 171st St.
Westfield, IN 46074

To: ALL CONTRACTORS AND BUILDERS
Re: BURNING ON CONSTRUCTION SITE

ARTICLE 87: 1997 UNIFORM FIRE CODE STATE OF INDIANA 8704.5 (COMBUSTIBLE DEBRIS). COMBUSTIBLE DEBRIS SHALL NOT BE ACCUMULATED WITHIN THE BUILDING. COMBUSTIBLE DEBRIS, RUBBISH AND WASTE MATERIAL SHALL BE REMOVED FROM BUILDING AS OFTEN AS PRACTICAL. COMBUSTIBLE DEBRIS, WASTE MATERIAL, AND TRASH SHALL NOT BE BURNED ON SITE UNLESS APPROVED BY A VARIANCE.

VIOLATORS ARE SUBJECT TO LEGAL ACTION INCLUDING FINES

VARIANCES ARE CONSIDERED ON A CASE BY CASE BASIS AND APPROVAL MUST BE ATTAINED IN WRITING PRIOR TO BURNING OF ANY WASTE MATERIAL. FOR FURTHER INFORMATION REGARDING VARIANCES CONTACT:

Mr. Brian Callahan
Dept. of Environmental Management
Office of Air Quality
100 N. Senate Ave. Room IGCN 1003
Indianapolis, IN 46206-6015
317.232.8244

Fire Marshal
James Robert, Division Chief of Fire Prevention
17535 Dartown Road
Westfield, IN 46074
317.804.3307



2021 Notice Scheduling of Final inspections and Closings

Dear Builder/Contractor,

An all-too-common occurrence with some builders/developers is the unfortunate practice of scheduling final inspections for new properties to closely to an established closing appointment. When this happens, we receive calls from your overly- and unduly-stressed employees who happen to be involved with either or both of these processes. The attempt on your part is to transfer your sense of urgency to my employees to accommodate previously scheduled events over which we have no control, but over which you have every control.

Please be advised that your emergency will not become our own simply because you failed to allow sufficient time between a scheduled final inspection and your property closing appointment. Our standing requirement for at least 24-hour notice for inspections has been in place for some time and is not anticipated to change. We will continue to do our inspections in a timely fashion.

My recommendation is that you allow for three or more days between your requested final inspection and a scheduled closing. This will allow enough time to accommodate re-inspections, when necessary, the completion of internal paperwork and the issuance of your official Certificate of Occupancy in time for your closing.

Be further advised that the City of Westfield has established a **\$2500 (residential/pool) \$5000 (commercial)** fee for occupying a structure without the benefit of a Certificate of Occupancy. We understand that your clients are quite anxious to move in to their new home or business directly after closing. Proper scheduling of final inspections and closing appointments on your part will ensure that what is already a stressful situation does not become more so for all of us.

Please share this with anyone on your team who you believe should be made aware of this situation. Thank you for your time and your attention to this matter.

Sincerely

A handwritten signature in black ink, appearing to read "Kevin Todd".

Kevin Todd
Community Development Director

To All Builders & Contractors:

Effective Date: 9/5/2006

Updated 1/6/ 2021

Permit Cards & Structure Access

Permit Cards

The City of Westfield will now be enforcing the requirement that the permit card/document be posted on the site in a front window where the work is to be performed.

*The **permit card/document** must be visibly posted in a front window for the inspector to see when arriving at the site in order to receive the requested inspection.

*If the **permit card/document** is not posted, no inspection will be performed and considered failed.

*If the **permit card/document** is lost or not legible you are required to replace it with a duplicate **permit card/document**.

*If a re-inspection fee is assessed, it must be paid to receive the Certificate of Occupancy

Structure Access

For any inspection requested, the dwelling must be unlocked and accessible either through the garage or front door. If the building is not accessible, it will be considered a missed inspection and charged according to the City's established fee structure.

Sincerely



Kevin Todd
Community Development Director
City of Westfield



CLEAN CITY

WESTFIELD INDIANA

- PLEASE HELP WESTFIELD REMAIN A “CLEAN CITY”
- POLICE YOUR CONSTRUCTION SITES REGULARLY FOR TRASH AND DEBRIS
- BY KEEPING YOUR CONSTRUCTION SITES CLEAN, WE PREVENT BLOWING TRASH AND KEEP OUR COMMUNITY A “CLEAN CITY”

The **City of Westfield**, Indiana **THANKS YOU!**

Westfield Community Development Department
2728 E. 171st Street, Westfield, Indiana
317-804-3150 • community@westfield.in.gov

PLEASE POST THIS NOTICE NEXT TO BUILDING PERMIT CARD ON SITE.