

Hancock County Department of Buildings  
Court House Annex  
111 American Legion Place, Ste. 146  
Greenfield, IN 46140  
Phone: 317-477-1133  
Fax: 317-477-1184

### **POLICIES and PROCEDURES**

The Building Official is hereby authorized and directed to enforce the provisions of Chapter 150 of the Hancock County code. The Building Official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in conformance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

### **General Requirements:**

1. Scheduling of inspections are the **RESPONSIBILITY** of the property owner.
2. All permits are good for one (1) year from the date issued and must be posted in a front window. **IF NOT POSTED, NO INSPECTIONS WILL BE MADE. ADDRESS NEEDS TO BE VISIBLE FROM THE STREET.**
3. All sites must have trash containment and a port-a-let or on-site restroom facilities for all jobs at all times.
4. All work and inspections must be completed in that year, or new permit will need to be obtained. However, if rough-in inspection released, an extension up to 6 months may be granted for a \$55 fee with blue permit presented to Plan Commission Office. The 6-month extension **MUST** be secured prior to the permit expiring.
5. All inspections must be scheduled 24-48 hours before the day of inspection. **NO INSPECTIONS SHALL BE SCHEDULED OFF THE ANSWERING MACHINE, EMAIL or FAX**
6. All cancelled inspections must be called in before 9:00 a.m. the day of the inspection or a re-inspect fee of \$55.00 will apply.
7. Inspections will be set up between the hours of 8 am & 4 pm, Monday thru Friday. All inspections will occur on the day scheduled between 10 am & 3 pm. **ANY TIMED INSPECTIONS ARE AN ADDITIONAL FEE (\$55.00).**
8. Residential - There will be five (5) inspections: Footer/Trench, Foundation, Rough-In, Energy and Final Occupancy. Any additional inspections will cost an additional \$55.00 fee. Your final inspection is your Certificate of Occupancy (C of O), no additional form is provided unless requested.
9. Room Additions, Alterations and Accessory Buildings may require up to five (5) inspections.
10. In-ground pools, Require two (2) inspections: rough-in and final occupancy; above ground pools, require one (1) inspection for final occupancy.
11. Decks-There will be a minimum of two (2) inspections: footer and final occupancy. An extra rough in inspection **may** be necessary depending on the style and complexity of the deck.
12. Electrical- Requires one inspection: when all the work has been completed and before the power company comes out to reconnect.
13. State Design Releases are necessary for Commercial, Industrial, Churches, Libraries, Museums, and Schools. These projects will be inspected as determined by the Building Inspector after the foundation inspection (footers can be time sensitive & as many as necessary).
14. No facility or building shall be occupied or used before final occupancy permit is issued. **(\$150.00 per day fine will be assessed if occupied).**
15. All inspections will be done in accordance with the building rules, codes, standards, and regulations.
16. Missed or Skipped inspections will have a \$350.00 fine plus a letter from a licensed/registered Engineer.
17. **1<sup>st</sup> re-inspection \$55.00 – 2<sup>nd</sup> re-inspection \$110.00 – 3 or more inspections \$225.00 per re-inspection.**

## **FOOTER/TRENCH/POST HOLE INSPECTION**

1. Footers dug or formed, ready to pour (Frost line in Central IN is at least 30")
2. Rebar in place (if necessary)
3. Grade set
4. Post holes inspected for post frame construction
5. All above items completed before concrete is poured!!!
6. Address visible from the road
7. Construction drive in place

## **Monolithic Footings**

1. Remove all loose dirt and sod
2. Footers are dug
3. All forms are set
4. Reinforcing wire on site
5. Construction drive in place
6. Inspect before concrete is poured

## **FOUNDATION INSPECTIONS**

### **Slab Foundation**

1. Remove all sod, loose dirt and foreign materials
2. After foundation wall is complete.
3. All plumbing is roughed in.
4. All under slab electrical is in place.
5. Before sewer/water lines under slab are back filled.
6. Before back fill and pea gravel/sand.
7. Anchor bolts or straps are in place.
8. Inspect before slab is poured.

### **Crawl Space Foundation**

1. After all foreign material is removed.
2. After sump well is installed.
3. After foundation wall is complete.
4. Anchor bolts or straps are in place.
5. Inspect before back fill.

### **Basement Foundation**

1. After foundation wall is complete.
2. After sump pit is installed.
3. After basement walls are waterproofed.
4. Anchor bolts or straps are in place
5. Before back fill.
6. Under slab plumbing in place.
7. Inspect before concrete slab is poured.

### **Partial Basement & Crawl Foundations**

This could possibly take additional footer/trench and foundation inspections. This can be paid for at the time permits are issued, but must be paid prior to scheduling additional inspections, \$55 each inspection. If upper and lower footing/foundation is done at separate times then:

1. Must call for footer/trench inspection for each pour (upper and lower)
2. Basement walls must be complete and inspected including perimeter tile & waterproofing
3. Backfill basement
4. Upper footings are dug or formed, then inspected
5. Upper foundation walls are installed, call for inspection before backfill.

### **ROUGH-IN INSPECTIONS:**

1. Permit posted in front window.
2. All carpentry rough.
3. All mechanical rough, which includes plumbing (including basement, crawl space and attic).
4. Mechanical sign-off sheet faxed to Building Dept. @ 317-477-1184 stating water & gas lines have been pressure tested.
5. All electrical with receptacle and switch boxes made up, meter base must be set and ready for power.
6. All fire blocking and fire caulking in place.
7. All roofing completed.
8. All exterior windows, doors, and garage doors in place.
9. Trash containment must be on job site.
10. NO INSULATION UNTIL AFTER ROUGH INSPECTION

### **ENERGY INSPECTIONS:**

1. After rough in inspection and installation of insulation. Blown-in attic areas will verify at final.
2. An energy certificate must be on site or provided to Building Dept.

### **FINAL INSPECTIONS:**

1. Structure completed and ready to occupy. DO NOT MOVE ITEMS INTO BLDGS.
2. Porches, sidewalks, and permanent driveway completed. (Approved by the County Highway Dept.)
3. Structure shall be broom clean, with no left over material or trash in garage or basement.
4. Driveway culvert must be in place and driveway permit released by County Highway Dept.  
317-477-1112
5. Septic system permit must be released by Hancock County Health Dept. 477-1125
6. If in Fortville Corporate limits, must have release/approval from Fortville Town Manager prior to scheduling final inspection.
7. Final Grade and Seeding complete
8. You Must call the Planning/Building Dept. to schedule the final inspection. Do not assume that if another County Office (highway, assessor, health, etc.) checked out your new construction that it was the final inspection from the Building Dept. We are checking that the new structure is in compliance with building code and ready to occupy, including final grade & seed. You must have the final inspection report from our office before the project is considered closed and ready to occupy.

### **Electrical Upgrade Inspection**

Anytime a meter is pulled from the structure by the Power Co., regardless of the reason, a permit is required before the meter is re-installed by the Power Co.

1. Electrical inspections are done after all the work has been completed.
2. All electrical upgrade inspections will need to be scheduled with Utility Co. and Building Department.

### **Modular or Manufactured Homes**

1. Refer to Footer/Trench Inspection (Page 2).
2. Refer to the Foundation Inspections (Page 2).
3. Rough-In Inspection when home is set on foundation and electrical is ready for hook-up and Indiana Modular/ Manufactured Home Insignia available
4. Refer to Final Inspections (Page 3).

### **Commercial Buildings**

1. A State Design Release is provided to the Building Dept.
2. Footer/Trench Inspection, multiple if necessary
3. Foundation Inspection, multiple if necessary
4. Periodic inspections as determined by the Building Official or upon request of General Contractor

### **In-ground Swimming Pools**

1. Permit posted in front window. Construction fence **MUST** be erected after hole is dug.
2. Rough-In inspection, BEFORE BACKFILL, after all underground plumbing, electrical, and bonding is in place.
3. Final inspection after pool is completed and operational, grading and seeding is completed and all Safety Equipment is in place (as per 675 IAC 14-4.3-296) and 4' foot fencing or railing with lockable gate or automatic pool covers in place.

### **Above ground Swimming Pools; Final inspection must be called in by Home Owner or Contractor**

1. Permit posted in front window
2. Final inspection after pool is completed and operational including plumbing & electrical
3. Grading and seeding is completed and all Safety Equipment is in place (as per 675 IAC 14-4.3-296) and 4' foot fencing or railing with lockable gate is installed.

### **Wood Decks**

1. Post hole inspection before concrete is poured or cookie is placed. (Frost line in Central IN is at least 30 inches deep)
2. An extra rough-in inspection **may** be necessary depending on the style and complexity of the deck.
3. Final inspection when deck is completed

If you have any question regarding the above instructions, please feel free to contact the Hancock County Department of Buildings at 317-477-1133 & you may speak with the Building Official during morning hours of 8:00-9:30 am and afternoon hours of 3-4 pm Monday-Friday.