

REQUIRED INSPECTIONS

- * Yellow (Post-it) card **MUST** be posted so it is visible from the street at the front of the property, upon receipt. Failure to display, fine of \$50.00.
 - * **RESIDENTIAL ONLY: THIS OFFICE WILL PERFORM INSPECTIONS ACCORDING TO THE 2006 INTERNATIONAL BUILDING CODE**
 - * ALL inspections require 24 hour advance scheduling.
 - * ALL Fire Suppression/Alarm Contractors – **MUST** notify Indiana American Water Company at (765) 288-3677, prior to start of project.
 - * ALL Contractors - When calling in for an inspection, you **MUST** specify what type of inspection and your permit number will be required. You **MUST** supply your permit number in order to be put on the inspection schedule.
 - * ALL Electrical, HVAC, Plumbing and Fire Suppression/Alarm Contractors – **MUST** file for and be issued permits for the work they are doing (**NOT included in Building Permit**).
- Setbacks** (Before permit is issued) Measurement of distance from proposed building to each property line. In commercial construction, separation requirements **must** be met.
- Temporary Pole** (G.F.I. receptacle required)
Utilities **must** be marked before setting pole. We **WILL NOT** OK if site is not marked.
- Slab** (Vapor barrier and reinforcement must be in place at time of inspection)
- Footer** **You must have a Footing Inspection prior to placing concrete.**
Inspection of trench depth, width and square-ness; the correct placement of rebar if required; the correct stepping of footing; and removal of vegetation. All footers **must** be free (crumbed) of loose soil and no standing water present.
- Foundation** **You must have a Foundation Inspection prior to framing on, or backfilling, a basement or crawl space.** Basements – inspection of drainage tile, walls, piers, gravel fill, damp proofing, anchor bolts and sump pit. Crawl Spaces – inspection of walls, piers, vents, crawl door, insulation, grading, anchor bolts and sump pit.
- Under slab** **You must have an Under slab Inspection prior to placing fill and all mechanical work must be exposed.** For basement floors and slab

foundations. Inspection of all plumbing-supply and drainage, ductwork, block joints, brick ledges and anchor bolts.

Rough / Framing (All Trades) You must have a Rough Inspection prior to installing insulation or wallboard. Inspection of framing and mechanicals. Windows, exterior doors, roofing and fireplaces must be installed. Electric, plumbing and HVAC rough installations must be complete as well as framing, and draft stopping (fire blocking). Electric service must be complete and ready to be tagged for temporary service (two temporary circuits max).

Rough (Fire Alarm/Suppression) You must have a Rough Inspection prior to connection of water service.

Final All Trades – YOU MUST HAVE AND PASS A FINAL INSPECTION PRIOR TO OCCUPYING ANY CLASS ONE STRUCTURE (COMMERCIAL, INDUSTRIAL, BUSINESS PROFESSIONAL, ETC. Inspection of final product. All phases of work must be complete. Building must be ready for occupancy.

Certificates of Occupancy are issued the day the final inspection is completed and passed by Inspector's.

Demolition You must have a Back Fill Inspection prior to backfilling after the demolition of any structure.

Demo Final You must have a FINAL (2nd) Inspection after topsoil, grading, seeding and straw have been completed.

***** Any demo re-inspections will be charged an additional \$125.00 fee**

Sewer Tap/Grease Tap - MUST contact Sanitary Engineer's Office

Building Inspectors are typically only available for questions or inquiries from 8:00 – 9:00 a.m. and 3:00 – 4:00 p.m.

City of Muncie
Building Commissioner's Office
300 N. High St.
Muncie, IN 47305

Monday – Friday
8:00–11:30 & 12:30–4:00
(765) 747-4862

Muncie Sanitary District Engineering
5120 W. Kilgore Ave.
Muncie, IN 47304

Monday - Friday
7:00-11:00 & 12:00-3:00
(765) 747-4879

(07/13/09)