



Temporary Certificates of Occupancy (C of O)

Procedure

Starting on November 1st of each year the City of Westfield begins issuing Temporary Certificates of Occupancies for the yards (grass seed and sod) and landscaping.

Beginning on November 1, 2023, a \$75.00 Temporary Certificate of Occupancy inspection fee will be added when the C of O fees are processed.

Requirements for Permanent C of O

- 1. All landscaping, grass, and erosion control inspections need to be completed by the following May 15th.
- 2. If landscaping, grass, and erosion control inspections are not completed by May 15th, a \$75.00 re-inspection fee will be added weekly until the project is inspected and passed as complete.
- 3. Inspectors will conduct the final zoning inspections for Permanent Certificates of Occupancies after May 15th.
- 4. Once all inspection requirements are met, the inspectors will issue the Permanent Certificate of Occupancy.

Erosion/Infrastructure Requirements

The main goal for erosion control is the protection of the drainage swells and storm inlets around and near the lots. This is

- 1. A **silt fence** is required to be in place around the lot and maintained throughout the duration of Winter and until the lawn gets seeded and blanketed and/or sodded in the Spring.
- 2. **Downspouts** need protection to prevent the water from creating washouts in the middle of the yard. Depending on the steepness of the lawn we will determine whether or not **blanket** or a **splash block** is needed.
- 3. An Erosion/Infrastructure Final needs to be scheduled and completed *before* you receive a Temporary C of O.
- 4. In the Spring an additional Final Erosion Inspection is to be scheduled by May 15th and completed as passed to receive the Permanent C of O.

Contact Information

Schedule Inspection

Phone hours: 8:00 AM-4:00 PM

Please note, no same day inspections

Public Works Department

(317) 804-3150 option 6

Building Department

building@westfield.in.gov

(317) 804-3150 option 5