

Commercial Inspections

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 permit card document. If no permit card document is posted on site at the Rough-In Inspection and those inspections that follow, the inspection will be considered failed and a fee will be assessed.

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

Occupying a commercial structure/dwelling before a Certificate of Occupancy is issued will result in a \$5,000.00 fine.

Required Inspections

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|--|--------------------|---|
| 1. Erosion & Infrastructure Prior (PW) | 5. Insulation | 9. Final Building |
| 2. Footing | 6. Drywall | 10. Fire Marshall |
| 3. Foundation/Underslab | 7. Above Ceiling | 11. Erosion & Infrastructure Final (PW) |
| 4. Rough-in | 8. Hood Light Test | |

Optional Inspections

1. 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 Westfield Building Department.**

Rough-In:

1. The permit card document must be posted for this inspection and those inspections that will follow.
2. All Rough electrical, plumbing, and mechanical, must be installed at this time.
3. All doors and windows must be in at this time.
4. **DO NOT INSULATE** before this inspection. If insulation is installed before this, it will have to be removed then called in for re-inspect.

Insulation:

1. All wall insulation must be in place.

Above Ceiling:

1. All connections above ceiling must be covered/enclosed.

Hood Light Test:

1. Contact the Westfield Fire Marshall at (317) 804-3309

Drywall:

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

Final:

1. All electrical, mechanical, and plumbing work must be complete and operational.
2. All flooring/finishes, walls, and ceilings must be installed.
3. All electrical switch/plug covers must be in place.
4. Electrical panel must be labeled.
5. All landscape/site requirements must be in place at this time and satisfied by the Community Development Department for this inspection in order to receive the C/O.
6. There should be no furniture in the building until a passed final inspection.

7. Any/all re-inspection fees must be paid to receive the Certificate of Occupancy.
8. Finals need to be inspected by the Westfield Fire Marshal. If there is a sprinkler system, fire alarm system and/or a commercial kitchen hood system, the installing company MUST be on site and preform acceptance checks. If installing company is not on site, fire will not pass the inspection.

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. Infrastructure will be documented as warranted. (Sidewalks, driveways, ramps, curbs, storm structures, and swales.)

Contact Information

Schedule Inspection

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

Please note, no same day inspections

Building Department

building@westfield.in.gov (317) 804-3150 option 5

T.J. Werterberger	Building Commissioner	twertenberger@westfield.in.gov	(317) 538-3012
Brent Cline	Assistant Building Commissioner	bcline@westfield.in.gov	(317) 617-6425
Zach Davis	Senior Building Inspector	zdavis@westfield.in.gov	(317) 408-6654
Chase Cline	Building Inspector	ccline@westfield.in.gov	(317) 447-5428
Drew Warriner	Building Inspector	awarriner@westfield.in.gov	(317) 741-6650

Public Works Department

(317) 804-3150 option 6

Chad Mills	Inspection Supervisor	cdmills@westfield.in.gov	(317) 439-6602
Wes Rood	Stormwater Coordinator	wrood@westfield.in.gov	(317) 504-2477
Rick Hoyt	Infrastructure Inspector	rhoyt@westfield.in.gov	(317) 995-9020
Jack Barrett	Infrastructure Inspector	jbarrett@westfield.in.gov	(317) 670-2916
Carlton Summe	Infrastructure Inspector	csumme@westfield.in.gov	(317) 460-9670
Hunter Pflugh	Infrastructure Inspector	hpflugh@westfield.in.gov	(463) 206-0105
Alex Wilson	Infrastructure Inspector	awilson@westfield.in.gov	(317) 416-0717
Austin Shepherd	Infrastructure Inspector	ashepherd@westfield.in.gov	(317) 430-5649
Ryan Epperhart	Erosion Inspector	repperhart@westfield.in.gov	

Driveways & Sidewalks (317) 804-3150 option 6

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: Ryan Flora
Division Chief of Fire Prevention
17535 Dartown Road
Westfield, IN 46074
(317) 804-3309