



Residential Inspections

Inspection Requirements and Procedure

The following inspection 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 residential structure/dwelling before a Certificate of Occupancy is issued will result in a \$2,500.00 fine.

Required Inspections

- | | | |
|----------------------------------------|--------------|----------------------------------------|
| 1. Erosion & Infrastructure Prior (PW) | 4. Rough-in | 7. Pre-Pour Sidewalk (PW) |
| 2. Footing | 5. Drywall | 8. Final Building |
| 3. Foundation/Underslab | 6. Sump (PW) | 9. 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 Westfield Building Department.**

Porch:

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

Rough-In:

1. The permit card document must be posted for this inspection and those inspections that will follow.
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, nail and screw patterns should be in accordance with Table R702.3.5 of the IRC.
3. The garage ceiling, if under habitable space, must follow table R302.6 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)

Pre-Pour Sidewalk:

1. Inspection of subgrade and forms is required prior to pouring the sidewalk. Pouring of the sidewalk before the inspection will result in the removal of the sidewalk.

2. Inspection shall be scheduled using the following link: [Driveway & Sidewalk Inspection Scheduler](#)
3. All pedestrian infrastructure including sidewalks and curb ramps are built in accordance with ADA/PROWAG and City of Westfield Standards and Specifications.
4. All driveways and other concrete infrastructure are built in accordance with City of Westfield Standards and Specifications.

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 issues Temporary Certificates of Occupancy starting November 1st. This will 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 is issued will result in a \$2500 fine.*

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.

VIOATORS 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