

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

- | | | |
|--|--------------------|---|
| 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. Basement waterproofing, perimeter drains, and slab plumbing must be in for this inspection.
3. Check for crawl space access and ventilation compliance.
4. Check for sump pit location and grading.
5. Do not backfill until this inspection has been inspected and approved.
6. In cold weather, blankets must be pulled before this inspection will be done.

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 exterior wall insulation must be in place.

Above Ceiling:

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

- Lights, Sprinklers and HVAC diffusers are the only things that should be in place. No boarder tiles should be installed.

Hood Light Test:

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

Drywall:

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

Final:

- All electrical, mechanical, and plumbing work must be complete and operational.
- All flooring/finishes, walls, and ceilings must be installed.
- All electrical switch/plug covers must be in place.
- Electrical panel must be labeled.
- 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.
- There should be no furniture in the building until a passed final inspection.

- Any/all re-inspection fees must be paid to receive the Certificate of Occupancy.
- 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:

- Lot is stabilized with minimum of 70% vegetative cover, mulch, or straw blanket.
- 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.)
- Any inlet protection is removed, if applicable.
- Infrastructure will be documented as warranted. (Sidewalks, driveways, ramps, curbs, storm structures, and swales.)

Contact Information

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

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

Austin Shepherd	Inspection Supervisor	ashepherd@westfield.in.gov	(317) 430-5649
Wes Rood	Stormwater Coordinator	wrood@westfield.in.gov	(317) 504-2477
Alex Wilson	Senior Project Manager	awilson@westfield.in.gov	(317) 416-0717
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
Jon Losure	Infrastructure Inspector	jlosure@estfield.in.gov	(317) 832-5018
Ryan Epperhart	Erosion Inspector	repperhart@westfield.in.gov	

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

Permit Cards & Structure & Site Access

Permit Cards

The City of Westfield requires that the permit card document be posted on-site for all permitted work.

For any scheduled inspection:

- The permit card must be visibly posted in a front window or construction sign board where the work is being performed and clearly visible to the inspector upon arrival.
- If the permit card is not posted, the inspection will not be performed and will be recorded as a **Failed** inspection.
- If the permit card is lost, damaged, or not legible, you are required to print and post a duplicate permit card.
- Failed inspections are subject to fees in accordance with the City's established fee schedule.
- Any applicable re-inspection fees must be paid prior to issuance of the Certificate of Occupancy.

Failure to comply may result in project delays.

Structure & Site Access

The City of Westfield requires that the site and structure be accessible for all scheduled inspections.

For any scheduled inspection:

- Please ensure the site is accessible and ready for inspection throughout the scheduled inspection window (e.g., debris, standing water, snow, or other obstructions must be cleared).
 - Failure to provide safe and accessible conditions may result in a **Failed** inspection.
 - Failed inspections are subject to fees in accordance with the City's established fee schedule.
- The dwelling or structure must be unlocked and accessible at the time of inspection.
- Access must be provided through either the front door or garage.
 - If the structure is not accessible, the inspection will be recorded as a **Missed** inspection.
 - Missed inspections are subject to fees in accordance with the City's established fee schedule.

Failure to comply may result in project delays and additional charges.



Kevin Todd
Community Development Director



Community Development Department
Building Division
2728 East 171st Street | Westfield, IN 46074
317.804.3150, option 5 | building@westfield.in.gov

CLEAN CITY

POLICE YOUR CONSTRUCTION SITES REGULARLY FOR
TRASH AND DEBRIS.

BY MAINTAINING A CLEAN JOB SITE, YOU HELP PREVENT
BLOWING LITTER, PROTECT NEIGHBORING PROPERTIES,
AND PRESERVE THE APPEARANCE OF OUR COMMUNITY.

TOGETHER, WE CAN KEEP WESTFIELD A CLEAN AND
WELCOMING CITY.

PLEASE POST THIS NOTICE NEXT TO THE BUILDING PERMIT ON-SITE



Final Inspection & Closing Scheduling Requirements

Dear Builder/Contractor,

We continue to encounter situations where final inspections for new properties are being scheduled too close to established closing appointments. When this occurs, our office receives urgent calls from members of your team who are understandably stressed due to the proximity of these events.

Please understand that scheduling constraints resulting from your internal timelines do not constitute an emergency on our end. While we recognize the importance of closing dates, the responsibility for allowing adequate time between a final inspection and a property closing rests solely with the builder/developer.

The City's requirement of a minimum 24-hour notice for inspections has been in place for some time and will remain unchanged. Inspections will continue to be performed in the order received and in a timely and professional manner.

To avoid unnecessary stress and potential delays, we strongly recommend allowing a minimum of three (3) business days between your requested final inspection and the scheduled closing. This timeframe provides sufficient opportunity for:

- Re-inspections, if needed
- Completion of internal documentation
- Issuance of the official Certificate of Occupancy

Please also be reminded that the City of Westfield assesses a fee of:

- \$2,500 for residential and pool occupancy without a Certificate of Occupancy
- \$5,000 for commercial occupancy without a Certificate of Occupancy

We understand that your clients are eager to move into their new homes or businesses immediately after closing. Proper planning and scheduling on your part will help ensure a smooth process and prevent avoidable complications for everyone involved.

Please share this information with appropriate members of your team to ensure compliance moving forward.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Todd".

Kevin Todd
Community Development Director



Westfield Fire Department

Preparation, Prevention, Response

Construction Inspections

Division Chief/Fire Marshal Ryan Flora

Email: rflora@westfield.in.gov

Cell: 317-316-1429

Please ensure when you schedule your final inspection through the city building department to obtain your Certificate of Occupancy that you have scheduled the sprinkler, fire alarm, and commercial kitchen hood contractor to be on site at the time of the final inspection.

All sprinkler and alarm paperwork can be uploaded to the Compliance Engine.

Please notify the fire marshal of work in the field prior to covering, encasing, or putting into place any of the items below.

Please Contact Fire Marshal for the Following

Underground Fire Service Lines after Installation

Thrust Blocks on Fire Service Lines

Flushing of Fire Service Lines

Hydrostatic 2 Hour Test of Fire Lines and Sprinkler Systems
(needs to be witnessed or if fire marshal is unavailable can be documented via photo/video with prior approval)

Must provide documentation from contractor for hydrostatic and flow tests

If Private Hydrant Installations are present (Please provide a Flow Test document)

Certification paperwork must be provided prior to acceptance testing for all the above.



Westfield Fire Department

Preparation, Prevention, Response

Commercial Kitchen Hood Systems

Prior to installing a commercial kitchen hood duct in the ceiling please contact the fire marshal for a light test.

Kitchen hood test at the time of the final will require a smoke test and heat sensor activation test.

Kitchen hood installation company will need to be present at the time of the acceptance test.

Paperwork can be uploaded to the Compliance Engine.

Emergency Radio Responder Coverage (ERRC)

The City of Westfield requires that certain newly constructed buildings have approved levels of emergency radio signal strength (relative to existing levels of public radio coverage available at the exterior). Where the design of the building reduces the level of coverage inside of the building below minimum performance levels, a distributed antenna system, signal booster, or other method approved by Westfield Fire Department (WFD) and Hamilton County Public Safety Communications Center (HCPSCC) shall be provided.

The following building types shall require Emergency Radio Coverage testing prior to Certificate-of-Occupancy:

- Any building with one or more basements or below grade building levels
 - Any underground building
- Any building more than five stories in height
 - Any building 50,000 square feet or larger



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

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

Please note, no same day

Public Works Department

(317) 804-3150 option 6

Building Department

building@westfield.in.gov

(317) 804-3150 option 5