



Town of Zionsville

1100 West Oak Street. Zionsville, IN 46077

REQUIRED COMMERCIAL INSPECTIONS

To Request an Inspection:

- Call (317) 873-8247 to request an inspection. Footing, Underslab and Temporary Electric inspections may be scheduled for the following business day no later than 4:00pm the day before the inspection. All other inspections must be requested a minimum of two business days in advance.
- Inspection times will be accepted for the second business day until 4:00pm. (Example: Inspection requested at 3:00pm Monday will be scheduled and eligible for an inspection time on Wednesday)
- All inspections requested for Monday-Tuesday must be received by 4:00pm Friday.
- To schedule your inspection, you will need your permit number, street address, builder’s name, contact phone number and type of inspection needed.
- If an approximate time for the inspection is desired, call the inspector on the day of the inspection after 8:30am at 873-8248. *You WILL NOT be able to receive a time prior to 8:30am the day of the inspection.*
- All additional inspections and re-inspections must be requested at 873-8247 and will follow the procedures outlined above.
- An inspection fee shall be charged to all cancelled inspections not called in to our office at least Four (4) hours before the scheduled time.

Our policy requires the following inspections for New Commercial Buildings-Tenant Finishes:

(Fire Marshal routinely will make observations in conjunction with the inspector.

Review the Fire Protection Ordinance for Required inspections).

1. Footings may require multiple inspections. All rebar must be in place at time of inspection and trench must be free of water. All footings will be required to be scraped clean to solid ground. DO NOT POUR prior to inspection.
2. Erosion control must be installed at time of footing inspection request.
3. Underslab inspections must be completed and approved before covering any plumbing, electrical or mechanical conduits or trunk lines. Purple primer and glue must be used on underslab plumbing or a smoke or water test will be required.
4. Temporary/Permanent Electric including construction trailer if present. Structures are to be weather tight. Grounding complete and all disconnect switch, main panels, CT cans and sub-panels covers removed.(This inspection may be combined with Above Ceiling or Rough inspection)
5. Roof Framing prior to installation of drywall for ceiling areas before mechanical installation.
6. Above Ceiling rough prior to ceiling tile installation. All above ceiling plumbing, electrical, HVAC, and framing must be complete for this inspection.
7. Rough In: DO NOT insulate prior to inspection. Structure is to be weather tight. All draft stops, fire blocking framing, electric, HVAC and plumbing must be complete for this inspection.
8. Final: DO NOT occupy prior to inspection. All fees, required letters and drawings must be received before inspection will be scheduled. Compliance with Plan Commission and/ or Board of Zoning Appeal commitments will be reviewed before final Certificate of Occupancy will be issued.

All inspections must be performed--there is no approval to proceed without the inspection being performed and approved. No Affidavits are accepted. Proceeding past any inspection without approval may result in proceeding fees. All additional commercial inspections or re-inspections will incur a \$75.00 or \$150.00 reinspection fee. Certificates of Occupancy (C/O) will not be issued until all required inspections have been performed and fees paid.