



Town of Zionsville

1100 West Oak Street, Zionsville, IN 46077

REQUIRED RESIDENTIAL INSPECTIONS

ON SITE LOT IDENTIFICATION REQUIRED FOR ALL NEW HOME SITES

To Schedule an Inspection:

- **Call the main office line at (317) 873-8247 to request an inspection prior to 7AM.** All inspection requests placed **after 7AM** will be scheduled for the following business day. Please have your permit number, lot number, subdivision, street address, builder's name, contact phone number and type of inspection needed.
- The time of the inspection will be determined by staff. As a courtesy and to encourage attendance, you may contact the inspector between 8:30am – 10:00am the day of the inspection at (317) 873-8248 for the inspection schedule. *You WILL NOT be able to receive a time prior to 8:30 am the day of the inspection.*
- An inspection fee shall be charged to all cancelled inspections, not called in to our office by 10AM the day of the inspection.
- Per Town Ordinance 194.216 of the Zoning Ordinance, **permits are valid for one (1) year after date of issuance.**
- Per Town Ordinance 195.01- A one-time maximum six (6) month extension may be requested prior to permit expiration. **Fee(s) for permit extensions and expiration notification outlined within the Town of Zionsville Fee Schedule.**

Our policy requires the following inspections for Residential buildings (when applicable):

1. Footing: erosion control must be in at time of inspection, access to footing must be provided **DO NOT POUR** prior to inspection.
2. Foundation Drainage Tile: work must be completely uncovered for inspection
3. Foundation & Underslab (**tandem inspection**): work must be completely uncovered for inspection
4. Temporary Electric: must be located on permitted parcel. *See results note below.*
5. Sewer: Zionsville Sewer Utility only
6. Exterior Veneer: brick/stone shall be installed 4' - 6' on all areas of construction with No areas concealed
7. Rough: includes framing, plumbing, heating, electric, meterbase, and low voltage **DO NOT** insulate prior to inspection. *See results note below.*
8. Energy: All insulation and vapor barrier must be in place. **EXCEPTION:** Attic insulation. Blown/Sprayed insulation certificate(s) & energy sticker must be on-site with builder section completed at time of inspection.
9. Final: **DO NOT** occupy prior to inspection, including furniture & other personal items. *Documentation for septic inspection and water test must be on site if applicable.*

INSPECTION RESULTS

- Green "Approved" / Red "Not Approved" stickers and/or pink carbon copy of inspection report will be left on site
- White "Approved" Electric sticker must be on tpole/meterbase before electric company will energize. **Customer is responsible for contacting electric company after approval.** (Boone REMC 765-894-1084 & Duke Energy 317-896-6711)

Additional Information:

- Project plans must be available on-site for review during inspections
- Electrical Meter-base: Grounding/bonding required to be in place and panel cover removed for inspection. It is the responsibility of the applicant to ensure electrical meter has not been installed prior to inspection.
- Screened Porches (including those built in conjunction with new construction): Footing, rough with framing before deck boards installed, rough for walls and above ceiling and final inspections are required
- Decks over 30" above grade (including those built in conjunction with new construction): Footing, rough with framing before deck boards installed and final inspections are required
- Decks under 30" above grade: require a final inspection
- Swimming Pools: a minimum of three inspections required; underground & underslab plumbing, bonding & grounding (including any underground slab framing) and a final inspection
- Re-roofs: require a final inspection
- Demolition: open hole and final grade inspections required
- Sewer: clean out and/or repairs require inspection

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 re-inspections will incur a \$75.00 re-inspection fee. Outstanding fees must be paid in full before scheduling a final inspection. Certificates of Occupancy (C/O) will not be issued until all required inspections have been performed and fees paid.