

Permit #: _____
Address: _____
Owner: _____
GC: _____

CITY OF RENSSELAER
BUILDING DEPARTMENT
219-866-2311
building@cityofrensselaerin.com

LOCATION IMPROVEMENT INSPECTION SCHEDULE

1. *It is the responsibility of the General Contractor (GC) or homeowner acting as the GC to contact the Building Department to schedule inspections a minimum of 8 working hours ahead of requested time.*
2. *The Building Permit must be visible or no inspections will be performed.*
3. *Failure to cancel an inspection or an inspection pre-maturely scheduled shall result in a \$50.00 fine imposed on the GC.*
4. *The GC must obtain written approval that the inspection has passed before moving on to the next phase of construction. Failure to do so may result in a minimum fine of \$50.00, permit revocation, a stop-work order, and/or a registered contractor violation at the discretion of the Building Commissioner.*

INSPECTIONS

Required

- 1. SITE INSPECTION: Prior to any digging, all property & building lines must be clearly marked to confirm required setbacks. The approximate location of all future underground utilities shall be clearly marked for each utility department to inspect and approve. A permanent "Finish Grade Stake" shall also be established and clearly identified.
- 2. FOOTING INSPECTION: Prior to the placement of any concrete in footing trenches or forms. Steel reinforcement shall be installed as well as grade stakes.
- 3. FOUNDATION INSPECTION: Required prior to the start of any framing or back filling. Sill plates, insulation, vapor barriers, steel reinforcement, water and/or damp proofing, ventilation, anchor bolts, and perimeter drain or sump pump are required to be completed before inspection. (Other applicable areas may also be required to be completed per Building Inspector).
- 4. UNDER SLAB: All electrical, HVAC and plumbing work that will be covered by a concrete slab MUST be inspected prior to concrete placement. Piping should be exposed and not covered by backfill.
- 5. ROUGH-IN INSPECTION: Required prior to the installation of insulation or drywall and upon completion of framing and installation of electrical, mechanical and plumbing. All framing, electrical, mechanical, plumbing, draft stopping and communication wiring will be inspected. Electrical and plumbing contractor sign-offs shall be supplied to the Building Department prior to the performance of this inspection.
- 6. FINAL INSPECTION: Required once the project is complete and prior to move-in or occupying the structure. All electrical, mechanical and plumbing systems, additional elements, deemed necessary by the Building Commissioner, including grading and landscaping will be inspected.

*CONTINUED ON NEXT PAGE



7. OTHER INSPECTIONS REQUIRED: include but are not limited to:

- Above Ceiling Inspection
- All Utilities Service Entrances
- Others pertaining to specific features of the project
- Any variation in contractor’s build sequence that requires above inspections to be broken into multiple inspections shall need prior approval from the Building Commissioner and will require additional inspection fees to be added to the cost of the permit.
- Additional Inspections:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

- I. After successful completion of the Final Inspection conducted by the Building Commissioner, a Certificate of Occupancy will be processed and issued.
- II. Failure to pass the required inspections will result in the Certificate of Occupancy being denied. Use of a structure prior to receiving this document is a direct violation of Indiana law.
- III. Indiana Inspections are based upon the International Building Codes with Indiana Amendments. Any work that does not comply with these codes are subject to correction.
- IV. By signing below all parties agree they have read, understand their responsibilities with regards to this document, agree to abide by this inspection schedule, and have received a copy of this document.

Owner Signature: _____ Date: _____

GC Signature: _____ Date: _____

Building Commissioner Signature: _____ Date: _____