



# Commercial Inspections

***Read all Material***

## 2022 Required Inspections and Procedures

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 there is no permit card document on site at the time of inspection, the inspection will be considered failed and a fee will be assessed.

**Please note that Westfield does not schedule same-day inspections.**

**Occupying a commercial structure/dwelling before a passed final inspection will result in a \$5000 fine.**

### Required Inspections

1. Erosion & Infrastructure Prior-**PW**
2. Footing
3. Foundation/Underslab
4. Rough-in
5. Insulation

### PW-Public Works

6. Dry-Wall
7. Sump-**PW**
8. Final Building
9. Fire Marshal Inspection
10. Erosion & Infrastructure Final-**PW**

### 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 partial inspections are to be done, each section must be called in on a daily basis. Do not assume or expect the inspector to show up if an inspection has not been called in.
6. Insulation must be in place
7. All re-enforcement steel must be in place at this time.

### **Under slab:**

1. Inspection is required after block is laid or walls are poured.
2. Check for anchor bolt on perimeter and center pads.
3. Any/all slab plumbing and/or electrical conduit must be in place at this time

### **Rough In: (Building must be weather-tight at this time)**

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 wall insulation must be in place.

### **Drywall:**

1. Drywall must be installed at this time but not taped or mudded.
2. The inspector will be checking fastener patterns.
3. Nail and screw patterns should be in accordance with Table R702.3.5 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 Public Works representative for authorization.



**Final:**

1. All electrical, mechanical, and plumbing work must be complete and operational.
2. All flooring/finishes, walls, and ceilings must be installed.
3. All electrical switch/plug covers must be in place
4. Electrical panel must be labeled
5. 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.
6. There should be no furniture in the building until a passed final inspection.
7. Any/all re-inspection fees must be paid to receive the Certificate of Occupancy.
8. Finals need to be inspected by the Westfield Fire Marshal.

**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. (Inclement weather-must call in once final stabilization is complete. Refer to point 1)
3. Any inlet protection is removed if applicable.
4. Infrastructure will be documented as warranted. (Sidewalks, driveways, ramps, curbs, storm structures, and swales.)

**Final Inspection should be scheduled 3 to 5 days prior to the Builder/Client closing.**

**Occupying a commercial structure/dwelling before a Certificate of Occupancy will result in a \$5000 fine.**



**Building Department - 317.804.3170 • Public Works Department - 317.804.3171**

Inspection Requests: <https://weconnect.westfield.in.gov/> Phone hours: 8:00 AM-4:00 PM  
**(Please note, no same day inspections)**

**Building Division**

T.J Wertenberger, Building Commissioner  
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**Public Works Department:**

Adam Essex, Inspection Supervisor  
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Wes Rood, Storm Water Coordinator  
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Brian Paddack, Erosion/Infrastructure  
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Driveways & Sidewalks  
Westfield Public Works 317.804.3171

Jeremy Lollar, Public Works Director  
[jlollar@westfield.in.gov](mailto:jlollar@westfield.in.gov) 317.804.3195

**To: ALL CONTRACTORS AND BUILDERS**  
**Re: 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: James Roberts**  
Division Chief of  
Fire Prevention  
17535 Dartown Road  
Westfield, IN 46074  
317.804.3307