

## INSPECTIONS REQUIRED BY PLANNING & BUILDING DEPARTMENT

---

INSPECTION ORDERING LINE (24 HOURS) (219) 755-3700 (prompt #1) OR  
CALL DURING WORK HOURS (8:30 to 4:30)

---

No inspection will be made without the proper permit being visibly posted and all survey stakes visible. If a re-inspection is necessary, a \$50.00 fee must be paid to this office (in person, at our office) prior to scheduling another inspection.

**DURATION OF PERMIT VALIDITY:** In all cases, construction work must be started within six (6) months of issuance of the permit and completed within two (2) years. If a foundation is required, the foundation must be completed, inspected, and approved within three (3) months. If not completed within the two (2) year period, the permit must be renewed. Fence permits are only valid for six (6) months.

### **REQUIRED INSPECTIONS:**

- 1. FOOTING PRE-POUR:** Required for all commercial projects, new residences, additions, and unattached garages to check for proper size and rebar (NOTE – Rebar must be set in position, off the ground on proper supports). For pole barns and decks, this will be a post-hole inspection.
- 2. FOUNDATION PRE-POUR:** Prior to pouring the foundation walls, the inspection will check for proper rebar, electric runs, venting through walls, egress windows (if required), sleeves, etc. The footing and Drain Tile (if required) will also be inspected at this stage.
- 3. FOUNDATION INSPECTIONS/BACKFILLING:** After the foundation wall is poured or laid and prior to backfilling, an inspection must be made to ascertain proper anchor bolts, waterproofing, drainage tiles, stone cover, insulation, and the condition of the concrete or block walls.

**NOTE:** Foundation As-Built Survey – Prior to requesting a Foundation/Backfill Inspection for a new One through Four Family Residential Home, the General Contractor shall submit a Foundation As-Built Survey, stamped by an Indiana Licensed Land Surveyor. The survey must comply with the approved site plan on file for the building permit, prior to scheduling the Foundation/Backfill Inspection.

- 4. PRE-POUR INSPECTION:** Required for any slab work (i.e. Garage and Basement floors), which will cover or bury any plumbing, electrical runs, heating ducts, under-floor heating piping, etc.

**NOTE:** All of the preceding items must be left uncovered so the inspection can be made.

- 5. ELECTRICAL SERVICE:** Under no circumstances will there be an electrical release until the proper inspection has been made and approved by this office. This is a mandatory requirement of the Utility companies.
- 6. ROUGH-IN:** After all rough framing, electrical, plumbing, and HVAC work is completed, and all necessary fire caulking, draft stops, and exterior wall caulking is completed, and prior to the installation of any insulation or drywall.
- 7. INSULATION:** Prior to any drywall installation. For ceilings that are to be blow-in after the drywall is in place, this portion of the inspection will be done at the Final Inspection.
- 8. FINAL INSPECTION:** Building, plumbing, electrical, and HVAC.
- 9. ADDITIONAL INSPECTIONS FOR COMMERCIAL BUILDINGS:**  
Rough electrical or plumbing runs in masonry or concrete walls.
- 10. ADDITIONAL INSPECTIONS:** May be required for “special cases” as determined by the Lake County Building Inspector.

#### **REQUEST FOR FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY:**

##### **11. FINAL INSPECTION AND REQUEST FOR CERTIFICATE OF OCCUPANCY ON RESIDENTIAL PERMITS:**

PRIOR to the final inspection, after all work is completed and occupancy is being requested, all final letters of approval from the various agencies must be in our office BEFORE the final inspection will be scheduled:

1. Final sewer tap-in approval from the utility company, or the Green Approval Tag from the Lake County Health Department.
2. Final approval for a culvert permit from the County or State Highway Department (if applicable).
3. Final As-Built drawing approved by the Lake County Surveyor’s Office.
4. Operational well or letter from the local Utility Company that the water hook-up has been completed and approved.
5. Certification of the Final Energy Report (if applicable).
6. Letter requesting a Certificate of Occupancy.

## **12. FINAL INSPECTION AND REQUEST FOR CERTIFICATE OF OCCUPANCY ON COMMERCIAL PERMITS:**

The final letters of approval, where indicated, must be submitted to this office BEFORE the final inspection will be scheduled:

1. Final sewer tap-in approval from the utility company, or the Green Approval Tag from the Lake County Health Department.
2. Final approval for a culvert permit from the County or State Highway Department (if applicable).
3. Final approval from the Lake County Surveyor's Office.
4. Location Survey and Architect's Certification (As-Built Survey).
5. Letter from the local Utility Company that the water hook-up has been completed and approved.
6. State Fire Marshall Approval letter (Local Fire Department).
7. Engineer/Architect letter of Final Compliance to all codes.
8. In some cases, a Certified Check or Performance Bond may be requested.

### **PLEASE NOTE THE FOLLOWING STIPULATIONS:**

No building shall be used or occupied in whole or in part until a Certificate of Occupancy and/or Use has been issued in writing by this department.

Notice by telephone or email shall be given at least 24 hours prior to the inspection being made however, if a request is received in our office prior to 7:30 AM, the inspection will be performed that same day, scheduling permitted. No work shall proceed unless the inspection is approved by the building inspector.

Failure to call for an inspection at the proper time is a violation of the Lake County Building and Zoning Ordinances and is subject to court action.

If an inspection is called for and cannot be approved due to the owner's fault, the building is not ready for inspection, or the inspector is unable to get inside the building after the inspection is requested, a re-inspection fee of \$50.00 shall be charged and must be paid (in person, at our office) prior to any further inspections being made.

**WHEN A BUILDING IS RED TAGGED, THE RED TAG MUST REMAIN POSTED UNTIL REMOVED OR VOIDED BY THE INSPECTOR.**

If a re-inspection is necessary, the Fifty Dollar (\$50.00) re-inspection fee must be paid, in person at our office, PRIOR to scheduling another inspection.

Any permit issued in accordance with this ordinance shall be valid for a period of two (2) years from the date of issuance. Any permit requiring a foundation shall be completed, inspected, and approved within three (3) months of the permit issue date.

All other permits shall be revoked and rendered null and void if construction, alteration, modification, remodel, or repair, as defined under said permit, has not commenced within six (6) months of issuance. If any questions arise, it shall be the responsibility of the developer, builder, agent, or owner to prove work on any permit was commenced within the required six (6) month period.