

# REQUIRED INSPECTION INFORMATION COMMERCIAL

Columbus/Bartholomew County Department of Technical Code Enforcement  
440 Third Street Room 302, Columbus, Indiana 47201, Office 812-379-1535  
www.bartholomew.in.gov

The Columbus/Bartholomew County Department of Technical Code Enforcement uses a one-permit system for building, remodeling, additions and accessory structures. This permit may cover the building/framing, electrical, plumbing, heating & air (HVAC) and fire suppression system. ***The general contractor is responsible for the scheduling of all required inspections; assuring that all the required inspections occur and are approved at the correct times; and that all fines and re-inspection fees associated with the project are paid.***

- All inspections require 24-hour advance scheduling. (Same day request will not be accepted.)
- All inspection requests and scheduling must be made by calling the office at the number listed above. Inspections may be phoned in until 5 PM the day before the inspection is needed (no inspections are done on Saturdays, Sundays or Holidays.)
- In order to set a time for an ***already requested*** inspection you must call between 8:00 am and 9:00 am the day of which you have requested the inspection and **provide your permit number and address** to an inspector who will set a time for the inspection.
- All sign-off sheets must be submitted prior to **electrical, plumbing, mechanical or fire suppression system work being inspected**. ***If inspections are requested before sign-off sheets are submitted to this office a minimum fine of \$100.00 will be assessed the responsible party.***
- All fees and fines must be paid before the next scheduled inspection will be done.

The following are brief descriptions of those inspections that may be required for a particular project.

- 1) **Footing Inspection – (request # 104) You must have a Footing Inspection prior to placing concrete.** Inspectors will check trench- depth, width and squareness; the correct placement of rebar; the correct stepping of footings; and removal of vegetation. *Inspectors have the discretion to waive footer inspections based on prior compliance and their working history with a contractor and/or superintendent, but are discouraged from waiving a high percentage of footer inspections on one job. Inspectors may request that you take pictures of footer areas that they may be waiving. Photos should give indication or reference to applicable sections of footer.* **DO NOT POUR CONCRETE WITHOUT PRIOR APPROVAL OF INSPECTOR.**
- 2) **Foundation Inspection – (request # 110) You must have a Foundation Inspection prior to framing on, or backfilling, a basement or crawl space.** Basements- inspection of drainage tile, walls, brick ledges, piers, gravel fill, waterproofing, anchor bolts, treated sill plates and sump pit. Crawl Spaces- inspection of walls, brick ledges, piers, vents, crawl door, insulation, grading, anchor bolts, treated sill plates and sump pit.

- 3) **Underslab Inspection- (request # 900) You must have an Underslab Inspection prior to placing fill for slab; all mechanical work must be exposed.** For basement floors and slab foundations. Inspection of all plumbing-supply and drainage, ductwork and electrical conduits. *This includes plumbing, electrical, mechanical or any other items to be located under or in the slab. Commercial underslabs can be done in stages if cleared before hand with the appropriate inspector.*
- 4) **Rough (Inspection) All Trades- (request # 910) You must have a Rough Inspection prior to installing insulation or wallboard.** Inspection of framing and mechanicals. Windows, exterior doors, roofing and fireplaces must be installed. Electric, plumbing, HVAC and fire suppression in areas that you desire inspected prior to insulating or drywalling must be complete as well as framing, and draft stopping (fire blocking). *Commercial roughs can be done in stages if cleared before hand with the appropriate inspector. While we wish to accommodate construction schedules, requesting of multiple roughs, for minor advantages in scheduling, is discouraged and can lead to a tightening of our inspection policy. Be specific of the area or scope you wish inspected and have a legitimate reason for having multiple inspections. (I.e. do not call for an electric rough when plumbing in the same area is not done.)*
- 5) **Above Ceiling (Inspection)- (request # 950) You must have an Above Ceiling Inspection prior to the installing of ceiling tiles in a dropped ceiling system.** Inspection of electrical, mechanical, plumbing, fire suppression and fire stopping above ceiling grid. *All work above ceiling grid should be complete prior to requesting of inspection unless different arrangements are made with the appropriate inspector, **prior to requesting inspection.***
- 6) **Final (Inspections) All Trades- YOU MUST HAVE AND PASS A FINAL INSPECTION PRIOR TO OCCUPYING A NEW STRUCTURE, ADDITION, OR REMODELED AREA.** This is an inspection of the final product. All phases of work must be complete. Building or structure must be ready for occupancy. *The job superintendent or a representative of the General Contractor must be present at the job site for all final inspections or reinspections. All issues or violations must be resolved and/or corrected prior to any personal or non-construction items being moved into the structure. Final Certificate of Occupancy can only be issued after:*
  - a) *Planning Department has issued Final approval [ 812-376-2550];*
  - b) *The Columbus Fire Department [ 812-376-2583] or County Fire Inspector[Gene Wever] 812-379-1535] has issued Final approval;*
  - c) *and in the case of food establishments, septic systems or like facilities the Health Department has given final approval [County Health Department 812-379-1550]*
  - d) **And all issues noted on Department of Technical Code Enforcement’s final inspection are complete and re-inspected.**

Official copies of “Certificate of Occupancy” are issued upon request and can be picked up the next business day after passing the Final Building inspection and completing all items under number 6.

Building Inspectors are typically only available for questions or inquiries from 8:00-9:00am and 4:00- 5:00pm.