

RESIDENTIAL INSPECTION INFORMATION

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 covers the building/framing, electrical, plumbing and heating & air (HVAC). ***The general contractor or property owner (if owner is acting as 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 the remittance of all fines and re-inspection fees associated with the project.***

- **All** inspections require 24-hour advance scheduling. (Same day requests 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.)
- Foundation, Underslab, Rough and Final inspection requests; work must be ready for inspection by 9:00 a.m. on the scheduled day or the inspection may be moved to the next day.
- In order to set a time for an ***already requested footing or electric service change inspection only*** you must call between 8:00 and 9:00 am the day of 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 or mechanical work being done.** ***If work is done before sign-offs 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 inspections that may be required for a particular project:

1. **Footing Inspection – (request # 104) You must have a Footing Inspection prior to placing concrete.** Inspector will check trench- depth, width and squareness; the correct placement of rebar; the correct stepping of footings; and removal of vegetation.
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; all mechanical work must be exposed.** For basement floors and slab foundations. Inspection of all plumbing-supply and drainage, ductwork and electrical conduits.
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 and HVAC rough installations must be complete as well as framing, and draft stopping (fire blocking). Electric service must be complete and ready to be tagged for temporary service (two temporary circuits max.).
5. **Final (Inspection) All Trades- (request # 999) YOU MUST HAVE AND PASS A FINAL INSPECTION PRIOR TO OCCUPYING A NEW HOME, ADDITION, GARAGE OR ANY OTHER STRUCTURE.** This is an inspection of the final product. All phases of work must be complete. Building or structure must be ready for occupancy. ***All issues or violations must be resolved and/or corrected prior to any personal items being moved into the structure.*** The Health Department (812-379-1550) must finalize its inspections of the septic systems before a Certificate of Occupancy is issued.