

## Required Inspection Information Commercial

Columbus/Bartholomew County / Department of Technical Code Enforc.  
440 Third St. Room 302, Columbus, IN 47201  
812-379-1535  
[www.bartholomew.in.gov](http://www.bartholomew.in.gov)  
[bccode@bartholomew.in.gov](mailto:bccode@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 and air and fire suppression system. The general contractor is responsible for the scheduling of all required inspections. All fines and reinspection fees associated with the project are paid.

- All inspections require Permit number & 24 hr advance scheduling.
- All inspection requests and scheduling must be made by calling office by 4:30pm the day before inspection.
- In order to set a time for already requested inspection you must call between 8am-9am on the morning of inspection.
- All sign off sheets must be submitted prior to being issued a permit.
- All fines and reinspection fees must be paid before next scheduled inspection.

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

1. **Footing inspection**- You must have a footing inspection before pouring concrete. Inspector will check trench- depth and width, the correct placement of rebar.
2. **Foundation inspection**- You must have a foundation inspection prior to framing or backfilling a basement or crawl space. Basement- inspect drainage tile, walls, brick ledges, piers, gravel fill, waterproofing, anchor bolts, treated sill plates and sump pits.

3. **Underslab inspection**- You must have an underslab inspection prior to placing fill for slab. All mechanical work must be exposed.
4. **Rough All Trades**- You must have a rough inspection prior to installing insulation or wallboard. Inspection of framing, plumbing, and mechanicals. Windows, exterior doors, roofing, fireplaces must be installed. Electric, plumbing, HVAC, and fire suppression. All framing, draft stopping, fire blocking must be completed.
5. **Above Ceiling inspection**- You must have an above ceiling inspection prior to the installation of ceiling tiles in dropped ceiling. Inspection of electrical, mechanical, plumbing, fire suppression and fire suppression above the ceiling grid.
6. **Final Inspection- YOU MUST PASS FINAL INSPECTION PRIOR TO OCCUPYING A NEW STRUCTURED, ADDITION, OR REMODELED AREA.** This inspection is the final product. You may not occupy or furnish the building until we have approved the final inspection.
7. **Final Certificate of Occupancy can only be issued after**
  - **Planning Department has issued final approval. (812-376-2550)**
  - **Columbus Fire Dept. (812-376-2583) or County Fire (812-379-1535) Inspection has issued their final approval.**
  - **In case of food establishment, septic systems, the Health Dept. must give their final approval. (812-379-1550).**

Official copies of Certificate of Occupancy are issued upon request. They can be picked up at office or emailed.