

COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, & MULTI-FAMILY



NEW CONSTRUCTION, ACCESSORY, ADDITION,
DEMOLITION, ELECTRICAL NEW SERVICE/UPGRADE,
FOUNDATION ONLY, REMODEL, AND TENANT FINISH

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THIS PACKET OF INFORMATION IS DESIGNED TO CLARIFY AND SIMPLIFY THE PERMITTING PROCESS FOR YOUR BUILDING PROJECT IN THE CITY OF NOBLESVILLE. PLEASE CONTACT THE PLANNING DEPARTMENT FOR SPECIFIC QUESTIONS ABOUT YOUR ONGOING PROJECT AT (317) 776-6325.

1. BUILDING PERMIT DISPLAY

Permit/identification cards are provided by the Planning Department. These cards are issued upon payment.

The card must be posted and must be visible from the street by the time of first inspection. The cards must remain posted in this manner until the Final inspection is completed.

If the permit is not posted by the first inspection, a field inspection notice will be issued, and a fee will be assessed. Please refer to current fee schedule for all fee information.

2. REQUIRED INSPECTIONS

All inspection types are listed below. Not all projects will require all listed inspection types. It is the responsibility of the permit holder to request all the required inspections. Each inspection must be approved and released before continuance to the next phase. If any fees are due the City must be paid before inspections are made and/or before additional permits are issued.

- a. Erosion Control (if applicable)
 - b. ENG Pre-Construction
 - c. Footing – Prior to pouring
 - d. Under-Slab – prior to backfill
 - e. Foundation – Prior to framing and backfill
 - f. Temporary Meter Base Electrical
 - g. Driveway and Sidewalk- scheduled with the Eng. Dept.
 - h. Above Ceiling Rough in – prior to installation of ceiling tiles
 - i. Wall Rough-In – prior to insulation
 - j. BMP Post-Construction
 - k. ENG Grease Trap
 - l. ENG Sanitary Lateral – before concrete or asphalt installation
 - m. Grease Duct Light Test – Welded duct prior to wrapping
 - n. Hood Suppression Test
 - o. Permanent Meter Base Inspection
 - p. Fire Alarm/Sprinkler Test – this can be done at the time of building final
 - q. Final Landscaping
 - r. GIS As-Builts
 - s. Finals – Building and Engineering- Prior to Occupancy
- a. EROSION CONTROL
- The proposed erosion control measures, such as silt fence, temporary construction entrance, and drain inlet protection, will be inspected. A complete list of the Construction Stormwater General Permit (CSGP) regulations can be viewed in Section 8 of this document. Prior to any site work,

staff may inspect and photograph the public infrastructure (e.g., curb, inlets, manholes) to determine if there is any pre-building permit damage.

b. **ENG PRE-CONSTRUCTION**

The Engineering Department at their convenience takes pictures of all curbs, roads, sidewalks, and structures that are on the site to inspect at the final for damage. This does not need to be scheduled by the permit holder.

c. **FOOTING**

Footing inspections are required before footings are poured.

d. **UNDER-SLAB – PRIOR TO BACKFILL**

All HVAC, plumbing, and electrical must be inspected prior to backfill of floor area. Basements do not require slab inspections.

e. **FOUNDATION – PRIOR TO FRAMING AND BACKFILL**

When a basement is installed, the external waterproofing and all peripheral drainage must be installed prior to calling for inspection. **DO NOT BACKFILL AT THIS TIME.**

f. **TEMPORARY METER BASE ELECTRICAL**

The temporary electrical will be inspected at the builder's discretion.

g. **DRIVEWAY AND SIDEWALK**

The City of Noblesville Construction Standards require a minimum of six (6) inches of concrete where a driveway passes through the public right-of-way. Sidewalks within public right-of-way must be compliant with ADA/PROWAG, INDOT Standards, and the Noblesville Construction Standards. Sidewalk and driveway may be inspected together or independently. Inspection must be completed after forming and prior to pouring concrete.

This inspection is scheduled with the Engineering Department at 317-776-6330.

h. **ABOVE CEILING ROUGH IN – PRIOR TO INSTALLATION OF CEILING TILES**

This inspection must be scheduled before enclosing any wall area. Rough-in electrical wiring, plumbing, HVAC, and framing completed required at this point. Building must be weather tight.

i. **WALL ROUGH-IN – PRIOR TO INSULATION**

This inspection must be scheduled **BEFORE ENCLOSING ANY WALLS.**

Rough installation of electrical wiring, plumbing, heating and completed framing required at this point.

Building must be weather tight. Inspections will check for consistency between the approved building plans and the constructed building. The location of framing for all ridgelines, dormers, porches, and windows will be checked.

j. BMP POST-CONSTRUCTION

Storm BMP (water quality unit) needs to be inspected when delivered to the site but before installation. Another inspection is needed after it is installed and backfilled up to spring line only. These inspections are scheduled with the Engineering Department at (317) 776-6330.

Also, prior to the final inspection, the BMP will need to be cleaned and the manifest ticket emailed to the Engineering Department Inspector.

k. ENG GREASE TRAP

Inspection after grease trap is installed and completely connected. This inspection is scheduled with the Engineering Department at (317) 776-6330.

Also, prior to the final inspection, the grease trap will need to be cleaned and the manifest ticket emailed to the Engineering Department Inspector.

l. ENG SANITARY LATERAL

Before concrete or asphalt installation.

m. GREASE DUCT LIGHT TEST

Welded duct prior to wrapping. Schedule through the Planning and Development Department.

n. HOOD SUPPRESSION TEST

Functional testing of the suppression system. Schedule through the Planning and Development Department.

o. PERMANENT METER BASE INSPECTION

A Permanent Meter Base Inspection will be performed when ready.

NOTE: A Permanent Electrical Inspection can be requested when meter base is not installed after the rough-in has been approved.

p. FIRE ALARM/SPRINKLER TEST

This can be done at the time of building final.

q. FINAL LANDSCAPING

The inspector will check to see that the finish materials and landscaping are consistent with the approved plans and the requirements of the Planned Development. Temporary Certificates of Occupancy issued for ARB Final Inspections follow the same deadlines as Final Inspections listed below.

r. GIS AS-BUILTS

Prior to the final inspection, as-builts need to be send in DWG and PDF format to the Engineering Department Inspector for review and approval. This does not need to be scheduled by the permit holder.

s. FINAL- BUILDING AND ENGINEERING – PRIOR TO OCCUPANCY

All electrical, plumbing, and mechanical works, as well as any items that are determined to be in the interest of public safety and welfare shall be 100% completed prior to any approval to final inspection or Certificate of Occupancy being issued.

Final site inspection will ensure compliance of the following: lot property pins are installed and visible, manholes are visible and to grade, site is graded, swales have positive drainage for the site and upland areas and upland areas and are in general conformance of the approved site plan, and the driveway and sidewalk are still in acceptable condition.

A Final Inspection shall be conducted, approved, and a Certificate of Occupancy issued prior to any occupancy (including furniture and personal items) of the structure.

Temporary Certificates of Occupancy will be issued each season by the City of Noblesville for sod/seed and landscaping beginning November 1 and will EXPIRE June 1. No extensions to these Temp CO's will be granted after the expiration date.

Temporary Certificates of Occupancy will be granted only for the following reasons:

1. ARB Landscaping
2. Sod/Seed

To receive a Temp CO you must:

1. Schedule and pass the Building Final
2. Schedule and fail the Engineering Final for ONLY Sod/Seed. The failed inspection fee for a failed Engineering Final solely due to sod/seed will be waived.

The ARB Landscaping Inspection does not need to be scheduled/failed to receive a Temp CO. Please only call those in when you are ready.

On June 1, any property that had been issued a Temp CO for sod/seed and has not completed and passed the final inspections to be issued a Full Certificate of Occupancy will immediately result in the following actions:

1. A Missed Inspection Fee for each missed inspection. Please refer to the current fee schedule for all fee information.
2. A Hold on all inspection scheduling and all new application submittals until such a time that all Certificates of Occupancy have been completed and issued.

All fees incurred will need to be paid before scheduling the missed inspection(s).

3. INSPECTION REQUEST GUIDELINES

All inspections must be requested between the hours of 8:00 AM – 4:00 PM, Monday through Friday. Inspections CANNOT be requested before or after regular business hours by voicemail and must be scheduled a minimum of one (1) business day before the desired inspection date unless a same-day inspection is scheduled.

All inspections will be performed between 9:00 AM and 4:00 PM on the date of their inspection unless a timed inspection is scheduled.

Timed inspections and same-day inspections are available on a limited basis, and applicable fees must be paid for at the time of their scheduling. Please refer to current fee schedule for all fee information. When a timed inspection is scheduled, there is a 15-minute window either side of the specified time for the Inspector to arrive.

All fees must be paid prior to scheduling an inspection and prior to release of a final Certificate of Occupancy.

Affidavits required for missed inspections must be obtained from the Planning Department office.

REQUESTING INSPECTIONS ONLINE (if applicable)

Create an account or log in to our CSS portal using the link below or scanning the QR code on your permit.

<https://noblesvillein-energovpub.tylerhost.net/Apps/SelfService>

Please remember the rules below before requesting your inspections online:

- **If the inspection type is not available, please call (317) 776-6325.**
- Next Day inspections allowed if scheduled by 4 pm the day before.
- Weekends and holidays are not available.
- Timed and Same Day Inspections cannot be requested online.
- Laterals and driveway/sidewalks cannot be requested online; please call (317) 776-6330.
- You cannot schedule an inspection if fees are owed on a permit.

REQUESTING INSPECTIONS BY TELEPHONE

You may request your required inspections by calling the Planning Department at (317) 776-6325.

INSPECTION CANCELLATION

A scheduled inspection must be cancelled before 8:30 AM on the day of the inspection for any non-timed inspections. Timed inspections must be cancelled at least one (1) hour prior to the scheduled time.

4. FEES

Please refer to current fee schedule for all fee information. Fee schedule is available on our website at: https://www.noblesville.in.gov/egov/documents/1569587128_6864.pdf

5. SPECIAL FLOOD HAZARD AREAS

Buildings located within the SFHA (Special Flood Hazard Area) on the adopted FIRM (Flood Insurance Rate Map) are subject to more restrictive regulations. Those regulations include limitations on the improvements that can be made to the structure and could result in additional documentation requirements including the submission of elevation certificates. These areas are subject to the requirements of the FH (Flood Hazard) zoning district, the full text of which is contained within Article 8 of the Unified Development Ordinance. Any questions regarding properties within a SFHA should be directed to our Floodplain Administrator by calling (317) 776-6325.

6. INSPECTOR NOTES

Building inspectors are available to answer questions regarding your project and specific code requirements.

7. REGISTERING ONLINE

- a. Visit: <https://noblesvillein-energovpub.tylerhost.net/Apps/SelfService>
- b. Click "Login or Register" and Choose Sign up.
- c. To link to a previous permit, you need to use the same email address. This will ensure that your account will be created correctly and not duplicated.
- d. Please check your email. Click the link in the body of the email for final confirmation.

8. CONSTRUCTION STORMWATER GENERAL PERMIT GUIDELINES

The City of Noblesville will follow the Indiana Department of Environmental Management (IDEM) Construction Stormwater General Permit (CSGP) INRA00000 - *formerly known as Rule 5*.

The following specifically applies to Individual Residential Building Sites. The language is directly from the IDEM – Construction Stormwater General Permit that replaced Rule 5, the entire document can be found at:

https://www.in.gov/idem/stormwater/files/final_gen_permit_inra00000_construction.pdf

3.8 General Performance Standards Applicable to Individual Residential Building Sites within a Permitted Project Area:

- (a) The following general requirements apply to all individual building lots, where the individual lot operator/owner is working within a permitted project.
 - (1) All stormwater measures, including erosion and sediment control measures, necessary to comply with this permit must be implemented in accordance with the overall project construction plan and sufficient to satisfy 3.8(2)-(3).
 - (2) Provisions for erosion and sediment control and project management on individual building lots regulated under the overall project site permit must ensure:
 - (A) The individual lot operator (contractor/subcontractor), whether owning the property or acting as the agent of the individual lot owner, is responsible for erosion and sediment control requirements associated with activities on individual lots.
 - (B) Installation and maintenance of a stable construction site access, unless the site is to be accessed solely from impervious or similar non-erosive areas.
 - (C) Installation and maintenance of appropriate erosion and sediment control measures prior to land disturbance.
 - (D) Temporary stabilization is utilized on the building site, but not required during periods when accessibility to the building site is a necessity.
 - (E) Sediment discharges and tracking from each lot is minimized until permanent stabilization has been achieved.
 - (F) Sediment that is either tracked or discharged onto internal project site roads is removed by the end the same day. Clearing of sediment must not include flushing the area with water. Cleared sediment must be redistributed or disposed of in a manner that is in compliance with all applicable statutes and rules.
 - (G) Adjacent lots disturbed by an individual lot operator are required to be repaired and stabilized with permanent surface stabilization.
 - (H) Appropriate measures must be implemented to eliminate wastes or unused building materials including, but not limited to garbage, debris, cleaning wastes, wastewater, concrete or cementitious washout water, mortar/masonry products, soil stabilizers, lime stabilization materials, and other substances from being carried from the building site by run-off or wind. Wastes and unused building materials must be managed and disposed of in accordance with all applicable statutes and regulations.
 - (I) Construction and domestic waste must be managed to prevent the discharge of pollutants and windblown debris in accordance with 3.3 (a)(8).
 - (J) Demolition waste must be managed to prevent windblown debris and to protect water quality.

- (K) Concrete and cementitious washout areas provided by the permittee of the overall project site are utilized unless a leak-proof containment system is operated on the building lot, or special arrangements are made to properly dispose of the wash water. Washout systems on individual lots are the responsibility of the individual lot operator and must be properly installed and maintained. Wash water must be managed by the individual lot operator and is not allowed to discharge.
- (3) For individual residential lots, final stabilization meeting the criteria in Section 3.4(b)(1) of this permit will be achieved. The individual lot operator must:
 - (A) Complete final stabilization taking into account weather and season.
 - (B) Initiate permanent seeding with appropriately crimped or tackified mulch cover, erosion control blanket, sod; or
 - (C) Install appropriate and/or ensure functional erosion and sediment control measures are in place on the individual lot. Upon issuance of the certificate of occupancy and concurrence of the homeowner, the homeowner is responsible to maintain the sediment control measures until final stabilization has occurred.

3.9 Single Family Residences and Ponds that are not Part of a Larger Common Plan of Development or Sale must:

- (a) Obtain permit coverage in accordance with Section 2.0.
- (b) Comply with this permit and the general performance standards in this Section with the exception of 3.2 (a)(9), 3.6, and 3.8.

Example of erosion control plan to be submitted with construction documents.

