

ONE- AND TWO- FAMILY STRUCTURES ADDITION



- 1. BUILDING PERMIT DISPLAY**
- 2. REQUIRED INSPECTIONS**
- 3. INSPECTION REQUEST GUIDELINES**
- 4. FEES**
- 5. SPECIAL FLOOD HAZARD AREAS**
- 6. INSPECTOR NOTES**
- 7. REGISTERING ONLINE**
- 8. CONSTRUCTION STORMWATER GENERAL PERMIT GUIDELINES**

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 in a front lower-level window of the home 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 will be assessed. Please refer to current fee schedule for all fee information.

2. REQUIRED INSPECTIONS

The following inspections are required for new construction. 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. Footing
- b. Foundation – Prior to backfill
- c. Slab – Prior to backfill
- d. Rough-In- Prior to insulation
- e. Final – Prior to occupancy

a. FOOTING

Footing inspections are required before footings are poured. All Footings must be completely outside of the building setback area, easements, and behind all building lines.

b. FOUNDATION

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

c. SLAB

When all installations are complete. All heating, plumbing, and electrical must be inspected prior to backfill of floor area. Basements do not require slab inspections.

Note: when a slab home is being constructed, foundation and slab inspections MUST be completed together.

d. ROUGH-IN

This inspection must be scheduled **BEFORE ENCLOSING ANY WALL OR CEILING.**

e. FINAL

When project is completed. A final inspection shall be conducted, approved, and a Certificate of Occupancy issued prior to any occupancy (including furniture & personal items) of the structure.

3. INSPECTION REQUEST GUIDELINES

All inspections must be requested between the hours of 8:00AM – 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.

REQUESTING INSPECTIONS ONLINE

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 is not available, please call (317) 776-6325.
- Next Day inspections allowed if scheduled by 4pm 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.

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.

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.

6. INSPECTOR NOTES

Building inspectors are available to answer questions regarding your project and specific code requirements. Inspectors are available in the Planning Department office between 8:00-8:30 AM and 4:00-4:30 PM during business days, and voicemails are usually returned within one (1) business day.

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.

