



Starke County Planning and Building Department
Starke County Plan Commission
53 East Mound Street
574-772-9133

INSPECTIONS REQUIRED BY PLANNING COMMISSION

INSPECTION ORDERING LINE (574) 772-9133 **DURING WORK HOURS (8:00 to 4:00)**

All inspection requests must be submitted by calling the Inspection Ordering Line at (574) 772-9133 during normal business hours, Monday through Friday, between 8:00 a.m. and 4:00 p.m.

Voicemails left before 8:00 a.m. or after 4:00 p.m. shall not constitute a valid inspection request. Due to potential issues with voicemail clarity and transmission, inspection requests are not considered accepted or scheduled unless confirmation is provided by the Planning & Building Office through a returned phone call or an acknowledged email response. No inspection will be made without the proper permit being visibly posted and all survey stakes visible. If a re-inspection is necessary, a \$100.00 fee must be paid to this office (in person, at our office) prior to scheduling another inspection.

DURATION OF PERMIT VALIDITY: In all cases, construction work must be completed within one (1) year. If not completed within the one (1) year period, the permit must be renewed at the discretion of the Director of Planning and Building.

REQUIRED INSPECTIONS:

1. **FOOTING PRE-POUR:** Required for all commercial projects, new residences, additions, and unattached garages to check for proper size and rebar (NOTE – Rebar must be set in position, off the ground on proper supports). For pole barns and decks, this will be a post-hole inspection.
2. **FOUNDATION PRE-POUR:** Prior to pouring the foundation walls, the inspection will check for proper rebar, electric runs, venting through walls, egress windows (if required), sleeves, etc. The footing and Drain Tile (if required) will also be inspected at this stage.
3. **FOUNDATION INSPECTIONS/BACKFILLING:** After the foundation wall is poured or laid and prior to backfilling, an inspection must be made to ascertain proper anchor bolts, waterproofing, drainage tiles, stone cover, insulation, and the condition of the concrete or block walls.

4. **PRE-POUR INSPECTION:** Required for any slab work (i.e. Garage and Basement floors), which will cover or bury any plumbing, electrical runs, heating ducts, under-floor heating piping, etc.
 - a. **NOTE:** All of the preceding items must be left uncovered so the inspection can be made.
5. **ELECTRICAL SERVICE:** Under no circumstances will there be an electrical release until the proper inspection has been made and approved by this office. This is a mandatory requirement of the Utility companies.
6. **FRAMING/ROUGH-IN:** After all rough framing, electrical, plumbing, and HVAC work is completed, and all necessary fire caulking, draft stops, and exterior wall caulking is completed, and prior to the installation of any insulation or drywall.
7. **INSULATION:** Prior to any drywall installation. For ceilings that are to be blow-in after the drywall is in place, this portion of the inspection will be done at the Final Inspection.
8. **FINAL INSPECTION:** Building, plumbing, electrical, and HVAC.
9. **ADDITIONAL INSPECTIONS FOR COMMERCIAL BUILDINGS:** Rough electrical or plumbing runs in masonry or concrete walls.
10. **ADDITIONAL INSPECTIONS:** Pool, Pre-Demolition, Post-Demolition. Others may be required for “special cases” as determined by the Starke County Building Commissioner.

REQUEST FOR FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY:

11. **FINAL INSPECTION AND REQUEST FOR CERTIFICATE OF OCCUPANCY ON RESIDENTIAL PERMITS:** PRIOR to the final inspection, after all work is completed and occupancy is being requested, all final letters of approval from the various agencies must be in our office BEFORE the final inspection will be scheduled:
 - a. Final septic tap-in approval from the Starke County Health Department.
 - b. Final approval for a culvert permit from the County or State Highway Department (if applicable).

- c. Operational well.

12. FINAL INSPECTION AND REQUEST FOR CERTIFICATE OF OCCUPANCY ON COMMERCIAL PERMITS: The final letters of approval, where indicated, must be submitted to this office BEFORE the final inspection will be scheduled:

- a. Final sewer/septic tap-in approval from the Starke County Health Department.
- b. Final approval for a culvert permit from the County or State Highway Department (if applicable).
- c. Final approval from the Starke County Surveyor's Office.
- d. Location Survey and Architect's Certification (As-Built Survey).
- e. Letter from the local Utility Company that the water hook-up has been completed and approved, or operational well.
- f. Engineer/Architect letter of Final Compliance to all codes.
- g. In some cases, a Certified Check or Performance Bond may be requested.

PLEASE NOTE THE FOLLOWING STIPULATIONS:

No building shall be occupied in whole or in part until a Certificate of Occupancy has been issued by this department.

Notice by telephone or email shall be given at least 24 hours prior to the inspection being made however, with same-day inspections approved or denied on an individual basis. No work shall proceed unless the inspection is approved by the building inspector.

Failure to call for an inspection at the proper time is a violation of the Starke County Building and Zoning Ordinances and is subject to court action and/or fine.

If an inspection is called for and cannot be completed due to the owner's fault, the building is not ready for inspection, or the inspector is unable to get inside the building after the inspection is requested, a re-inspection fee of \$100.00 shall be charged and must be paid (in person, at our office) prior to any further inspections being made.

WHEN A BUILDING IS RED TAGGED, THE RED TAG MUST REMAIN POSTED UNTIL REMOVED OR VOIDED BY THE INSPECTOR.

If a re-inspection is necessary, the One Hundred Dollar (\$100.00) re-inspection fee must be paid, in person at our office, PRIOR to scheduling another inspection. Any permit issued in accordance with this ordinance shall be valid for a period of one (1) year from the date of issuance.