

ONE- AND TWO- FAMILY STRUCTURES BASEMENT FINISH



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

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 fee 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. Under-Slab (if applicable)
- b. Rough in- prior to insulation
- c. Final – prior to occupancy

a. UNDER-SLAB (if applicable)

All HVAC, plumbing, and electrical must be inspected prior to backfill of floor area.

b. ROUGH-IN

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

c. FINAL

When project is completed, prior to occupancy. A final inspection shall be conducted, approved, and a Certificate of Occupancy issued.

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:

- Next Day inspections allowed if scheduled by 4pm the day before.
- Weekends and holidays are not available.
- If the inspection is not available, please call (317) 776-6325.
- 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 HAZARAD 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.