

Department of Planning and Development  
16 South 10th Street, Suite 150  
Noblesville, IN 46060  
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[www.cityofnoblesville.org](http://www.cityofnoblesville.org)

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CITY OF NOBLESVILLE

**COMMERCIAL AND INDUSTRIAL STRUCTURES  
ADDITIONS  
REVISED APRIL 2009**

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## COMMERCIAL AND INDUSTRIAL STRUCTURES

REVISED April 2009

**THIS PACKET OF INFORMATION IS PROVIDED TO ASSIST YOU WITH  
YOUR BUILDING PROJECT IN THE CITY OF NOBLESVILLE.**

**PLEASE READ EACH ITEM CAREFULLY**

### ITEM 1 – BUILDING PERMIT DISPLAY

All permit signs will be provided by the Planning Department. Lot identification number, structure address numbers, and the building permit shall be established on a post or equal, a minimum of 5 feet to a maximum 6.5 feet in height above grade, 10 to 15 feet behind the street pavement or curb line, with solid blocking provided for the signs. The information must be posted in the following order:

- 1. Building permit – green side out for inspectors to sign**
- 2. Lot number**
- 3. Address numbers**
- 4. Address and Lot Number Signs must face the street for emergency identification**

These laminated permit/identification signs will be given to the individual who obtains the building permit, and must be posted on site by the time of the first requested inspection. This permit/signage must remain posted in this manner until the final grade is established and permanent address numbers are installed on the structure. The Building Permit must be accessible to the inspector at all times.

If the permit and address signs are not posted at the time of the first inspection, a one time warning will be issued. **This warning is per builder, not per job.** If the permit and or address signs are not posted by the next inspection, a fine of \$100.00 will be assessed to the builder. If the permit or address signs become lost, an \$11.00 replacement permit must be requested. The purpose of the above requirement is to alert all contractors and subcontractors as to the status of the construction project.



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## ITEM 2 – REQUIRED INSPECTIONS

The following inspections are required on all structures. Each inspection phase must be approved and released by this office **PRIOR** to continuing to the next construction phase:

1. **Temporary Electrical** – this is per builder's discretion.
2. **Footing** – prior to pouring of concrete; if pole construction – prior to setting of the pole.
3. **Foundation** – before framing. If a basement is involved – before back fill.
4. **Slab** – after plumbing, heating, or electrical is roughed in and **prior** to back-fill.
5. **Wall Rough-In** – before wall insulation or enclosing any wall space.
6. **Above Ceiling Rough-In** – after ceiling grid and lights are installed and **prior** to dropping and pads.
7. **Energy** – walls insulated, fire sealing of penetrations, vapor barriers installed, and prior to drywall or enclosing and wall space.
8. **Permanent Electrical** – builder's discretion as long as the electrical system is protected from the weather.
9. **Final** – when the structure is complete and prior to occupancy.

Note: The Fire Department will require an "As Built" CD at the time of final inspection.

A sewer line check valve is required by the City of Noblesville. After the valve is installed and prior to back fill you must contact the Engineering Department for an inspection. This requirement is for the Noblesville City Limits only. A FINAL INSPECTION MUST BE CONDUCTED AND A CERTIFICATE OF OCCUPANCY MUST BE ISSUED BY THE NOBLESVILLE PLANNING DEPARTMENT AND THE NOBLESVILLE FIRE DEPARTMENT PRIOR TO ANY OCCUPANCY OF A STRUCTURE. **MAY REQUIRE 48 HOURS NOTICE.**

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### ITEM 3 – REQUESTING INSPECTIONS

All inspections must be requested by telephone, or in person, by contacting the Planning Department at 317-776-6325 during normal business hours, 8:00 AM – 4:30 PM Monday through Friday.

**There can not be any inspections requested before or after regular business hours by voice mail.**

Inspectors cannot perform inspections or re-inspections in the field unless the inspection has been previously scheduled and appears on their daily inspection schedule.


Inspections are to be scheduled a minimum of one (1) day before the desired date. A **FINAL COMMERCIAL INSPECTION MAY REQUIRE 48 HOURS NOTICE.**

All inspections will be performed between 9:00 AM and 4:00 PM on the day requested, unless a Timed Inspection is scheduled.

A limited number of Timed Inspections are available for a fee of \$75.00 as of 4/1/09. When a timed inspection is scheduled there is a 10 minute window either side of the specified time for the inspector to arrive. Due to work load, request for a change in previously scheduled timed inspections will only be accommodated at the inspector's availability.

A limited number of " Same Day " inspection request may be accommodated for a fee of \$200.00.

Timed Inspection Fees are invoiced on a monthly basis by individual builder. Invoices are issued the first business day of each month for charges generated during the previous month. Please note: **Past due invoices may prevent inspections being completed pending payment of all past due fees.**

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#### ITEM 4 – FEES

TIMED INSPECTIONS ( 24 HOUR NOTICE )	\$75.00
SAME DAY INSPECTION REQUEST	\$200.00
MISSED INSPECTION	\$1,000.00
OCCUPANCY BEFORE C of O IS ISSUED	\$1,500.00
FAILED INSPECTION	1 <sup>st</sup> \$100.00 2 <sup>nd</sup> \$175.00 3 <sup>rd</sup> \$325.00
PERMIT CARD REPLACEMENT	\$11.00

**All Fees for failed or missed inspections must be paid prior to additional inspection request.**



## ITEM 5 – MISCELLANEOUS

### NOBLESVILLE FIRE DEPARTMENT POLICY

Effective December 10, 1998, The Noblesville Fire Department is implementing a **KEY BOX EMERGENCY ACCESS SYSTEM**.

In order to gain entry into a business quickly, keys readily accessible.

If you have any questions please contact Matt Mitchell, Fire Marshal at 317-776-6336, ext. 1412.

The Indiana Fire Code 902.4 states:

“ Whenever the servicing fire department has instituted a key box emergency access system, a key box compatible with that system shall be installed in an accessible location if:

1. The building is protected with an automatic sprinkler system equipment with a local or transmitted water-flow alarm, or
2. The building is provided with any fire alarm system equipped with an outside audible/visual signaling device, or
3. The building is provided with any fire alarm system where the alarm is transmitted to an offsite location, or to the fire alarm center for the servicing department. “
- 4.

Also, IFC 902.4.2 states:

“ Key boxes are to be provided by the building owner and shall contain such keys necessary to access all protected areas of the building. Multi-tenant buildings may share an owner-provided box and the building owner shall assume responsibility for insuring that keys are updated as appropriate. “

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## **FIRE PROTECTION FOR ALL BUILDINGS UNDER CONSTRUCTION MUST BE PROVIDED TO CONSTRUCTION WORK SITES**

NFPA, section 8.7.2 states the following:

1. A water supply for fire protection shall be made available as soon as combustible material accumulate. If any questions please contact Matt Mitchell, Fire Marshal
2. There shall be no delay in the installation of fire protection equipment.
3. When underground water mains and hydrants are to be provided, they shall be installed, completed and in service prior to construction work.

## **BUILDING INSPECTORS**

Building Inspectors are available for phone calls every morning from 8:00 AM to 8:30 AM, Monday through Friday. After that inspectors will return your calls as soon as possible when they come in out of the field.

Communications is a very important part of the building process. This is an area that the Noblesville Planning Department is continually working on. We welcome input from the builders on how to better improve the communications between the builder's main office, site supervisors, and this department. When communication is improved it will result in less project down time and fewer failed or missed inspection fees.

It is the policy of the Planning Department to meet with a builder on a job site, when requested, to review a special problem that has come up. **On site meetings must be requested at least one day in advance.** If outside help is required for answers to a specific problem it will be followed up on as soon as possible. Upon receiving the requested information the builder will be contacted immediately by phone, fax, or letter.

