
CITY OF VALPARAISO — OFFICE OF BUILDING COMMISSIONER

INSPECTION INFORMATION & SCHEDULE

☞ Provide **24 hour notice** and submit all inspection requests by phone to **Voice Mailbox #327 at (219)462-1161.** ☞

You must leave the following information:

- ◆ building permit # ◆ job site address
- ◆ type of inspection ◆ contact name & number **
- ◆ date needed * ◆ specify a.m. (before noon) Or p.m. (noon - 4 p.m.)

* Give actual date or day of week. Do not use “today” or “tomorrow”. Messages are checked daily.

** You will be notified only if the inspector is unable to honor your request.

► **For each missed inspection, the general contractor will be charged a \$100 penalty fee to be paid prior to the release of the temporary or final Certificate of Occupancy.** ◀

REQUIRED INSPECTION SCHEDULE

New Construction

- Pre-pour footings & foundations
- Pre-backfill: damp proofing, perimeter tile/drainage system
- Rough inspections: frame, electric, plumbing, & mechanical
- Sewer lines, from the foundation to the tap
Contact Collections Dept. at (219) 464-2346
- Water service, from the foundation to the meter
Contact Water Dept. at (219) 464-6174
- Final inspections required prior to release of a Certificate of Occupancy by the following:
 - Building Dept. (219) 462-1161
 - Engineering Dept. (219) 462-1161
 - Fire Dept. (commercial/industrial) (219) 462-8325
 - Horticulture Dept. (when required) (219) 531-4678

Alterations or Additions

- Garage: pre-pour floor, roughs, final
- Deck: footings, final
- Shed: final
- Fence: final
- Basement: roughs, final
- In Ground Pool: foundation, backfill & mechanical, electrical bonding, final
- Above Ground Pool: electrical, final
- Room additions: footings, roughs, final
- Electrical: final
- Signage: final