
CITY OF VALPARAISO — BUILDING DEPARTMENT

valpobuilding@valpo.us • Office Hours: Monday-Friday, 8:30 a.m.— 4:30 p.m.

INSPECTION INFORMATION & SCHEDULING

☞ Provide **48 hour notice** and submit all inspection requests by phone to **Voice Mailbox #3327 at (219)462-1161** or online at **<http://www.ci.valparaiso.in.us/index.aspx?nid=1389>**. ☞

For Voicemail the following information is *required*:

- ♦ building permit #
- ♦ type of inspection
- ♦ date needed *
- ♦ job site address
- ♦ contact name & number **
- ♦ specify a.m. (9 a.m. - noon) or p.m. (1 p.m. - 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 may 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
- Underfloor plumbing, electrical, mechanical
- Pre-backfill: damp proofing, perimeter tile/drainage system. 1ST FLOOR DECK OR BRACING MUST BE IN PLACE
- Permanent electric service. INTERIOR PANELS MUST BE UNDER ROOF/PROTECTED FROM WEATHER
- Rough inspections: framing, electric, plumbing, & mechanical. TRUSS PLANS MUST BE ON SITE
- Sewer lines, from the foundation to the tap
Contact Collections Dept. at (219) 462-6174, ext 3
- Water service, from the foundation to the meter
Contact Water Dept. at (219) 462-6174
- Final inspections required prior to release of a Certificate of Occupancy

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, underfloor, roughs, final
- Electrical: final
- Signage: final

