



**City of Greenwood**  
**Office of the Building Commissioner**  
300 South Madison Avenue  
Greenwood, IN 46142  
(317) 887-5230  
building@greenwood.in.gov

Policy in Effect  
**December 2, 2013**

## **Commercial Inspection Scheduling Policy**

Inspection Requests may be made by calling the Building Division at (317) 887-5230 or sending an email to [building@greenwood.in.gov](mailto:building@greenwood.in.gov). Our office is open Monday thru Friday from 8:00 am to 5:00 pm. All emails will receive a reply confirming the inspection time and/or date.

### **Commercial**

All commercial inspections must be requested at least 24-hours in advance.

Footings may be scheduled at a specific time. In addition, larger projects may schedule recurring footing inspections to inspect each day's progress.

Underslab inspections will be performed sometime during the day depending on when it fits into the inspector's schedule.

All commercial rough-ins, above ceilings, and finals will be scheduled for a specific date and an approximate arrival time will be given. We will also notify the Fire Marshall of the date and time of the inspection.

**NO INSPECTIONS WILL BE SCHEDULED BETWEEN 12:00 AND 1:00 EACH DAY.**