



MIKE COOPER  
*Mayor*

## CITY OF COVINGTON

BUILDING PERMITS OFFICE

317 N. Jefferson Avenue

Post Office Box 778

Covington, Louisiana 70434

phone 985.898.4725

fax 985.898.4723

email CovPermits@covla.com

website www.covla.com

### COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND MULTI-FAMILY ADDITION BUILDING PERMIT CHECKLIST

**Addition means that square footage is being added to the existing structure.**

- Completely filled out and signed application
- Cash sale document showing ownership
- State of Louisiana Commercial License
- Survey - current and stamped with drainage detail and flood zone
- Prior to the pre-pour inspection**, a survey showing finished floor elevations, setbacks, centerline elevations of the roadway, flood zone and drainage detail information must be submitted to this office. *No exceptions will be made.*
- Prior to the final inspection**, an as-built survey showing finished floor elevations, setbacks, centerline elevations of the roadway, flood zone and drainage detail information must be submitted to this office along with pictures of the completed residential/commercial projects. Certificate of Occupancy will **NOT** be granted until this is turned in to the Building Department. *No exceptions will be made.*
- Notify your surveyor ahead of time to eliminate any delay in work. This will apply to all new residential and commercial projects.
- NOTE:** A **FEMA** elevation certificate must be submitted along with the as-built survey and drainage plan if the property is located in an "A" Flood Zone.
- Four sets of stamped plans - three regular size sets and one 11" x 17" set, including foundation plans, floor plans, elevation drawings and detail drawings, including electrical, plumbing and mechanical. All plans submitted must indicate what design criteria they are drawn from (e.g., IBC). The 11" x 17" set goes in the file. One of the regular sets is given back at the time the permit is issued to stay on site when the inspector comes for inspections. The other regular set goes to Public Works or the City Engineer to review.
- Fire Marshall review letter
- Department of Health review letter (if applicable)
- If in Historic District, a Certificate of Appropriateness must be on file.
- Tree plot plan with trees marked that need to be removed

- Verify flood zone, zoning and setbacks.
- Plan review is done by commercial inspector and City Engineer, and review letter is given to builder.
- Verify parking, landscaping and lighting for compliance (Building Inspector).
- Sign permit approval must be received from City Planner.
- Permit fee is based on dollar amount.
- Re-inspection fee is \$100 each time per failed inspection. Fee must be paid before re-inspection will be scheduled.
- Any additional fees incurred (e.g., engineering, plan review, etc.) must be paid before Certificate of Occupancy is granted.